

Prog:	370-S										
Title:	The Internal Revenue Manual										
Agency:	The Internal Revenue Service										
Term:	Beginning 12.01.17 and ending 01.31.19										
			CENVEO RICHMOND			GRAY GRAPHICS		NPC, INC.		CURRENT CONTRACTOR	
			Richmond, VA			Capitol Heights, MD		Claysburg, PA		NPC, INC.	
			BASIS OF								
ITEM NO	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	TABLE OF CONTENTS AND GRAPHICS:										
1.	Table of Contents pages: Preparation of Table of Contents includes TRIDOC headings from the XML text files, reversing the sequence number and title, and all related processing.										
(a)	One page Table of Contents.....per page.....	776	4.00	3,104.00	8.00	6,208.00	2.56	1,986.56	0.65	504.40	
(b)	Each additional Table of Contents page.....per page.....	1420	2.50	3,550.00	6.00	8,520.00	2.56	3,635.20	0.33	468.60	
2.	Graphics:										
(a)	PDF graphics files, including all related processing.....per graphic.....	1236	1.00	1,236.00	2.20	2,719.20	2.56	3,164.16	3.25	4017.00	
(b)	Reduction or enlargement of PDF graphics.....per graphic.....	316	1.00	316.00	4.00	1,264.00	1.28	404.48	2.60	821.6	
(c)	Converting PDF graphics to grayscale.....per graphic.....	444	1.00	444.00	15.00	6,660.00	1.28	568.32	5.20	2308.8	
II.	FORMATS:										
(a)	One time charge (per contract) for development of initial formats for all products.....	1	25,000.00	25,000.00	2,000.00	2,000.00	N/C	0.00	1,000.00	1000	
(b)	Development of new format.....per format.....	1	25,000.00	25,000.00	500.00	500.00	1,000.00	1,000.00	1,000.00	1000	
(c)	Change to existing format, including new tags and DTD updates.....per tag.....	1	100.00	100.00	250.00	250.00	307.14	307.14	60.00	60.00	
III.	PUBLISHING DATABASE OUTPUT: Prices must be all inclusive for data entry, composition, and all other related processing in accordance with these specifications.										
(a)	XML files via electronic transmission.....per 1,000 characters.....	185971	1.00	185,971.00	0.75	139,478.25	0.20	37,194.20	2.00	371,942.00	
(b)	GIF graphics files via electronic transmission.....per graphic.....	7360	1.00	7,360.00	2.00	14,720.00	1.10	8,096.00	1.20	8,832.00	
(c)	PDF files via electronic transmission.....per page.....	90492	8.00	723,936.00	0.50	45,246.00	7.20	651,542.40	3.00	271,476.00	
IV.	PRINTING:										
(a)	Printing 8-1/2 x 11".....per page.....										
(1)	Makeready and/or Setup	12816	N/C	0.00	6.00	76,896.00	N/C	0.00	3.31	42,420.96	
(2)	Running Per 1,000 Copies	4918	15.00	73,770.00	7.20	35,409.60	25.39	124,868.02	3.60	17,704.80	
(b)	Additional charge for second color.....per page.....										
(1)	Makeready and/or Setup	128	N/C	0.00	20.00	2,560.00	N/C	0.00	1.60	204.80	
(2)	Running Per 1,000 Copies	3	100.00	300.00	5.00	15.00	76.95	230.85	6.50	19.50	
V.	BINDING:										
(a)	Looseleaf products over 1 leaf up to 32 leaves.....per copy.....	1896	0.65	1,232.40	0.25	474.00	N/C	0.00	0.04	75.84	
(b)	Looseleaf products over 32 leaves up to 128 leaves.....per copy.....	34896	0.75	26,172.00	0.45	15,703.20	0.05	1,744.80	0.08	2,791.68	
(c)	Looseleaf products over 128 leaves.....per copy.....	960	1.00	960.00	1.00	960.00	0.68	652.80	0.10	96.00	
(d)	Saddle-stitched products.....per copy.....	2192	0.80	1,753.60	0.25	548.00	N/C	0.00	0.10	219.20	
VI.	COMMUNICATIONS:										
	One time set-up charge (per contract) for set up of FTP and email communication.....										
		1	25,000.00	25,000.00	500.00	500.00	N/C	0.00	N/C	0.00	

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VII. DISTRIBUTION, LABELING, PACKING, AND CONSOLIDATION SYSTEM:										
(a)	Creating and affixing inner address labels.....									
per label.....	3156	1.50	4,734.00	1.00	3,156.00	1.00	3,156.00	0.70	2,209.20
(b)	Creating and affixing outer address labels.....									
per label.....	3400	3.50	11,900.00	1.00	3,400.00	1.00	3,400.00	0.98	3,332.00
(c)	Packing of products in Kraft envelopes, up to 2lbs									
per label.....	1356	0.70	949.20	1.50	2,034.00	0.40	542.40	0.78	1,057.68
(d)	Quantities over 2lbs., up to 12lbs., packed in cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14lbs.).....									
per bag or bundle.....	472	2.35	1,109.20	2.00	944.00	1.05	495.60	1.04	490.88
(e)	Quantities over 12lbs., up to 24lbs., wrapped in shipping bundles or packed in small shipping cartons (maximum gross weight 27lbs.).....									
per bundle or carton.....	240	3.00	720.00	3.00	720.00	1.70	408.00	1.00	240.00
(f)	Quantities over 24lbs., up to 36lbs., packed in shipping cartons (maximum gross weight 40lbs.).....									
per carton.....	1332	3.00	3,996.00	4.00	5,328.00	2.60	3,463.20	1.63	2,171.16
(g)	Pallets for bulk shipments.....per pallet.....	6	25.00	150.00	25.00	150.00	17.86	107.16	15.00	90.00
(h)	One time set up charge (per contract) for distribution, including Consolidation system.....	1	25,000.00	25,000.00	2,500.00	2,500.00	N/C	0.00	N/C	0.00
VIII. DVD-ROM DEVELOPMENT AND REPLICATION:										
(a)	Initial programming and process development.....	8	500.00	4,000.00	1,000.00	8,000.00	N/C	0.00	1,000.00	8,000.00
(b)	One-off (Master) generation.....per master.....	8	500.00	4,000.00	500.00	4,000.00	430.00	3,440.00	10.00	80.00
(c)	DVD-ROM replication.....per DVD-ROM.....	3920	5.00	19,600.00	2.00	7,840.00	3.88	15,209.60	1.25	4,900.00
CONTRACTOR TOTALS				1,181,363.40				865,616.89		748,534.10
DISCOUNT				0.50%	5,906.82	0.0%		2,164.04	0.25%	1,871.34
DISCOUNTED TOTALS				1,175,456.58				863,452.85		746,662.76
AWARDED										

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

The Internal Revenue Manual

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

Internal Revenue Service

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning December 1, 2017 and ending January 31, 2019 plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

NOTE: The period from December 1, 2017 and ending January 31, 2018 will be a non-production period for developing programming, etc. Live production begins February 1, 2018.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on September 29, 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 Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: This program was formerly Program 851-S. These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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.

SUBCONTRACTING: Subcontracting is allowed for generating a one-off (master) DynaText DVD and DVD-ROM replication only.

The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor.

Subcontractor(s) must be approved by the Government prior to production starting at that facility. The subcontractor's information must be provided in conjunction with the "SECURITY CONTROL PLAN" specified herein.

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 at that facility. If the subcontractor is not approved by the Government, then the contractor must submit new subcontractor's information to the Government for approval five (5) 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:

Product Quality Levels:

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

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	Average Type Dimension in Publication/ Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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.

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).

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 December 1, 2017 to January 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.

NOTE: The term of the first contract year (base year) is expected to be approximately 14 months; however, the Economic Price Adjustment will be based on the date of actual production. Actually production begins on February 1, 2018.

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 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 October 31, 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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an onsite 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. The preaward survey may include the Government observing the contractor or any subcontractor entering and generating preaward test materials.

PREAWARD TEST: Any contractor being considered for award shall be required to complete the following preaward test, unless, in the Contracting Officer's judgment, performance on this or a similar requirement is determined to be sufficient to demonstrate the capability to perform the contract requirements. This preaward test is to be performed as follows:

The prospective contractor must successfully complete a preaward test (at no cost to the Government) that will demonstrate their ability to physically perform the composition and distribution (generation of labels and packing slip) portions of this contract. The test will consist of two parts, orchestrated concurrently, and will include services detailed in the contract specifications, as follows:

Part One will cover the composition of the contract.

Upon notification to perform the preaward test, the contractor will be provided the files for an Internal Revenue Manual (approximately 100 pages) via electronic transmission. Within 10 workdays, the contractor shall develop and implement all required programming to perform the test, enter the file(s) into their system and, in accordance with these specifications, provide the Government with a complete set of fully formatted pages. The fully formatted pages must be furnished via electronic transmission to David A. Clark, IRS Project Officer.

Part Two will cover distribution and consolidation.

Upon notification to perform the preaward test, the contractor will be provided Distribution files for 5 Internal Revenue Manuals via electronic transmission. Within 10 workdays of receipt of files, the contractor shall develop and implement all required programming, and on workday 15, shall provide to the Government all package labels (inner and outer) and packing slips in accordance with these specifications. The contractor shall organize the labels and packing slips so that each outer label and the corresponding inner labels and packing slips are bound together. For example, an outer label could be placed on an envelope, with the appropriate inner labels and packing slips inserted in the envelope. These samples must be sent to: David A. Clark, 1111 Constitution Ave., Rm. 6554, Washington, DC 20224.

The Government acceptance period will be up to 4 workdays for all phases of the preaward test.

The contractor shall notify the Contracting Officer upon completion of the preaward test. Failure to successfully complete the preaward test within the specified time frame may result in the Government declaring the contractor nonresponsible.

If any of the preaward test materials are disapproved by the Government, the Government, at its option, may require the prospective contractor to submit revised materials for evaluation. The prospective contractor shall submit revised materials within 10 workdays of notification of the required changes.

In the event the revised test materials are disapproved by the Government, the prospective contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

No charges to the Government will be allowed for costs incurred in the performance of the preaward test.

SECURITY WARNING: The contractor shall comply with all security requirements set forth in these specifications.

NOTE: All furnished data is designated as being “Sensitive But Unclassified”.

RIGHTS IN DATA: The term "Data" as used herein, includes all information in connection with the supplies and operations under contract herein, including media furnished by the Government.

All data, whether first produced in the performance of this contract or delivered by the Government to the contractor for use during the performance of this contract, shall be the sole property of the Government. Electronic style sheets developed by the contractor for formatting IRMs on computer monitors and for typesetting IRMs for printing shall be the sole property of the Government. Customization of authoring software programs shall be the sole property of the Government. The contractor shall have no rights at common law or equity and may not establish any statutory copyright in such data. The contractor shall not sell, publish, copy, or distribute any such data, in whole or in part, (other than as required by the terms of this contract), without the express written consent of the Government.

All products digitally, mechanically, or intellectually created through the use of services or facilities provided by the contractor shall be the exclusive property of the Government, including keystrokes, drawings, programs, electronic files, and the page images in which these are subsumed.

SAFEGUARDS: In performance of the contract, the contractor agrees to comply and assume responsibility for compliance by its employees, with the following requirements:

1. Any Government information which is made available, or to which access is provided, and which is considered to be, or which is marked "Official Use Only," shall be used only for the purpose of carrying out the provisions of the contract, and shall not be divulged or made known in any contract. Disclosure to anyone other than an officer or employee of the contractor or subcontractor at any tier shall require prior written approval. Requests to make such disclosures should be addressed to the Contracting Officer.
2. All copies must be accounted for and waste sheets, printing plates, and excess warehouse stock must be destroyed beyond recognition or reconstruction.
3. Shipments must be securely wrapped in opaque material with no indication on the mailing label that "Official Use Only" material is enclosed.
4. Direct distribution shipments must be made by a traceable means-- commercial freight, small package carrier, air freight forwarder, certified/registered mail, etc. (as specified by IRS).
5. Storage of printed issuances negatives, printing plates, and magnetic tapes must be in secured areas to prevent unauthorized access.
6. A computer data security system must be in place to prevent unauthorized access.

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
- (2) 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/her education, financial transactions, medical history, and criminal or employment history and that contains his/her 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.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials.

Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

The contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contractor Officer or his/her representative, detailed plans for the following activities. The workday after notification to submit will be the first workday of the schedule.

1. The plan shall contain at a minimum how Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. List of subcontractor(s) and their specific function(s), as applicable;
4. How the disposal of waste materials will be handled; and,
5. 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).

QUALITY CONTROL PLAN:

The contractor shall also provide a Quality Control Plan which includes the practices and procedures to assure compliance with these specifications that the contractor shall implement upon award of this contract. This plan shall describe in detail the in-process controls, sampling, and inspection techniques for all phases of production including database management, composition, printing, binding, packaging and labeling, and distribution. The plan shall also describe how, when, and by whom the above controls and inspection will be performed. The plan shall describe how problems will be reported, the procedures to be followed to rectify problems, and actions that will be taken to ensure that problems do not reoccur.

This plan must be submitted in conjunction with the Security Control Plan above.

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

STANDARDS: The most current issued version of each standard in effect at contract award will be the prevailing standard applicable to this contract.

ISO 8879, Standard Generalized Markup Language.

ISO 9660, Volume and File Structure of CD-ROM for Information Interchange.

The U.S. GPO Style Manual and Government Paper Specification Standards, Vol. 12 are available from: Superintendent of Documents, U.S. Government Publishing Office, Washington, DC 20402.

The Internal Revenue Manual is available for review in the IRS Freedom of Information Reading Room, 1111 Constitution Avenue NW, Washington, DC, 20224.

INSPECTION: The Government shall have the right to send its officers and employees into the offices and plants of the contractor or any subcontractor for inspection of the facilities and operations provided for the performance of any work under this contract.

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

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 December 1, 2017 through January 31, 2019 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PAYMENT:

Submitting all invoices via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

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

GLOSSARY OF TERMS

CCDM - Chief Counsel Directives Manual, those portions of the IRM that pertain to IRS Chief Counsel.

CD-R - Compact Disc Recordable, in conformance with ISO 9660.

CAMERA COPY - Government provided pages which do not require typesetting or digitizing services.

CHAPTER – The second level in the IRM hierarchy. Parts contain Chapters, Chapters contain Sections.

CHARACTER - A single letter, number, graphic symbol, punctuation mark, or word space resulting from a single keystroke.

DISTRIBUTION FILES - Files containing order points, addresses, quantities, IRM catalog numbers, IRM titles, etc.

DTD - Document Type Definition as described in ISO 8879.

ELECTRONIC TRANSMISSION - Transmission of IRM files via disk, Zip disks, CD-R, email, or FTP (File Transfer Protocol)

FORMAT - A set of instructions that defines the size, style, type, page, margins, etc., including all typographical specifications for each element in a specific page layout. One format contains a set of output specifications for all of the products required to be produced under this contract.

GBL - Government Bills of Lading.

GENERIC IDENTIFIER - A mnemonic name assigned to each identified element of a document, defined in ISO 8879.

GIF - Graphics Interchange Format.

GRAPHIC - An image to be merged into IRM pages using an XML tag to call the file.

HTML (Hypertext Markup Language) – Content text files.

IRM - Internal Revenue Manual.

ISSUE DATE – See Transmittal Date.

MANUAL TRANSMITTAL - A dated cover page used to identify and describe changes distributed for a particular unit of issue.

ORDER POINT - A nine digit code associated with an address for controlling IRM distribution.

PDF - Adobe's Portable Document Format.

PARSE - To validate an XML file using a program (or series of programs) that recognizes markup in conforming XML documents.

PART – The highest level of hierarchy in the IRM. Parts contain Chapters.

PRIMARY ORDER POINT CONSOLIDATION - The consolidation of copies of more than one manual transmittal going to the same office (first five digits of the order point) into a single shipment to a Primary Order Point.

PRIMARY ORDER POINT - An order point whose last four digits are "0000".

PUBLISHING DATABASE - Database containing text files and graphics files.

SECTION - A Section is the third level in the Manual hierarchy. Chapters are made up of Sections. Sections contain subsections.

EXTENSIBLE MARKUP LANGUAGE (XML) - The name of the formal definition standard, set forth in ISO Standard 8879, which standardizes the creation and application of generalized markup concepts.

STANDARD TABULAR - Tabular material that resides in the text files, marked up with XML tags.

TAG - A generic identifier delimited by "<" and ">" used to identify and name an element.

TEXT FILES - The files containing text and standard tabular material, marked up with XML tags.

TRANSMITTAL - An individual issuance containing a Manual Transmittal cover page as well as the updated Manual text pages

TRANSMITTAL DATE - The date which appears on the page footers and on the Manual Transmittal page. The Manual Transmittal is always the ship date on the print order.

TRIDOC - Technical Reference Information Document. A TRIDOC consists of a numbered heading, date, and the related text up to but not including the next numerical heading. A TRIDOC can be a numbered heading of text material or an exhibit page. A TRIDOC can be any hierarchical level in the IRM.

SECTION 2 -- SPECIFICATIONS

SCOPE: These specifications cover the establishment, updating, and maintenance of an XML text and graphics publishing database, electronic prepress, composition, output of electronic files in various formats, generating a one-off (master) DynaText DVD, DVD-ROM replication, printing of bound documents, binding, generation of labels, packaging, shipment consolidation, and distribution to IRS offices nationwide.

TITLE: Internal Revenue Manual.

FREQUENCY OF ORDERS: Approximately 750 to 850 orders per year. Order activity may be greater and will not be consistent throughout the year. During peak production periods (September through January each year) over 40 print orders may be issued during each week.

The majority of print orders issued for IRM packages will be for composition only and will require no printing.

QUANTITY: Approximately 30 to 2,500 copies per order. The majority of orders will be for less than 300 copies.

NUMBER OF PAGES: Approximately 2 to 1,000 pages per order. The majority of orders will be for less than 200 pages.

TRIM SIZE: 8-1/2 x 11".

EXHIBIT REFERENCES: The facsimiles shown in the section titled EXHIBITS are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

GOVERNMENT TO FURNISH:

XML files via electronic transmission.

Graphics files in PDF format via electronic transmission.

The IRM DTD.

Distribution files containing quantity and address information via electronic transmission in Excel and PDF format.

Distribution lists for special one-time only distributions in Excel and PDF format.

An IRS-established small package carrier account number.

Government Bills of Lading.

DynaText software for use in creating the IRM CD-ROM.

HTML content text files, HTML index text files, HTML informational text files, DVD-ROM HTML navigational structure, and GIF graphic files for use in creating the IRM DVD-ROM.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., must not print on finished product.

CONTRACTOR TO FURNISH:

All materials and services, other than those listed under "GOVERNMENT TO FURNISH", to produce the products in accordance with these specifications.

All XML text and graphic database management, composition, printing, and binding services required to manage and produce all IRMs and CCDMs in the document system.

All programming, processing, packaging, and labeling for the distribution system.

XML files via electronic transmission.

GIF graphics via electronic transmission.

IRM units of issue in Adobe's PDF format via electronic transmission.

Various administrative tasks, including the preparation of excel spreadsheets of invoices, billing, and shipping logs.

Special security handling procedures for all "Official Use Only" material supplied and produced under this contract.

Full backup capability of the entire XML and graphics databases. Backup capability shall also be provided for all software and equipment used to fulfill these requirements.

At the conclusion of the contract, the contractor shall return to the Government the complete set of all printed products supplied by the Government for determining page numbering (updated by the contractor for all documents produced under this contract), and any camera copy stored by the contractor.

One-off (Master) DVDs for the IRM DVD-ROM using DynaText.

DVD-ROMs.

COMMUNICATIONS:

The contractor shall establish and maintain a secure FTP site for transferring XML, graphic, PDF, and distribution files. The FTP site shall be secured to allow access only to authorized Government personnel and to those contractor employees who must have access to perform tasks required in transferring files. The contractor shall post files to the FTP site when requested by the Government. The Government will log-in and retrieve the files. The Government will also post distribution files to the site.

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.

BACKGROUND:

The IRM system is a document system that can be updated at any time. The Government will be updating units of issue as small as 2 pages, and as large as thousands of pages.

A TRIDOC is the smallest unit in the IRM that can be revised. A TRIDOC consists of any block of type that includes a number heading, a title, a date, and any text up to, but not including, the next number heading. Each exhibit in the IRM is considered to be a TRIDOC. A TRIDOC may be many pages long, or as small as a single heading. (See Exhibit 1.)

Print quantities are based on Government supplied distribution files. Estimated quantities will be indicated on the print orders. Exact quantities to be printed shall be determined by the contractor by processing the distribution files and adding any quantities for Inspection and/or Blue Label Samples.

The IRM is structured as follows: Part, Chapter, Section, and five levels of Subsections. For example, IRM 2.4.6.1 is Part 2, Chapter 4, Section 6, Subsection 1. IRM 2.11.93.2 is Part 2, Chapter 11, Section 93, Subsection 2.

A period of heavy update activity (peak period) for IRM Parts 2, 3, and 21 occurs from September through January each year.

DATA ENTRY:

The Government will supply XML files for updated and new documents via electronic transmission. The contractor shall enter these files into the publishing data base, deleting the previous version of these files. When requested, the contractor shall enter the TRIDOC and Exhibit dates for Complete Revisions into the files supplied by the Government. No charges will be allowed for entering the dates into Complete Revisions.

XML files supplied by the Government will contain markup that uses proportional units (e.g. 50*) to indicate measurements (column widths) in TABLEs. The contractor shall calculate the column widths of proportional tables by dividing the proportional units for each column by the total number of proportional units in all columns, and use the quotients as the percentage of the total table width for each column width.

The contractor shall maintain the text database using XML and shall compose typeset pages from the XML files. The contractor shall not maintain or update the text files using non-XML or propriety coding, and shall not convert non-XML files to generate XML files.

Contractor to maintain non-proprietary style sheets and will provide to Government upon request.

The contractor shall parse contractor-updated files and Government supplied XML files to ensure that the files are in accordance with the DTD and ISO 8879 prior to composition and printing.

The contractor shall programmatically verify that all XML table tags used within a TABLE element are appropriate based on the COLS attribute and COLSPEC and SPANSPEC tags for that table. This verification shall be done prior to composition and printing. The contractor shall NOT use NAMEST and NAMEND attributes in place of the COLNAME attribute for an ENTRY that does not span more than 1 column. In TABLE ENTRY tags, if the NAMEST attribute is used, the NAMEND attribute must also be used.

The contractor shall programmatically identify and delete XML Comments from XML files supplied by the Government. The contractor shall delete the comments from the files prior to composition, prior to incorporating the files into the database.

Exhibits are graphics, text, and or tables that are located at the end of an IRM. Figures are graphics that are incorporated within the textual pages of the IRM.

The XML text files contain identifiers that reference the graphic files. If a graphic is revised or replaced by the Government, and the new or revised graphic reference number is not indicated, the contractor shall generate the identifier. These identifiers shall be printed at the bottom of the page that the graphic appears on. If a graphic contains "Official Use Only" material (as indicated by the GRAPHIC tag attributes), the identifier printed on the page shall be followed by a "#" (pound sign). The identifier shall be eight digits. The first five digits of the identifier shall be the IRM Catalog Number, followed by a unique three-digit alphanumeric identifier.

The Government will supply PDF graphics files via electronic transmission. The contractor shall enter these files into the publishing data base.

Some graphics may require reduction, enlargement, and conversion to grayscale, as applicable.

Copy for graphics will be provided indicating the exhibit number and title or figure number and caption (if applicable).

For graphics that contain Official Use Only material (graphics marked with "#"'s in the margin), the contractor shall indicate that the graphic contains Official Use Only material by setting the "RESTRICT" attribute in the GRAPHIC tag as appropriate in the XML file.

The contractor shall typeset and include in the XML text file exhibit numbers, exhibit titles, and figure numbers, figure captions, and any text submitted as part of an exhibit as appropriate.

The contractor shall incorporate graphics into their proper position with the textual data during output of electronic files. On any page containing a graphic, the contractor shall typeset and print at the bottom of the page the graphic identifier. If the graphic contains Official Use Only material, a “#” (pound sign) shall be typeset beside the identifier. (See Exhibit 2.)

When an IRM is revised, the contractor shall delete from the publishing database any unused graphics previously associated with that IRM. No charges will be allowed for deleting the unused graphics.

For existing graphics that require renaming, the contractor shall rename and/or copy the graphics as requested by the Government. Copying and/or renaming a graphic will be charged to the line item for reduction or enlargement of graphic.

If an IRM is obsoleted, the contractor shall delete all the files associated with that IRM from the publishing database. There will be no charge allowed for deleting these obsolete files.

The Table of Contents for IRMs shall be programmatically generated from the TRIDOC headings and their numbers. Exhibit Numbers and Titles shall appear in the Table of Contents. The contractor shall process the entire unit of issue to produce the Table of Contents. (See Exhibit 7.)

Manual Transmittal pages are cover sheets used to issue all IRM material. Manual Transmittal pages contain textual user information and the Distribution Pattern for the transmittal. If no transmittal date is indicated on the print order or manuscript, the contractor shall enter the contractual ship date as the transmittal date. (See Exhibit 1.)

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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the IRM Project Officer in sufficient time to comply with the shipping schedule.

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

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

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

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

COMPOSITION:

The contractor shall provide full page electronic composition (with graphics in place) for all pages produced. (See Exhibits 1, 3, and 4)

Pagination shall be designed to follow the IRM page design and the GPO Style Manual for widows, table breaks, etc.

All composition (text and tabular) shall be identical throughout the product(s) ordered under these specifications.

The IRM's text pages shall be set in Helvetica and Arial typeface (light, italic, regular, medium, bold condensed), 6 through 72 point.

No alternate typefaces will be allowed: However, manufacturers' generic equivalents will be accepted for the above typefaces. Each bidder shall list in the bid the name of the generic equivalent typeface(s) and composing machine to be used.

The GPO reserves the right to require samples of any generic equivalent typefaces offered if it is deemed necessary in order to determine the suitability of the offered typefaces.

The contractor shall follow the GPO Style Manual for the proper use of hyphens, en dashes, em dashes, ellipses, en spaces, em spaces, open and close quotes, etc.

All indentations for the paragraphs shall be accomplished by tags and not fixed spaces. No composition codes shall appear in the text files.

The contractor shall provide 100 percent correct hyphenation. The last word of a paragraph cannot be hyphenated, and hyphenation is not allowed between columns and/or pages.

The contractor shall use Webster's Third International Dictionary as the standard for determining correct hyphenation points.

Word spaces shall not exceed 1-em.

IRM and CCDM page layouts are essentially the same, except for placing the appropriate product identification (IRM, CCDM) in the page headers and footers.

The contractor shall provide composition of "Official Use Only" text as follows:

A pound sign (#) shall appear to the right of any line of type containing information which cannot be disclosed to the general public. This material is classified "Official Use Only".

"Official Use Only" text may appear in IRMs. The contractor shall typeset "any line marked with a # is for Official Use Only" on IRMs with Official Use Only data.

The contractor shall mark up "Official Use Only" material within the publishing database using the "RESTRICT" tag and attributes.

When requested, the contractor shall provide PDF files of IRM units of issue with the "Official Use Only" text, tabular material, and graphics deleted. The pages are to appear with the space left for the Official Use Only material, but the Official Use Only material shall not be included in the file. No changes shall be made to the publishing database to generate these pages. The "#s and phrase "Any line marked with a # is for Official Use Only" shall appear on the pages. (See Exhibit 3.)

Electronic output must have a minimum resolution of 1,200 lines per inch or equivalent dots per inch.

NOTE: The majority of print orders issued for IRM packages will be for composition only and will require no printing.

FORMATS: The contractor shall develop the IRM typesetting specifications from sample printed products, written instruction, and through consultation with the Government. (See Exhibits 1, 2, 3, and 4.)

PUBLISHING DATABASE OUTPUT:

The contractor shall provide XML text files via electronic transmission as follows:

- The file name(s) for XML files(s) shall be in format
 - “irmXX-XXX-XXX--YYYY-MM-DD.xml”-for non-ouo IRM’s
 - “irmXX-XXX-XXX--YYYY-MM-DD--ouo.xml”-for OUO IRM’s
- The contractor is responsible for identifying and creating the file name based on IRM number and manual transmittal date.

XX-XXX-XXX = IRM Number (i.e. IRM 1.1.1 = irm01-001 -001)

- Files shall be transmitted to the Government via FTP as indicated on the print order:
 - The text shall contain no hyphens other than for compound works;
 - The contractor shall parse the files to ensure conformance with the DTD;
 - Files may be ordered for the complete text database, or any part of the text database.

The contractor shall provide graphics files via electronic transmission in GIF format as follows:

- Files shall be transmitted to the Government via CD-R, disk, email, or FTP as indicated by the Government.
- The file name(s) shall be the eight-digit alphanumeric graphic identifier number(s), and the extension shall be “GIF”;
- Disks and CD-Rs shall be labeled with the print order number, IRM number and catalog number;
- Disks and CD-Rs shall contain only the files requested on the print order, and shall not contain extraneous files and directories;
- The contractor shall provide standardized graphic orientation for landscape graphics.
- Files may be ordered for the complete graphic database or any part of the graphic database.

The contractor shall furnish IRMs in Adobe's PDF format via electronic transmission as follows:

- The contractor shall convert ("distill") database files into PDF files;
- The Adobe Acrobat Distiller shall be used for the conversion; PDF Writer shall not be used; the ASCII format option in Distiller shall not be used during conversion;
- The file name(s) for PDF file(s) shall be in format
 - “irmXX-XXX-XXX--YYYY-MM-DD.pdf”-for non-ouo IRM’s
 - “irmXX-XXX-XXX--YYYY-MM-DD--rdct.pdf”-for OUO IRM’s
 - “irmXX-XXX-XXX--YYYY-MM-DD--ouo.xml”-for OUO IRM’s

- The contractor is responsible for identifying and creating the file name based on IRM number and manual transmittal date.

XX-XXX-XXX= IRM number (i e. IRM 1.1.1 = irm01-001-001)

- If requested, disks and CD-Rs shall be labeled with the print order number, IRM number, and catalog number;
- The contractor shall include the Transmittal Page(s) and table of contents pages in the PDF file(s), and shall deliver a single complete PDF file for each IRM requested. PDF files shall match the printed documents page for page including blank pages;
- The contractor shall enter PDF Mark information in the PDF files as follows:

TITLE - IRM number and Revision Date (e.g., "3.12.3 (Rev. 1/1/2012)")

SUBJECT - IRM Title (e.g., "Individual Income Tax Returns")

AUTHOR - Contractor name and ship date of print order (e.g., "Ima Printer, Dec. 1, 2001")

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.

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

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

PRINTING:

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level IV standards are maintained.

Print head-to-head or one side only (as ordered) in black ink; or black ink and one additional ink color. (NOTE: approximately 1% of the pages require a second color.) Portions of graphics to be printed in color will be indicated on an overlay. Match Pantone ink number as indicated on the print order.

BINDING:

The contractor shall trim four sides on all looseleaf products.

Looseleaf products over one leaf and up to and including 32 leaves shall be stitched or paper banded.

Looseleaf products over 32 leaves and up to and including 128 leaves shall be paper banded, shrink wrapped, or inserted in polyethylene envelopes.

Looseleaf products over 128 leaves shall be shrink wrapped or inserted in polyethylene envelopes.

For stitched looseleaf products, the contractor shall place one wire stitch in the upper left corner.

For paper banded looseleaf products, band each set with a strip of heavy kraft paper, not less than 4" in width, around the short dimension 8-1/2" of the product.

The contractor shall saddle-stitch bound documents and trim three sides, when requested. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e. binding stub) to the left or right side of stitches will not be allowed.

DRILLING:

When ordered, drill 3 round 3/8" diameter holes on the 11" side, 4-1/4" center to center. Center of holes shall be 3/8" from the bind edge of the sheet.

DVD-ROM: When ordered, the contractor shall deliver to the Government a "one-off" (master) DynaText DVD and perform DVD-ROM replication services as described below.

The contractor shall use HTML text files and GIF graphic files supplied by the Government as the source files for the DVD.

The contractor shall provide a Java version 1.1-compatible, Section 508 compliant integrated HTML search engine on the DVD. The search shall be linked from the navigation bar and allow the use of words and phrases to search the IRM HTML content. The contractor shall develop the DVD so that searches for words and phrases can be restricted to a single IRM Part, or across the whole of the IRM as selected by the end user.

The contractor shall add Government-specified navigational structure, navigational graphics, header graphics, and background graphics to the search engine HTML files on the DVD. The navigational structure added to the HTML files must be Section 508 compliant and must be consistent throughout the DVD.

The contractor shall develop the DVD to be compliant with ISO 9660 guidelines.

The contractor shall develop the DVD to run entirely from the DVD-ROM drive with no installation of files on the hard drive.

The contractor shall develop the DVD to display and be fully functional in Internet Explorer 6 and later on Windows NT 4 and later.

The contractor shall develop the DVD to "autorun" and load the main index file when placed in the DVD-ROM drive of a computer running Windows NT 4 and later.

Contractor shall furnish all materials and services as required to create DVD discs from a recordable type DVD. Contractor must read the data from the DVD and verify the ISO 9660 format. Delivered DVD-ROM discs must conform to the ISO/IEC International Standard 10149, "Information Technology – Data Interchange on Read-Only 120 mm Optical Data Discs (CD-ROM)," and ISO Internal Standard 9660, "Information Processing – Volume and file Structure of DVD-ROM for information Interchange".

The Government will furnish electronic media for the Front Folded Form, Inlay Form, Note Form, and for the DVD on Iomega 100mb ZIP disks. The platform will be Macintosh, and software will be Adobe Illustrator CS5 and Adobe Photoshop CS5.

DVD-ROM Replication: When required, the contractor will be required to replicate identical copies of the "one-off" (master) DynaText DVD. Approximately 400 to 600 replications per order.

Proofs for DVD-ROM Products:

If the contractor is producing the products via offset printing:

One (1) set of digital color content proofs for all DVD-ROM products. 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.

If the contractor is producing the products via digital printing:

One (1) set of digital one-off proofs for all DVD-ROM products created using the same output device that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

If any contractor's errors are serious enough in the opinion of 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 a written notice of "O.K. to print."

DVD-ROM Products:

DVD-ROM: Standard 120 mm, printed face only in one Pantone color with flat gradient tones with type/logo/art reversed to base.

Front Folded Form: 9-1/2 x 4-3/4" flat, folded in half to 4-3/4" x 4-3/4". Prints face and back, head to head, in one Pantone color and/or black. Artwork may contain elements that are reversed to base. Bleeds on all sides on face and back.

Inlay Form: 5-29/32 x 4-5/8", prints face only in one Pantone color and/or black. Artwork may contain elements that are reversed to base. Form bleeds on all sides.

Note Form: 8-1/2 x 11", printed face and back, head to head, in one ink color. Artwork contains type and signature. Fold, at contractor's option, to fit within jewel case.

Contractor to match Pantone ink color as indicated on the print order.

Paper for DVD-ROM Products:

Front Folded Form and Inlay Form: White Litho (Gloss) Coated Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

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

Margins for DVD-ROM Products: Maintain margins as indicated on Electronic Media.

DVD-ROM Set Assembly:

Insert one copy of the Front Folded Form into the front of each jewel case under the retaining tabs provided therefore, with Title panel visible through the front of the Jewel Case. Score or perforate the Inlay Form vertically along the entire 4-5/8" dimension at 1/4" from the left and right edges and insert one copy into the back of each jewel case with printed image visible through the back and sides of the jewel case. Insert one copy of the DVD-ROM face up into each jewel case on tray. Insert one copy of the Note Form (folded) loose on top of the DVD-ROM disc (within jewel case). Individually shrink film wrap each jewel case in a moisture proof wrapping material.

PACKING:

Bulk Shipments –

The contractor shall pack bulk shipments in shipping cartons. Cartons shall be corrugated or solid fiber shipping containers 200 psi minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 2 to 3” width, minimum 965 lbs. transverse tensile strength. If stapled, cartons must be stapled before packing and without damage to the product. Cartons shall be sealed at the top with 2 to 3” paper polyester taped (not reinforced). Contractor shall determine exact dimensions of carton in accordance with trim size and weight of the product. All cartons must be packed solid.

Contractor supplied pallets (required for motor freight shipments only) shall be type III and shall conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer. Full entry shall be on the 40” width. (See Exhibit 8.) Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets.

Cartons shall be stacked on pallets with a maximum height of 55" including pallet height. Metal strapping or pallet caps shall not be used for securing material on pallets. There shall be no more than one partial pallet per destination. Cartons shall be stacked on pallets using a reverse layer pattern, usually having nine cartons per layer, or as appropriate. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons at destinations.

Contractor to use new IRS Pallet Specification. (See Exhibit 8.)

Mailed Shipments –

Insert single or multiple copies, up to 2 pounds into Kraft envelopes.

Quantities over 2 pounds, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

DISTRIBUTION SYSTEM AND CONSOLIDATED SHIPPING:

Distribution files for each print order will be sent to the contractor via electronic transmission. The contractor shall use these files to determine print quantities and produce distribution lists and labels. The file names will be the print order number. The new file format for these shipping labels are Excel flat files. The file type DIST.XLS will contain the IRM No., catalog number, order point numbers, and quantities.

The file type OUT.XLS will contain the Primary Order Point Numbers (OPNs) and mailing addresses. The file type INN.XLS will contain the subscribing OPNs, IRM no., quantities, and OPNs attention lines.

The contractor shall notify the Government if there is a difference of 10% or more between Quantity File quantity and the quantity indicated on the print order.

Examples: Order Points 321605900, 321606611, and 321606612 are to receive 1 copy each of 2 different manual transmittals. The six inner packages shall be consolidated in a single shipping container and shipped via small package carrier to the address for the Primary Order Point 321600000.
Combine shipments for the same street address.

Example: OPNs beginning with 1-4 with a “9” in their second digit share the same street address. The third digit further clarifies the shipping location (example; Fresno begins with 190. Austin 292. Atlanta 396. Andover 498, etc).

Ten different Order Points with the first five digits "292" (Austin) are to receive multiple copies of a manual transmittal with a total weight of 300 pounds.

Fifteen other Order Points with the first five digits "292" are to receive multiple copies of another transmittal with a total weight of 400 pounds.

All of the manual transmittals shall be consolidated into a single freight shipment to the Primary Order Point 292000000 on a GBL.

CAUTION: Because there can be multiple IRS offices in the same city, do not combine shipments with a different street address that share the same zip code address.

The Government will schedule ship dates for individual print orders based on the contract Production Schedule. The ship date indicated on the print order will be the date the transmittals shall be available to ship. The contractor shall consolidate all transmittals available and ship on Tuesday and Friday of each week. If the consolidation day is a Government holiday, the shipment shall be made the previous workday. The Government reserves the right to change the consolidation days, with two days' notice to the contractor. The Government may require that material for an individual print order ship on the contract Production Schedule date.

The contractor shall package transmittals for individual print orders and affix an Inner Address Label (see Exhibit 5 and 6).

The contractor shall complete the Primary Order Point Consolidation. The contractor shall group together all packages to be shipped to a common office (the same first five digits of the order point). The contractor shall then pack all inner packages for each office into shipping carton(s) and ship the carton(s) to the Primary Order Point. The contractor shall generate and affix an Outer Address Label to each shipping cartons (see Exhibit 5 and 6). No single shipping carton may weigh over 40 pounds.

A single inner package going to a specific office shall not be placed within another shipping carton. In this situation, both the outer and inner label shall be placed on the package, with the “ship to” address (the address on the outer label) clearly indicated.

Example: An envelope with an inner label is the only package going to an office. The outer label will also be placed on the envelope, with the ship to address clearly indicated. The inner label must not be covered by the outer label.

A 40-lb. carton with an inner label contains IRMs going to a single order point. The outer label will also be placed on the carton, with the ship to address clearly indicated. The inner label must not be covered by the outer label.

The Contractor shall consolidate all packages addressed to IRS, 1111 Constitution Ave. NW, Washington, DC 20224, into a single shipment.

Contractor to use only consolidated shipping dates (Tuesday and Friday) on print orders/production schedules. The contractor to e-mail shipping logs to IRS Project Officer.

LABELING: The contractor shall produce all labels. Two types of labels are required.

Inner Address Labels: The inner address label shall contain the ship date, Order Point Number, address, sequential package numbers (1 of 2, etc.), if applicable, quantity, IRM number, catalog number, and print order number.

Outer Address Labels: The outer address label shall contain the return address (contractor's name, followed by the address of the contractor's production facility), ship date, Primary Order Point Number, street address, sequential package numbers (1 of 3, etc.), quantities, IRM numbers, catalog numbers, Order Point Numbers, and Print Order Numbers.

The Government will provide a LABEL file for each print order. The LABEL file will contain only the information for Primary Order Point Numbers receiving a shipment from that print order. The contractor shall process all LABEL files together for a consolidated shipment to produce the outer address labels. If multiple LABEL files contain different information for the same Primary Order Point Number, the contractor shall use the information from the most recent LABEL file.

The contractor will use the new IRS Document 12215 - IMDDS Labeling, Packaging and Shipping Instructions and IRS Document 12194 IMDDS Shipping Label for all shipments (See Exhibit 5 and 6).

The contractor shall verify that the Label File contains Primary Order Point (Outer Label) information for each Order Point (Inner Label) in a consolidated shipment. If there are Inner Labels without Outer Labels, the contractor shall notify the IRS Project Officer for resolution.

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 copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (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 Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,000 - 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) that 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 address to which "Blue Label Copies" should be sent in accordance with the distribution list on the print order.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

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

DISTRIBUTION:

- Ship/mail f.o.b. contractor's city.

Packing List: The contractor shall create a packing list for each shipping carton and insert it in the top of the carton. The packing list shall contain the Primary Order Point Number, IRM numbers, quantities, catalog numbers, Order Point Numbers, and Print Order Numbers.

Billing of Consolidated Shipments: For consolidated print orders, the contractor shall bill inner labels and packaging to the production print order, and outer labels and packing and pallets to the monthly order for consolidation.

Billing Report: The contractor shall maintain a an Excel billing log and provide a weekly copy via email, detailing the charges associated with each print order, showing the charges by line item, and ship date of the print order. The contractor shall include all line items and all billing associated with a print order on the report. Upon request, contractor will provide a copy of an individual print order billing invoice detailing the individual contract line item charges.

The contractor shall provide delivery by Small Parcel Carriers as follows:

Upon award of the contract, or at least five days prior to the first shipments, the IRS will provide a small package carrier account number. If not notified of the establishment of this account, the contractor shall contact the IRS IRS Project Officer. Use of the small package carrier account number for shipments not authorized by IRS is strictly prohibited. Packing and shipping cartons shall conform to the size and weight limitations prescribed by the small package carrier, United States Postal Service, or other carriers, as appropriate. Proper documentation of shipments shall be maintained by the contractor. In the event of lost packages, tracking will be required and this documentation shall be readily available.

Bulk Shipments –

The contractor shall ship all shipments weighing 500 pounds or more using GBL's. The only exception will be that shipments in the contractor's commercial zone must be made via local delivery. GBL's have designated carriers and the contractor shall use the carriers as provided. Problems with GBL's or carriers shall be promptly reported to the IRS Traffic Manager.

The Government will furnish the contractor with 10 GBL's for the IRS service centers. Service Centers receive most of the bulk shipments. The contractor shall ensure that an adequate supply of GBLs is maintained for the service centers, and shall supply a written inventory of the GBLs on hand on the first workday of each week to the IRS Project Officer. When the supply of GBL's for any of the service centers reaches three or less, the contractor shall notify the IRS Project Officer.

The contractor shall notify the Government when a shipment not going to a service center will require GBLs. The contractor shall provide the Primary Order Point Number and the weight of the shipment to the IRS Project Officer.

The contractor shall ensure that the proper weight and number of pieces are shown on the GBL. The contractor shall ensure the date of receipt of shipment and signature is accurately entered by the carrier's agent and the proper GBL paperwork is issued to the carrier. All memorandum copies must be legible. Proper documentation of shipments shall be maintained by the contractor. In the event of lost shipments, tracing will be required and this documentation shall be readily available.

Mailed Shipments -

Destinations not available for small parcel carrier locations shall ship through the U.S. Postal Service. In most cases, first class, priority mail, or overseas airmail will be required. All copies mailed shall conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "Internal Mail" as applicable, and delivered to the local post office, appropriate bulk mail center, or Sectional Center Facility. If more than one of the above Postal facilities is available, the contractor shall make an agreement with the USPS as to the facility to be used for shipments under this contract in view of the importance of speedy delivery by the Postal Service.

The contractor shall ship all "Official Use Only" material by traceable means whenever possible and not by the Postal Service.

When using the IRS mail permit imprint, the contractor shall obtain verification of delivery to USPS on U.S. Postal form PS 3602 or PS 3605 and GPO form 712. The contractor is cautioned that the "Postage and Fees Paid" permit imprint may be used only for the purpose of mailing material produced under this contract.

The contractor shall apply the appropriate postage to each piece for orders which result in mailings of less than 200 pieces or less than 50 pounds. The contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the voucher for billing.

Occasionally the contractor shall prepay postage costs, perhaps through the use of a postage meter. To be reimbursed for these costs, the contractor shall provide a daily listing of actually postal charges with the invoice for billing. This report will include:

Date of shipment.

Beginning and ending postage meter readings and the difference.

A list of items shipped.

Unit weight in pounds of each individual IRM product to three decimal places ($\pm.005$).

The signature of the responsible contractor's representative.

Contractor to deliver 5 copies of finished DVD-ROM to David A. Clark, 1111 Constitution Ave., Rm. 6554, Washington, DC 20224.

Postage Summary Report: Within two days of mailing, the contractor shall submit a summary of postage costs to the IRS Project Officer. The summary shall include all USPS mailing statements used to complete the mailing, and must include the print order numbers(s), total quantity mailed, total postage costs, and the zip code of the acceptance post office.

If requested, the contractor to provide shipping tracking number (when applicable) and list the method of shipment (GBLs, USPS, small parcel carrier, etc.) and include the number on all shipping notifications to the Government.

For each consolidated shipment, the contractor shall supply a count of the total number of inner and outer labels for that shipment, and a list of the print orders in that shipment.

Local Deliveries: Local delivery is required for any destinations located within the same commercial zone as the contractor.

All expenses incidental to picking up and returning furnished materials, submitting proofs, and furnishing samples copies must be borne by the contractor.

INSPECTION SAMPLES:

Within one workday after completion of each print order, the contractor shall deliver one inspection sample to the Internal Revenue Service, 1111 Constitution Ave., Room 6554 Washington, DC 20224, Attention: David A. Clark, IRS Project Officer SE:W:CAR:MP:P:EP:CS. The inspection samples copies are considered sample copies and cannot be deducted from the total quantity ordered.

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

The contractor shall begin performance in accordance with the contract specifications and schedule upon successful completion of the preaward test and award of the contract.

The contractor shall provide services and products according to the following production schedules. The term "Workdays" as used within the contract is defined as Monday through Friday each week exclusive of Government holidays. All schedules begin the workday after notification of the availability of the print order and furnished material; the workday after notification will be the first workday of the schedule.

Communication via e-mail or FTP shall be available within 15 calendar days of Date of Award.

XML, Graphics, and PDF files shall be delivered via electronic transmission on the same workday the print order is placed. When XML graphic, and/or PDF files are requested on a print order that also requires composition and printing, the contractor shall deliver the files two workdays after the number of workdays allowed for Composition in the Production Schedule.

New formats shall be available for composition within 10 workdays of notification of availability of print order and furnished materials.

Format changes shall be made within 2 workdays of notification of availability of print order and furnished materials.

Production Schedules:

Schedule I - Composition - Orders for initial keying of new data and/or updates of existing data, plus composition and furnishing publishing database output will be required as follows:

<u>Number of Pages</u>	<u>Shipment</u>
1-16	2 workdays
20-64	3 workdays
68-240	6 workdays
over 240	7 workdays

NOTE: Approximately 80% of orders placed will follow Schedule I.

Schedule II - Composition, Printing, Binding and Distribution - Orders for initial keying of new data and/or updates of existing data, plus composition, printing, binding, and distribution, will be required by combining the schedules for items (1) (Print, Bind, etc.) and (2) (Composition) as follows:

<u>Number of Pages</u>	(1)	(2)
	<u>Print, Bind Ship/Deliver</u>	<u>Composition</u>
1-16	3 workdays	2 workdays
20-64	4 workdays	3 workdays
68-240	7 workdays	6 workdays
over-240	8 workdays	7 workdays

- a. The number of workdays in accordance with item (2) above based upon the number of pages composed for initial keying of new data or update of existing data, plus,
- b. The number of workdays in accordance with item (1) above based upon the total number of pages in the ordered publication.
- c. If composition is not required, then only item (1) schedule would be applicable.

Example: 224 printed pages are identified under item (1) and (2). Under Item (1) seven workdays are allowed for the printed pages and six workdays are allowed under item (2) for composed pages, for a total of 13 workdays allowed for the ship/delivery schedule under Schedule II.

Schedule III – DVD-ROM Development and Replication – Orders for development of a “one-off” (master) DynaText DVD and DVD-ROM Replication will be required as follows:

- Contractor must submit proofs for all DVD Products within five (5) workdays of notification of availability of print order and furnished materials.
- Proofs will be withheld by the Government for two (2) workdays from receipt by the Government until they are made available for pickup by the contractor.
- Contractor must complete production and distribution within 15 workdays after receipt of an “O.K. to print” on proofs.

The Production Schedule indicates the minimum number of days the contractor will be given to ship a particular print order. The Government reserves the right to specify ship dates that exceed the minimum days allowed in the Production Schedules.

The contractor shall complete the initial programming and process development for the Dyna Text DVD-ROM within 45 days of award.

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; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

VERIFICATION OF DATABASE AT CONTRACTOR’S FACILITY: Database verification shall be performed at the contractor’s facility by Government personnel approximately 60 calendar days after award of the contract to verify that specifications have been met. Subsequently, additional verification performances may be required at the contractor’s facility during the term of the contract.

CONTRACT TERMINATION TRANSITION SERVICES: Upon termination of the contract, the contractor shall provide the Government all data and materials generated as a result of this contract, and all services to which the Government is entitled under the contract.

Within five workdays of the end of composition work on this contract, the contractor shall provide the complete set of all printed products (furnished by the Government and updated by the contractor) at no cost to the Government.

All contract deliverables, including graphic materials, to which the Government takes possession shall be packaged in accordance with the contract specifications where applicable, or in suitable cartons to prevent damage during shipment and shall be provided at the contractor's expense. The materials shall be delivered to a location(s) designated by the Government. Shipping costs will be borne by the Government and GBL's will be provided for shipments.

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 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.

Bidders shall state the location of the plant from which this product(s) will be shipped.

Travel expenses and per diem to be incurred by the Government to oversee the verification process at the contractor's facility will be a factor in determining award. This will be based on sending two Government representative(s) from the Washington, DC, area for one calendar day.

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

- | | | | | | | |
|------|-----|---------|-------|-------|-----|-------|
| I. | 1. | (a) | 776 | VIII. | (a) | 8 |
| | | (b) | 1,420 | | (b) | 8 |
| | | | | | (c) | 3,920 |
| | 2. | (a) | 1,236 | | | |
| | | (b) | 316 | | | |
| | | (c) | 444 | | | |
| II. | (a) | 1 | | | | |
| | (b) | 1 | | | | |
| | (c) | 1 | | | | |
| III. | (a) | 185,971 | | | | |
| | (b) | 7,360 | | | | |
| | (c) | 90,492 | | | | |
| | | (1) | (2) | | | |
| IV. | (a) | 12,816 | 4,918 | | | |
| | (b) | 128 | 3 | | | |
| V. | (a) | 1,896 | | | | |
| | (b) | 34,896 | | | | |
| | (c) | 960 | | | | |
| | (d) | 2,192 | | | | |
| VI. | | 1 | | | | |
| VII. | (a) | 3,156 | | | | |
| | (b) | 3,400 | | | | |
| | (c) | 1,356 | | | | |
| | (d) | 472 | | | | |
| | (e) | 240 | | | | |
| | (f) | 1,332 | | | | |
| | (g) | 6 | | | | |
| | (h) | 1 | | | | |

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SECTION 4 -- SCHEDULE OF PRICES

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

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared 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 of 1,000 will be prorated at the per-1,000 rate.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES," including line items for which the contractor has submitted a "No Charge."

Any "No Charge" line item must still indicate the quantity, number of pages, etc., that the product/operation required.

I. TABLE OF CONTENTS AND GRAPHICS:

1. Table of Contents pages: Preparation of Table of Contents includes TRIDOC headings from the XML text files, reversing the sequence number and title, and all related processing.

(a) One page Table of Contents per page\$ _____

(b) Each additional Table of Contents page per page\$ _____

2. Graphics:

(a) PDF graphics files, including all related processing per graphic.....\$ _____

(b) Reduction or enlargement of PDF graphics..... per graphic.....\$ _____

(c) Converting PDF graphics to grayscale per graphic.....\$ _____

(Initials)

II. FORMATS:

- (a) One time charge (per contract) for development of initial formats for all products.....\$ _____
- (b) Development of new format per format\$ _____
- (c) Change to existing format, including new tags and
DTD updates..... per tag\$ _____

III. PUBLISHING DATABASE OUTPUT: Prices must be all inclusive for data entry, composition, and all other related processing in accordance with these specifications.

- (a) XML files via electronic transmission per 1,000 characters.....\$ _____
- (b) GIF graphics files via electronic transmission per graphic.....\$ _____
- (c) PDF files via electronic transmission per page\$ _____

IV. PRINTING: Prices offered shall include the cost of all required materials and operations necessary for printing and drilling all products in accordance with these specifications.

- | | <u>Makeready
and/orSetup</u>
(1) | <u>Running Per
1,000 Copies</u>
(2) |
|---|---|--|
| (a) Printing 8-1/2 x 11" per page | \$ _____ | \$ _____ |
| (b) Additional charge for second color per page | \$ _____ | \$ _____ |

V. BINDING: Includes all materials and operations necessary to bind all products in accordance with these specifications.

- (a) Looseleaf products over 1 leaf up to 32 leavesper copy.....\$ _____
- (b) Looseleaf products over 32 leaves up to 128 leavesper copy.....\$ _____
- (c) Looseleaf products over 128 leavesper copy.....\$ _____
- (d) Saddle stitched productsper copy.....\$ _____

VI. COMMUNICATIONS:

- One time set-up charge (per contract) for set up of FTP and email communication.....\$ _____

(Initials)

VII. DISTRIBUTION, LABELING, PACKING, AND CONSOLIDATION SYSTEM: Prices include the cost of all kraft envelopes, cushioned shipping bags, shipping bundles, shipping cartons, all necessary wrapping and packing materials, labeling and marking, and complete distribution in accordance with these specifications.

- (a) Creating and affixing inner address labelsper label.....\$ _____
- (b) Creating and affixing outer address labelsper label.....\$ _____
- (c) Packing of products in Kraft envelopes, up to 2 pounds.....per label.....\$ _____
- (d) Quantities over 2 pounds, up to 12 pounds, packed in cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).....per bag or bundle\$ _____
- (e) Quantities over 12 pounds, up to 24 pounds, wrapped in shipping bundles or packed in small shipping cartons (maximum gross weight 27 pounds).....per bundle or carton\$ _____
- (f) Quantities over 24 pounds, up to 36 pounds, packed in shipping cartons (maximum gross weight 40 pounds)..... per carton.....\$ _____
- (g) Pallets for bulk shipments per pallet\$ _____
- (h) One time set up charge (per contract) for distribution, including Consolidation system\$ _____

VIII. DVD-ROM DEVELOPMENT AND REPLICATION: Prices offered shall include the cost of all required materials and operations necessary for DVD-ROM development and replication in accordance with these specifications.

The prices offered for line items VIII. (b) and (c) must be all inclusive for proofs, printing, and binding for all DVD-ROM Products; and DVD-ROM set assembly in accordance with these specifications.

- (a) Initial programming and process development\$ _____
- (b) One-off (Master) generation per master\$ _____
- (c) DVD-ROM replication..... per DVD-ROM.....\$ _____

TYPEFACES: If manufacturer's generic equivalent typefaces are proposed, the bidder must list on the line of the same number as the preferred typeface, the name of the equivalent typeface, and composing machine to be used.

Preferred Typeface:

1. Arial
2. Helvetica

Manufacturer's Generic Equivalent Typefaces	Name of Composing Machine
1. _____	_____
2. _____	_____

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 part 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)

(Email Address)

EXHIBITS

- 1 - IRM
- 2 - Graphic with Identifier and “#” to indicate Official Use Only
- 3 - IRM Page with OUO Material Deleted
- 4 - CCDM Pages
- 5 - IRS Document 12215 – IMDDS Labeling, Packing, and Shipping Instructions
- 6 - IRS document 12194 – IMDDS shipping Label
- 7 - Table of Contents
- 8 - Pallet Specifications
- 9 - Carton



**MANUAL
TRANSMITTAL**

Department of the Treasury
Internal Revenue Service

1.1.1

JUNE 2, 2015

EFFECTIVE DATE

(06-02-2015)

PURPOSE

- (1) This transmits revised IRM 1.1.1, Organization and Staffing, IRS Mission and Organizational Structure.

MATERIAL CHANGES

- (1) IRM 1.1.1 has been updated to reflect the current IRS structure, as follows:
 - a. Added Deputy Commissioner for Services and Enforcement (DCSE) and Deputy Commissioner Operations Support (DCOS) and their reporting structure.
 - b. Added Enterprise Risk Management (ERM) and Office of Compliance Analytics (OCA).
 - c. Added information on the following offices: Return Preparer Office, Whistleblower Officer, Online Services, and Privacy, Government Liaison, and Disclosure (PGLD).
 - d. Removed Mission Assurance and Security Services (MA&SS). Functions previously performed by this office are the responsibility of Agency-Wide Shared Services (Physical Security), Information Technology (IT) (computer systems security), and PGLD (Privacy and Disclosure).
 - e. Revised organization names to reflect their current names: Large Business & International (LB&I), (formerly Large & Mid-size Business (LMSB)) and Equity, Diversity, and Inclusion (EDI), (formerly Equal Employment Opportunity and Diversity (EEOD)).
- (2) Moved information about the IRS Strategic Plan to IRM 1.1.1.1 and added information about the Taxpayer Bill of Rights.
- (3) Updated the IRS organizational chart in Exhibit 1.1.1-1. Note that other IRM sections in IRM 1.1 describe the structure of each IRS organization depicted in the IRS organizational chart.
- (4) Additional changes to this IRM section include revising the title to *IRS Mission and Organizational Structure*, formerly *IRS Mission and Basic Organization*.

EFFECT ON OTHER DOCUMENTS

This IRM supersedes IRM 1.1.1 dated March 1, 2006.

AUDIENCE

IRM employees Servicewide

Ann Gelineau
Director, Executive Secretariat

Part 1
Chapter 1 Organization and Staffing

IRM 1.1.1

1.1.1
IRS Mission and Organizational Structure

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1.1.1.1 Purpose of IRM 1.1.1
1.1.1.2 IRS Mission
1.1.1.3 Statutory Authority
1.1.1.4 Structure of the IRS

Exhibits

1.1.1-1 IRS Organization Chart - Internal Revenue Service Organization and Top Officials

IRS Mission and Organizational Structure 1.1.1

page 1

1.1.1.1
(06-02-2015)

Purpose of IRM 1.1.1

- (1) This IRM section sets out the mission, statutory authority, and organizational structure of the IRS.
- (2) Publication 3744, *Internal Revenue Service Strategic Plan (FY 2014 - 2017)*, reflects the IRS' primary goals and objectives.
- (3) The *Taxpayer Bill of Rights* clearly summarizes important protections for taxpayers that are embedded in the tax code.

1.1.1.2
(06-02-2015)

IRS Mission

- (1) The IRS Mission:
Provide America's taxpayers top-quality service by helping them understand and meet their tax responsibilities and enforce the law with integrity and fairness to all.
- (2) This mission statement describes IRS' role and the public's expectation about how IRS should perform that role.
 - In the United States, the Congress passes tax laws and requires taxpayers to comply.
 - The taxpayer's role is to understand and meet his or her tax obligations.
 - The IRS' role is to help the large majority of compliant taxpayers with the tax law, while ensuring that the minority who are unwilling to comply pay their fair share.

1.1.1.3
(03-01-2006)

Statutory Authority

- (1) The IRS is organized to carry out the responsibilities of the secretary of the Treasury under IRC 7801. The Secretary has full authority to administer and enforce the internal revenue laws and has the power to create an agency to enforce these laws.
- (2) The IRS was created based on this legislative grant. IRC 7803 provides for the appointment of a Commissioner of Internal Revenue to administer and supervise the execution and application of the internal revenue laws.

1.1.1.4
(06-02-2015)

Structure of the IRS

- (1) The IRS structure is divided into two primary organizations: the Deputy Commissioner for Services and Enforcement (DCSE) and the Deputy Commissioner for Operations Support (DCOS).
- (2) The Deputy Commissioner for Services and Enforcement (DCSE), the largest organization, oversees the four primary operating divisions responsible for the major customer segments (bullets (a) through (d)), as well as other taxpayer-facing functions. The functions under DCSE include:
 - a. Wage and Investment (W&I) serves approximately 120 million taxpayers, including those who file jointly, with wage and investment income only.
 - b. Small Business/Self-Employed (SB/SE) serves the approximately 54 million small business/self-employed filers who are fully or partially self-employed individuals and small businesses.
 - c. Large Business and International (LB&I) serves approximately 250,000 corporations, subchapter S corporations, and partnerships with assets greater than \$10 million. Also, serves U.S. citizens and residents with offshore activities and non-residents with U.S. activities.

1.1 Organization and Staffing

- d. Tax Exempt and Government Entities (TE/GE) serves approximately 3 million customers across three distinct taxpayer segments - Employee Plans, Exempt Organizations, and Government Entities.
 - e. Criminal Investigation (CI) investigates potential criminal violations and financial crimes in a manner that fosters confidence in the tax system.
 - f. Office of Professional Responsibility (OPR) administers the laws and regulations governing the practice of tax professionals before the Department of the Treasury and the Internal Revenue Service.
 - g. Whistleblower Office assesses and analyzes incoming tips received from individuals who spot tax problems in their workplace or day-to-day business.
 - h. Return Preparer Office (RPO) seeks to improve taxpayer compliance by providing comprehensive oversight and support of tax professionals.
 - i. Online Services delivers strategy, policy, and initiatives to strengthen the IRS online services experience.
 - j. The Affordable Care Act (ACA) Program Office supports the administration of the tax provisions of the ACA through collaboration with government agencies and other stakeholders. The office seeks to (i) ensure stakeholders are aware of and understand their ACA tax benefits and responsibilities; (ii) support new and existing partners to enable the operations of ACA; (iii) support high levels of voluntary compliance while protecting the tax system from fraud and other non-compliance; and (iv) ensure efficient incorporation of ACA into tax administration.
- (3) The Deputy Commissioner for Operations Support (DCOS) oversees the IRS' integrated support functions, facilitating economy of scale efficiencies and better business practices. The functions under the DCOS include:
- a. Information Technology (IT) manages and secures Servicewide information resources and technology. IT establishes the Service's long-range objectives and strategies for improving tax administration through modernizing tax administration systems.
 - b. The Chief Financial Office (CFO) manages a portfolio of corporate-wide activities including strategic planning, performance measurement, budget formulation, budget execution, accounting, financial management, and internal controls.
 - c. Agency-Wide Shared Services (AWSS) provides complete, professional services in the areas of real estate and facilities management; procurement; equity, diversity and inclusion operations; physical security and emergency preparedness; and employee support services to all organizational entities within IRS.
 - d. Human Capital Office (HCO) provides human capital strategies and tools for recruiting, hiring, developing, and retaining a highly skilled and high performing workforce to support IRS mission accomplishments.
 - e. Privacy, Government Liaison and Disclosure (PGLD) preserves and enhances public confidence by advocating for the protection and proper use of identity information.
 - f. Planning, Programming, and Audit Coordination (PPAC) helps IRS senior leadership set strategic priorities, facilitates the process of planning and aligning investments around the priorities, and facilitates the processes and outcomes of audits by IRS oversight offices (Government Account Office (GAO) and Treasury Inspector General for Tax Administration (TIGTA)).

IRS Mission and Organizational Structure 1.1.1

page 3

- (4) Certain key functions report directly to the IRS Commissioner to maintain their independence from the operating units. The principal of these offices are:
 - a. Chief Counsel (Counsel) provides legal interpretation and represents the IRS with complete impartiality, so that taxpayers know the law is being applied with integrity and fairness. Counsel reports to the Commissioner of Internal Revenue on tax matters and reports to the Treasury General Counsel on other matters.
 - b. The Office of Appeals resolves tax controversies without litigation on a basis that is fair and impartial to both the taxpayer and the Government.
 - c. The National Taxpayer Advocate helps taxpayers resolve problems with the IRS and recommends systemic changes.
- (5) Certain offices with specialized focus report to the Commissioner. These offices include:
 - a. Equity, Diversity and Inclusion (EDI) provides strategic planning, management, direction, and execution of the full range of activities related to the EEO and diversity function.
 - b. Research, Analysis and Statistics (RAS) provides leading research, analytical, statistical, and technology services to improve tax administration.
 - c. Communications and Liaison (C&L) provides IRS employees, legislative, executive, state, business and professional stakeholders with a better understanding of the IRS mission and goals.
 - d. The Office of the Chief Risk Officer (CRO) oversees the Enterprise Risk Management program, which provides an agency-wide approach to risk management through education, awareness, and mitigation approaches.
 - e. Office of Compliance Analytics (OCA) partners throughout the IRS and beyond to both develop and accelerate strategic data-driven compliance initiatives as well as strengthen the Service's analytic problem solving capability.
- (6) For additional information on these offices, see the applicable IRM section for the functional description of each major IRS organization and office under IRM 1.1, **Organization and Staffing** at <http://www.irs.gov/irm/index.html>.
- (7) Exhibit 1.1.1-1 displays the IRS organizational structure in a flow chart. See Exhibit 1.1.1-1.

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IRS Mission and Organizational Structure 1.1.1

Exhibit 1.1.1-1 (06-02-2015)

IRS Organization Chart - Internal Revenue Service Organization and Top Officials

For the most current information visit <http://irweb.irs.gov/AboutIRS/bu/default.aspx>

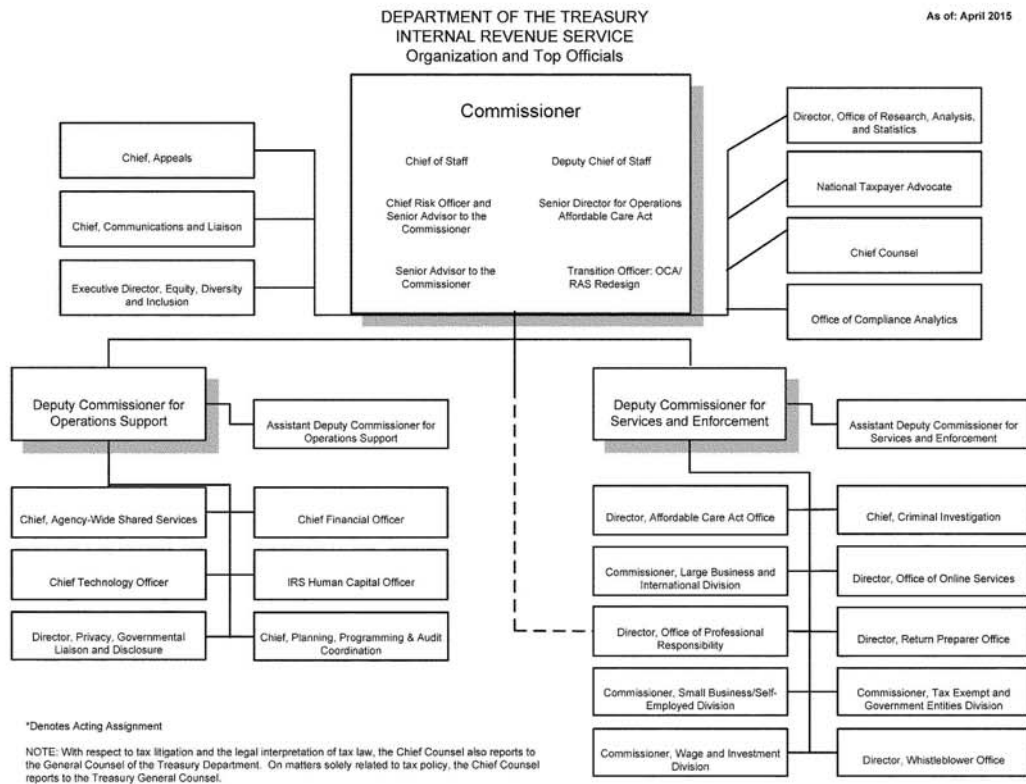


EXHIBIT 2
GRAPHIC WITH IDENTIFIER AND “#” TO INDICATE OFFICIAL USE ONLY

page 68

3.17 Accounting and Data Control

#

#

3.17.10.2.13.1.1

33875034 #

Internal Revenue Manual

Cat. No. 33875B (11-30-2016)

Any line marked with a #
is for **Official Use Only**



**MANUAL
TRANSMITTAL**

Department of the Treasury
Internal Revenue Service

30.3.2

DECEMBER 6, 2016

EFFECTIVE DATE

(12-06-2016)

PURPOSE

- (1) This transmits revised CCDM 30.3.2, Delegations of Authority and Designations.

MATERIAL CHANGES

- (1) In Exhibit 30.3.2-16, Commissioner Delegation Orders which Delegate Authority to Chief Counsel, update the reference to the current delegation order to "Delegation Order 30-1 (Rev.2)" and update "Former Delegation Order Number" with respect to current Delegation Order 30-1 (Rev. 2) to read "30-1 (Rev. 1), 30-1, and 96 (Rev. 13)." This is needed because Delegation Order 30-1 (Rev.1) has been revised to reflect the delegation of authority to Deputy Division Counsel, Tax Exempt and Government Entities, for letter rulings and determination letters issued by the Commissioner, Tax Exempt and Government Entities.

EFFECT ON OTHER DOCUMENTS

None.

AUDIENCE

Chief Counsel

Victoria A. Judson
Associate Chief Counsel
(Tax Exempt and Government Entities)

30.3.2

Delegations of Authority and Designations

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 - 30.3.2.1.2 Counsel to the National Taxpayer Advocate
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CCDM 30.3.2

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30.3.2

Chief Counsel Directives Manual

Cat. No. 29599U (12-06-2016)

Part 30

CCDM 30.3.2

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- 30.3.2.1
(07-21-2005)
Delegations of Authority to and Functions of Deputies Chief Counsel, Counsel to the National Taxpayer Advocate, Special Counsels and National Counsel
- (1) This section sets forth the authority delegated to and the functions of the Deputies Chief Counsel, the Counsel to the National Taxpayer Advocate, Special Counsels, and the National Counsel, as depicted on the organizational chart in Exhibit 30.3.2-1.
- 30.3.2.1.1
(11-18-2011)
Deputies Chief Counsel
- (1) Except for those functions or duties which by law must be performed by the Chief Counsel only, all authority delegated to the Chief Counsel is redelegated to the Deputies Chief Counsel for matters and persons under their jurisdiction, subject to the Chief Counsel's continuing supervision, control, and review as required, which includes, but is not limited to, the following:
- a. As assigned, to perform the functions of the Chief Counsel in the absence of the Chief Counsel
 - b. To represent the Chief Counsel in the development of policies governing the Office of Chief Counsel
 - c. To direct, supervise, and evaluate the work of the Division Counsel and Associates Chief Counsel
 - d. To sign pocket commissions in his or her own name and issue them to employees under his or her supervision, as necessary
 - e. To perform such additional duties as may, from time to time, be assigned by the Chief Counsel
- (2) The Deputy Chief Counsel (Operations) serves as the principal deputy to the Chief Counsel. The Deputy Chief Counsel (Operations) acts as the Chief Counsel when the office of Chief Counsel is vacant, and, when so acting, may perform all the functions or duties of the Chief Counsel, including any functions or duties that by law must be performed by the Chief Counsel personally. See *CCDM 30.3.1.7*, Acting Chief Counsel under the Vacancies Reform Act and Other Matters of Succession.
- (3) The provisions of CCDM 30.3.2.1.1.1 and CCDM 30.3.2.1.1.2 describe the areas of focus of the two Deputies. Notwithstanding these assignments of areas of focus, each Deputy Chief Counsel may, as he or she deems appropriate, participate in and direct any activities that are subject to the overall supervision of the Chief Counsel.
- 30.3.2.1.1.1
(11-19-2009)
Deputy Chief Counsel (Operations)
- (1) The Deputy Chief Counsel (Operations) supervises the Division Counsel (Large & Mid-Size Business), the Division Counsel (Small Business/Self Employed), the Division Counsel (Wage & Investment), the Division Counsel/Associate Chief Counsel (Criminal Tax), the Associate Chief Counsel (Finance and Management), the Associate Chief Counsel (General Legal Services), and the Associate Chief Counsel (Procedure & Administration).
- (2) The Deputy Chief Counsel (Operations) maintains jurisdiction over issues arising in litigation nationwide and has primary responsibility for matters involving management of the Office of Chief Counsel. The Deputy Chief Counsel (Operations) performs any additional duties assigned by the Chief Counsel.

30.3 Organizations, Functions, Designations, and Delegations of Authority

30.3.2.1.1.2
(11-19-2009)

**Deputy Chief Counsel
(Technical)**

- (3) The Deputy Chief Counsel (Operations) is chiefly responsible for the following additional activities:
 - a. To serve as liaison to the staffs of the General Counsel and the Commissioner as to matters identified in the previous paragraph
 - b. To plan, direct, and coordinate the administrative and management policies and programs of the Office
 - c. To participate in the formulation of tax litigation policy

- (1) The Deputy Chief Counsel (Technical) supervises the Associate Chief Counsel (Corporate), the Associate Chief Counsel (Financial Institutions & Products), the Associate Chief Counsel (Income Tax Accounting), the Associate Chief Counsel (International), the Associate Chief Counsel (Passthroughs & Special Industries), and the Division Counsel/Associate Chief Counsel (Tax Exempt and Government Entities).

- (2) The Deputy Chief Counsel (Technical) maintains jurisdiction over legal issues arising in published guidance, letter rulings, technical advice, and other processes where the National Office has historically played a primary role. The Deputy Chief Counsel (Technical) performs any additional duties assigned by the Chief Counsel.

- (3) The Deputy Chief Counsel (Technical) is chiefly responsible for the following additional activities:
 - a. To serve as liaison to the staffs of the General Counsel and the Commissioner as to matters identified in the previous paragraph
 - b. To participate in the interpretation and development of internal revenue laws

30.3.2.1.2
(07-21-2005)

**Counsel to the National
Taxpayer Advocate**

- (1) The Counsel to the National Taxpayer Advocate (CNTA) reports to, and is supervised by, the Chief Counsel. The CNTA provides legal advice and support directly to the National Taxpayer Advocate and the Taxpayer Advocate Service to assist that office in fulfilling its mission and responsibilities as set forth in the Internal Revenue Service Restructuring and Reform Act of 1998. The CNTA is responsible for coordinating all legal and advisory services to the Taxpayer Advocate Service field offices. As there is no field component to the Office of the CNTA, the Office of the Division Counsel (Small Business/Self Employed) assists in providing legal advice and support to the Taxpayer Advocate Service field offices, as depicted on the organizational chart in Exhibit 30.3.2-2.

- (2) The CNTA is responsible for matters that require interpretation of the provisions of IRC §§ 7803(c) and 7811, matters that raise questions regarding the functional authority delegated to the National Taxpayer Advocate and the Taxpayer Advocate Service, and any other issue that relates specifically to the Taxpayer Advocate Service organization.

- (3) Functions within the CNTA include:
 - a. Providing legal support to the Office of the National Taxpayer Advocate, including the National Taxpayer Advocate (NTA), the Deputy National Taxpayer Advocate, and the staff of program managers that coordinate

Delegations of Authority and Designations 30.3.2

page 3

budget, personnel, communications, and equal employment opportunity issues, as well as a staff that works on significant and/or complex taxpayer cases.

- b. Providing legal support to the Taxpayer Advocate Service with respect to legal issues involving: the scope of the statutory or delegated authorities; the formulation and completion of the National Taxpayer Advocate's Annual Report to Congress; and Taxpayer Advocate Directives.
- c. Ensuring that the Office of Chief Counsel provides optimal legal support to the NTA in fulfilling the objectives of the Internal Revenue Service Restructuring and Reform Act of 1998 as they relate to that office.
- d. Serving as a central point of contact for all questions and issues relating to the role of the Office in providing legal support to the NTA, including the review of incoming requests for assistance from the NTA, identification, and prioritization of legal issues, and coordinating a response.
- e. Advising the Chief Counsel on short and long range legal support needs of the NTA as related to NTA program objectives, including developments or issues requiring the direct intervention of the Chief Counsel or Deputies Chief Counsel.
- f. Advising the NTA of legislative proposals or Counsel issuances with potential impact on the NTA program.
- g. Where permitted, coordinating the participation of the Office in the development of reports and studies involving the NTA program for Treasury, Congress, and oversight bodies and overseeing compilation of data necessary for such participation.
- h. Identifying for the NTA areas where guidance or legislation would be beneficial to taxpayers or tax administration.
- i. Supervising a staff of attorneys and legal and clerical support personnel; assigning and reviewing work; and proposing and effecting disciplinary action where appropriate.

30.3.2.1.3
(10-28-2008)
**Special Counsels and
National Counsel**

- (1) The National Counsel, Special Counsels and other senior advisors serve on the immediate staff of the Chief Counsel to provide advice and guidance regarding the formulation of policy; the management of the legal programs of the Office; the preparation and review of proposed legislation; or technical and legal issues of interest to the Chief Counsel or the IRS. The Special Counsels and National Counsel report to, and are supervised by, the Chief Counsel.

30.3.2.2
(07-21-2005)
**Delegations of Authority
to Associates Chief
Counsel and Division
Counsel Generally**

- (1) This sub-section sets forth authority delegated to all Associates Chief Counsel and Division Counsel. Functional statements and delegations of authority specific to each Associate Chief Counsel and Division Counsel are set forth in CCDM 30.3.2.3 and CCDM 30.3.2.5.

30.3.2.2.1
(07-21-2005)
**Delegations of Authority
to Both Associates Chief
Counsel and Division
Counsel**

- (1) This sub-section sets forth delegations of authority common to both Associates Chief Counsel and Division Counsel.



IMDDS Labeling, Packaging and Shipping Instructions

➔ **Note:** These instructions do not apply to packaging the IMDDS/Order Fulfillment material that goes to the National Distribution Center (NDC) via Order Point Number (OPN) 81100-1424. When an IMDDS product is created or revised that is designated in ESN's Distribution Program field as Code 18: IMDDS/Order Fulfillment, a 2040 list needs to be created for the NDC stock. The 2040 program generates the carton labels (Form 6153) that are required on NDC shipments.

Publishing Specialists send an email to "W&I M&P NIC F6697" mailbox to request lists and labels. A National IMDDS Coordinator generates the files in electronic format (the contractor uses these to print lists and labels). The Coordinator attaches these to the 2040 request.

Labeling Specifications

There are three sets of labels and a Distribution List, (which can also be used as the individual receiving office's packing list).

1. INNER IMDDS packaging labels (electronic file tab called Inner Label) have a nine-digit Order Point Number (OPN) at the top line (e.g. 31600-1000), and the item quantity printed in the lower right corner. Inner labels are affixed to each individual package.
2. OUTER IMDDS shipping address labels (electronic file tab called Outer Label) have a five-digit number printed at the top (e.g. 31600) and the mailing shipping address. OUTER labels are affixed to SHIPPING container. (Example carton, envelope, etc.)

UPS World Ship labels may be used for the outer label. But the outer label must include the illustrated information.

OPN
↓

31600-1000 REQ NO: 2000-0000
IRS/SUMMIT BUILDING, ATLANTA
DIR ACCT MGMT WI STF 94-WI
DIST OF DOC 7130
FILE 345 01459P QTY: 3

Internal Revenue Service

IMDDS COORD-RM 201
2970 BRANDYWINE RD
CHAMBLEE GA 30341

**Official Business
Penalty for Private Use, \$300**

REQ: 2000-0000
DIST OF DOC 7130
FILE 345 01459P

1st Five Digits of OPN →

31600
IRS/SUMMIT BUILDING, ATLANTA
DISTRIBUTION RM 952 STOP 814-D
401 W. PEACHTREE STREET
ATLANTA GA 30308-0000

Note: The INNER and OUTER labels "match" when the first five digits of the OPN on **both** labels are the same.

3. **Document 12194, IMDDS ERC Shipping Label**, should also be placed on the outer package, but not below the outer address label. USPS "readers" look for the last 2 lines of a package to determine mailing locations. **Therefore, the outer IMDDS address label should be the lowest label on the package.**

IRS DOCUMENT 12215 – IMDDS LABELING, PACKING, AND SHIPPING INSTRUCTIONS

Packaging Specifications

The Distribution Report tab contains all the receiving OPNs and their office addresses. The report contains page breaks for each office. The report can be printed and used as individual office's packing lists.

Inner Packages:

Contractors will package the quantity specified on the lower right corner of the INNER label and affix the label to individual OPN package. INNER packages should be in the smallest possible container (*e.g. use an envelope, shrink wrap, binding, or box*).

Complete packages:

- All packages labeled with OPNs beginning with the same first five digits will be consolidated into the least number and size of shipping containers possible.
- See Packaging Example #1 which illustrates Consolidated Shipments to Multiple OPNS – Using a Shipping Envelope.
- See Packaging Example #2 which illustrates Consolidated Shipments to Multiple OPNS – Using a Carton.
- See Packaging Example #3 which illustrates Packaging when Contents are for One OPN Only – Using an Envelope.
- See Packaging Example #4 which illustrates Packaging when Contents are for One OPN Only – Using a Carton.

Shipping Specifications

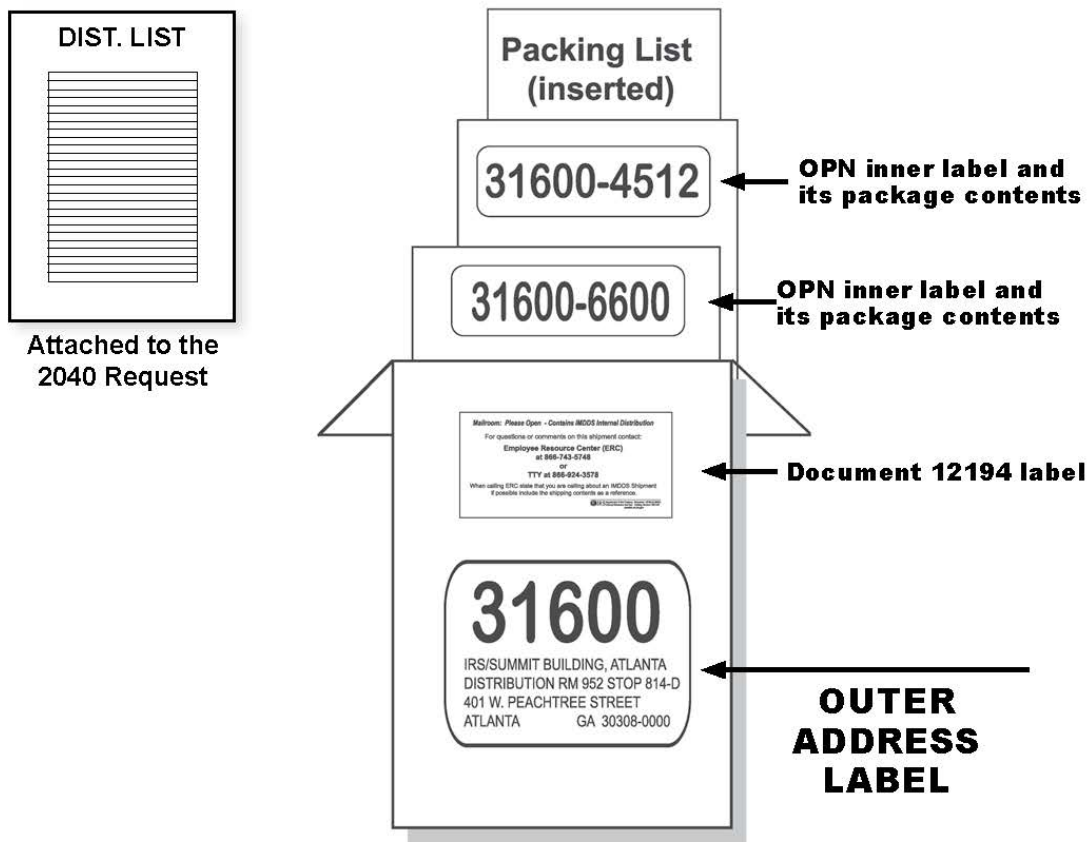
- Shipments weighing 13 ounces or less will be shipped through the U.S. Postal Service (USPS).
- Shipments weighing between 14 ounces through 749 pounds will be shipped by a small package carrier unless it is addressed to a POST OFFICE or is being shipped to a post office box, in which case the shipment must be sent through USPS. When shipping UPS Ground, contractors may use UPS World Ship labels as the IMDDS outer label. These labels must contain the illustrated outer label information shown on Page 1.
- Shipments weighing 750 lbs. OR MORE to one address will require an Internal Revenue Bill of Lading, formerly a Government Bill of Lading (GBL) and will be sent by motor freight.
- UPS Ground should **not** be used for International shipments. (*Note: Puerto Rico, Virgin Islands, Alaska and Hawaii can receive UPS Ground Shipments.*) The alternative International shipping method is UPS Express. APO/ FPO shipments have to go by US Postal Service.

Summary

1. INNER and OUTER labels "match" when the first five digits of the OPNs on both labels are the same.
2. Document 12194 should be on the OUTER package, but not below the OUTER IMDDS address label.
3. DISTRIBUTION lists specifies the complete product distribution and all OPNs (and quantities) that require INNER packaging and labeling.
4. PACKING lists will specify the matching OPNs (INNER packages) that are consolidated into an OUTER package (shipping container).
5. Contractors will package the quantity specified on the lower right corner of the INNER label and affix label to the the individual OPN package. INNER packages will be the smallest possible container (*e.g. use an envelope, shrink wrap, binding, etc. instead of a carton*).
6. Multiple shipping containers to a single address must specify "Box ____ of ____." Packing lists must be included in the shipping container marked "Box 1 of ____." The "matching" OUTER label will be affixed to the outside of each shipping container.
7. Shipping container packages are correct when the first five digits of the OPN on both the INNER and OUTER labels match.

Packaging Example #1

Consolidated Shipments to Multiple Matching OPNS – Using a Shipping Envelope



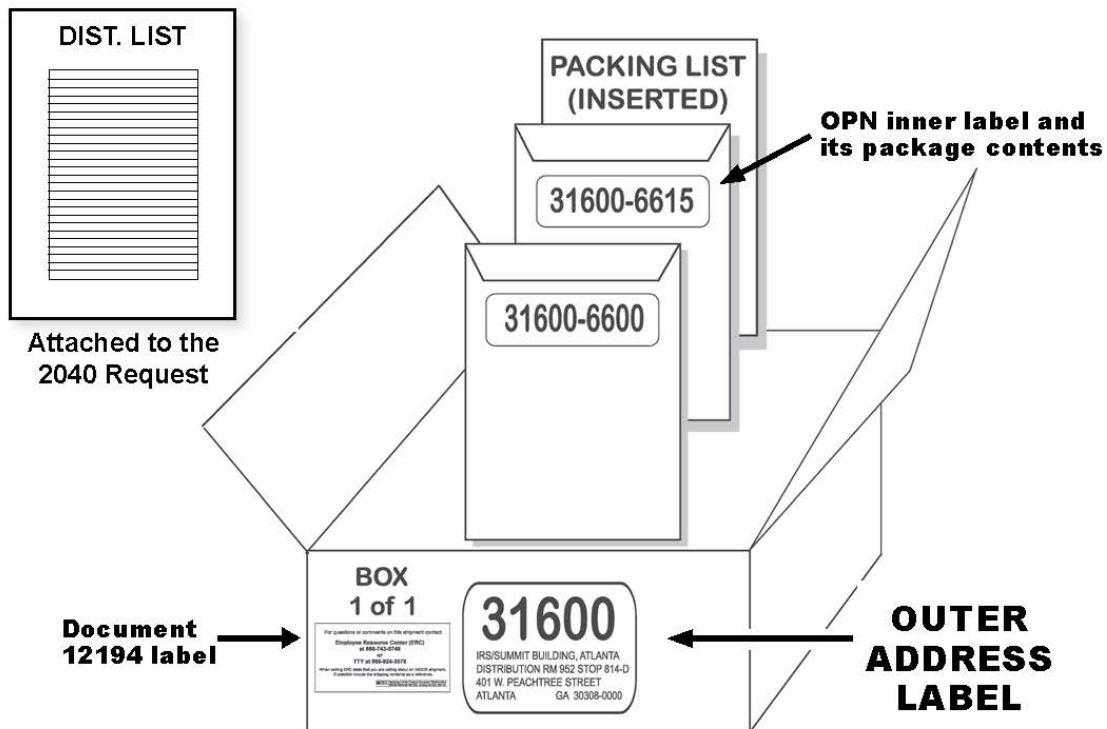
Order Point Numbering (OPN) System

		OPN SUFFIX	QTY	
Primary OPN	31600 -	0000		(outer label)
Internal OPN	31600 -	6600	1	(inner label)
	31600 -	6615	1	(inner label)
Total Package Qty	-		2	

Packaging Example #2

Consolidated Shipments to Multiple Matching OPNs – Using a Carton

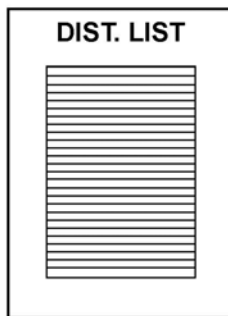
- Packaging specifications are provided on Page 2.



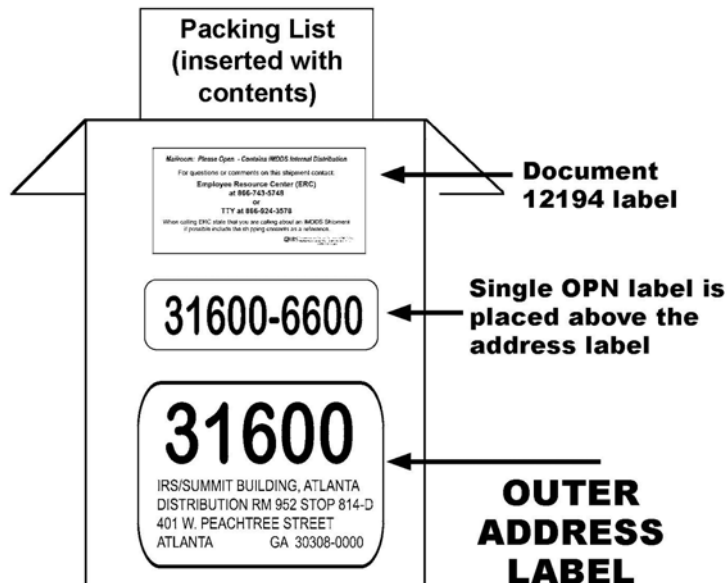
Packaging Example #3

Packaging When Contents Are for One OPN Only – Using an Envelope

- This example illustrates when only one OPN is receiving distribution for the entire address (office) and the contents fit into a shipping envelope.
- Packaging Example #1 illustrates using an envelope to ship to multiple matching OPNS (Always use the smallest container possible to ship.)
- In Example #3, when using a shipping envelope, the OPN inner label should be placed above the Outer Address label as shown below.
- Packaging specifications are provided on Page 2.



Attached to the 2040 Request



Packaging Example #4

Packaging When Contents Are for One OPN Only – Using a Carton

- This example illustrates when one OPN's product quantity is large enough to fill a carton by itself.
- The smallest container possible, like an envelope (see Packaging Example #3), should be used when only one OPN in an office is receiving a product.
- In Example #4, when using one container to ship to one OPN, the OPN inner label should be placed **above** the Outer Address label as shown below.
- Packaging specifications are provided on Page 2.

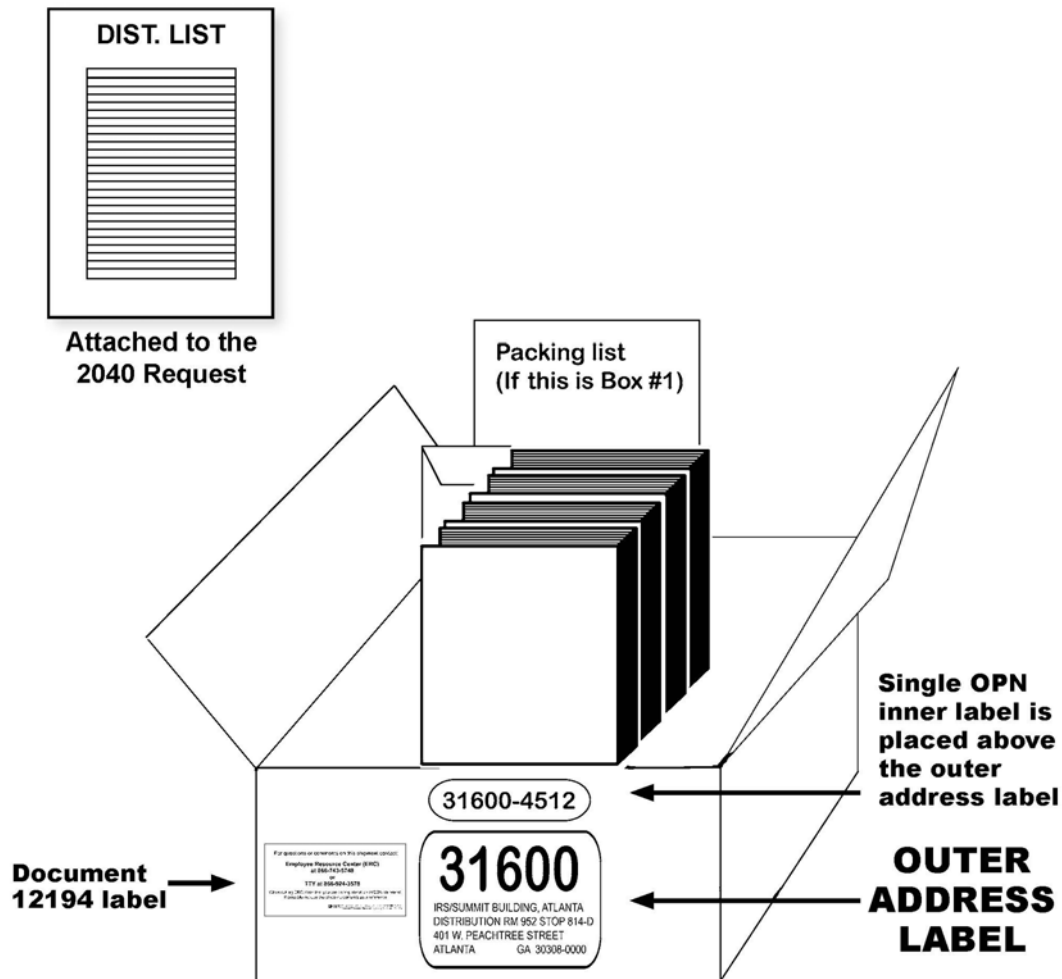


EXHIBIT 6
IRS DOCUMENT 12194 – IMDDS SHIPPING LABEL

Page 1 of 1

Mailroom: Please Open - Contains IMDDS Internal Distribution

For questions or comments on this shipment contact:

Employee Resource Center (ERC)
at 866-743-5748

or

TTY at 866-924-3578

When calling ERC state that you are calling about an IMDDS shipment.
If possible include the shipping contents as a reference.

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1.1.1
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- 1.1.1.3 Statutory Authority
- 1.1.1.4 Structure of the IRS

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- 1.1.1-1 IRS Organization Chart - Internal Revenue Service Organization and Top Officials

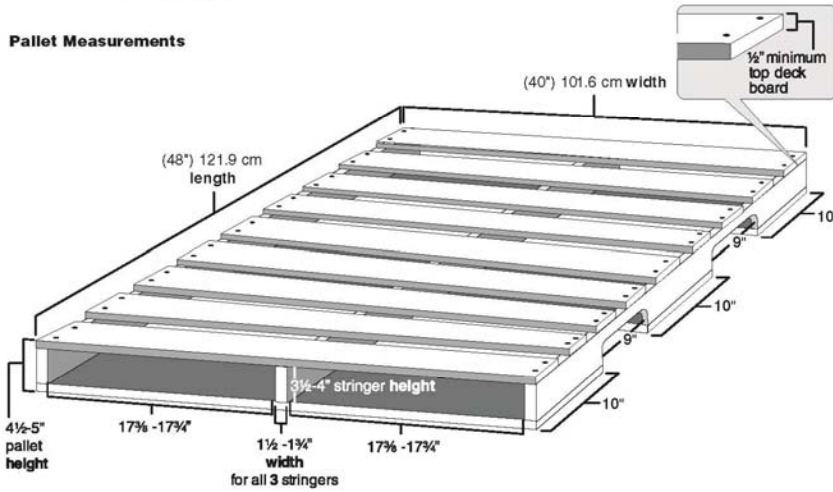
**EXHIBIT 8
PALLET SPECIFICATIONS**



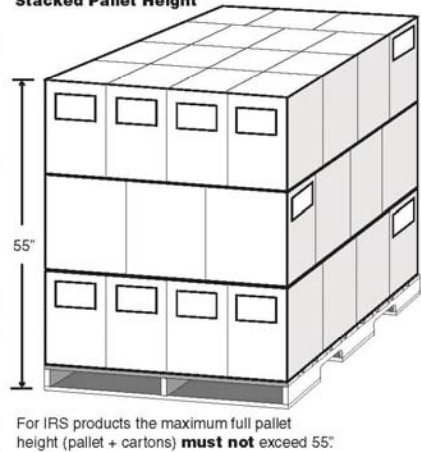
IRS Pallet Specifications

All shipments delivered to the National Distribution Center (NDC), must conform to the specifications outlined in this document. To ensure shipments are 100% compliant and received by the NDC, please reference Publication 4803 and any relating information outlined in the work contract specifications. Non-conformance to the specifications of this document, the standards described in Publication 4803 and or specific instructions outlined in the work contract specifications, may result in corrections at the vendor's expense.

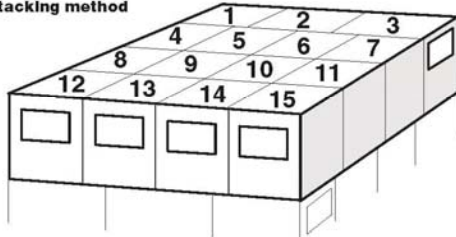
Pallet Measurements



Stacked Pallet Height

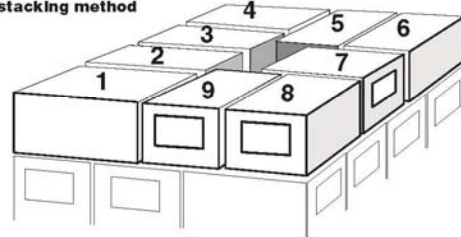


15 tier stacking method



Shipments requiring palletization of cartons for non-Standard (i.e products that are not and can not be folded down to an 8.5' x 11' size without destroying the functionality or integrity of the product) IRS products should be stacked using this 15 tier method.

9 tier stacking method



Products that are 8.5' x 11' or can be folded to those dimensions are considered standard IRS products and should be stacked using this 9 tier method.

Read Prior to Producing or Labeling Cartons

Labels MUST be generated from the PDF file provided. Handwritten updates are not allowed on any label. If these instructions are not followed, the Contractor will be held responsible for all re-labeling charges.

Section I – Prior to Producing Label

- 1) **Contact the IRS for a new carton label** if any of the following fields are blank when the label is received:
(a) Catalog number, (b) Revision, (c) Requisition number, (d) Product number, or (e) Product title.
 - 2) **Fields for Contractor to Update Electronically:** (a) Carton # of # (see number Section I, 3 below); (b) From address; (c) To address (see exception under Section II, 2, Cartons via Small Package Carrier (SPC) below); and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).
 - 3) **Automated Carton # of # fields:** To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. **Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.**
 - 4) **Printing:** Labels must be produced same-size in black ink on white paper.
 - 5) **Proof:** An electronic proof of the label may be required if indicated on the contract or print order.
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Section II – Labeling for Shipment

- 1) **Cartons:** All cartons must have IRS shipping label affixed to one end of the carton only (never on top, long-side, or bottom).
- 2) **Cartons via Small Package Carrier (SPC):** Affix SPC label to top of carton on edge nearest to IRS label. If shipping via SPC to the IRS National Distribution Center, leave the "To (Consignee)" address field blank.
- 3) **Small SPC packages/boxes/envelopes via SPC:** Affix IRS label to front of package and SPC label to the back. This includes advance distributions and IRS samples.

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Carton Shipping Label

Department of the Treasury Internal Revenue Service		Publishing analyst	Phone number	Carton #	of # 1
GPO Jacket number		Print order number	Program number		
From (Contractor name and address)			To (Consignee)		
Catalog number	Revision (YYYY-MM-DD)				
Product number (Form, Document, Publication, etc)			Product title		
Carton quantity	Requisition number (YY-nnnnn)				

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