

| 2557-S Term of Contract: November 14, 2019 through October 31, 2020 and 2 Option Years | | | SOURCELINK, LLC Miamisburg, OH | |
|---|---|-------------------|-----------------------------------|---------------------|
| TITLE ITEM NO. | End of Year Tax Documents DESCRIPTION | BASIS OF AWARD | UNIT RATE | COST |
| I. | PRINTING/IMAGING AND TRIMMING TO SIZE: | | | |
| (a) | Printing/Imaging Static and Variable Data: | | | |
| (1) | Phase 1 Trim Sizes 8-1/2 x 11"...per 1,000 images | 14,420 | \$9.44 | \$136,124.80 |
| (2) | Phase 2 Trim Sizes 8-1/2 x 11"...per 1,000 images | 156 | \$11.15 | \$1,739.40 |
| (3) | Phase 2 Trim Sizes 8-1/2 x 14"...per 1,000 images | 12,944 | \$11.15 | \$144,325.60 |
| (b) | Printing/Imaging Envelopes (Phases 1 and 2)...per 1,000 envelopes | 2,133 | \$9.46 | \$20,178.18 |
| II. | STOCK/PAPER: | | | |
| (a) | Phase 1 Tax Forms, Statements, and Newsletter, White Offset (50#) or White Laser (24#) or White Copier (20#)...per 1,000 leaves | 7,210 | \$7.61 | \$54,868.10 |
| (b) | Phase 2 Various Tax Forms, White Bond (28#): | | | |
| (1) | Trim Sizes 8-1/2 x 11"...per 1,000 leaves | 78 | \$76.45 | \$5,963.10 |
| (2) | Trim Sizes 8-1/2 x 14"...per 1,000 leaves | 6,472 | \$32.68 | \$211,504.96 |
| (c) | Phase 1 and 2 Envelopes (including construction) White Writing/Wove (20# or 24#): | | | |
| (1) | Envelope Style 1...per 1,000 envelopes | 1,933 | \$9.16 | \$17,706.28 |
| (2) | Envelope Style 2...per 1,000 envelopes | 3 | \$11.21 | \$33.63 |
| (3) | Envelope Style 3...per 1,000 envelopes | 194 | \$11.21 | \$2,174.74 |
| (4) | Envelope Style 4...per 1,000 envelopes | 3 | \$89.10 | \$267.30 |
| III. | ADDITIONAL OPERATIONS: | | | |
| (a) | CASS and NCOA Certification...per 1,000 addresses | 8,673 | \$6.80 | \$58,976.40 |
| (b) | Phase 1 Mail Piece Assembly (includes collating, folding, and inserting into envelopes...per 1,000 leaves | 7,210 | \$21.83 | \$157,394.30 |
| (c) | Phase 2 Pressure-Seal Self-Mailer Construction: | | | |
| (1) | Trim Sizes 8-1/2 x 11" (includes perforating up to 5 lines and "C" folding in 2 locations)...per 1,000 leaves | 78 | \$11.25 | \$877.50 |
| (2) | Trim Sizes 8-1/2 x 14" (includes perforating up to 5 lines and "Double Parallel" folding in 2 locations)...per 1,000 leaves | 6,472 | \$11.25 | \$72,810.00 |
| (3) | Pressure sealing to create self-mailers (includes adhesive spot glue, both trim sizes)...per 1,000 leaves | 6,543 | \$11.25 | \$73,608.75 |
| (4) | Inserting into envelopes and sealing (both trim sizes)...per 1,000 leaves | 7 | \$300.00 | \$2,100.00 |
| Contractor Total | | | | \$960,653.04 |
| Prompt Payment Discount | | | 0.00% | \$0.00 |
| Discounted Totals | | | NET | \$960,653.04 |

Abstracted by: Teri Doughty-Shoffstall 10/31/2019
Abstract Verified by: Linda Price 11/01/2019
Contract Awarded to: SourceLink, LLC

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

End of Year Tax Documents

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

DLA Information Operations, North Branch, Great Lakes, IL

Single Award

TERM OF CONTRACT

The term of this contract is for 1 year (base year period beginning Date of Award through October 31, 2020) and 2 option year periods (November 1, 2020 through October 31, 2021 and November 1, 2021 through October 31, 2022). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of Contract", and "Economic Price Adjustment."

BID OPENING

Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time on October 31, 2019.

SUBMIT SEALED BID TO

U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid opening date. Bidder's option to telefax bid to Columbus RO, (614) 488-4577. Telegraphic and e-mail bids transmitted to GPO offices WILL NOT be considered. GPO personnel WILL NOT validate receipt of any bid prior to bid opening.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES

All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 110-mile radius of Indianapolis, IN 46249.

BIDDERS PLEASE NOTE

Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. This is a new contract. No previous abstract is available.

For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).

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 Pub. 310.2, effective December 1, 1987 (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09/19)).

- GPO Contract Terms (GPO Publication 310.2):
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>
- GPO QATAP (GPO Publication 310.1):
<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

ACTUAL DAMAGES

In accordance with GPO Pub. 310.2, Contract Terms, Contract Clause 21, Actual Damages, actual damages may be charged for all expenses caused the Government for Contractor failure to provide products that conform to the specifications, failure to ship/deliver or perform within the time specified or any extension thereof, or for loss or damage to Government Furnished Property (GFP). Actual damages may include penalties applied by the IRS for not postmarking all tax documents in accordance with the guidelines listed in the website below:

<https://www.irs.gov/Government-entities/federal-state-local-Governments/increase-in-information-return-penalties-2>

The Contractor may also be responsible for any costs incurred by the Government for additional staffing needed to handle inquiries regarding untimely delivery of statements.

SUBCONTRACTING

The predominant production functions of this contract are downloading and manipulating Government furnished data files, printing/imaging variable data, gathering, folding, inserting into envelopes and sealing or pressure-sealing self-mailers, packaging for distribution, staging of finished product for pickup by Government contracted representative or agent, and destruction of waste materials. These operations CANNOT be subcontracted. All other operations, including printing/imaging of static data are not considered part of the predominant production functions. Any bidder who cannot perform the predominant production functions in their entirety will be declared non-responsible.

SECURITY PROVISIONS

Orders placed under this contract will contain material considered as Personally Identifiable Information (PII). Proper security controls and appropriate disposal of waste material required.

Contractor to provide security plan for required background investigations, security protocols for safeguarding PII, policies enforcing the “Privacy Act” (including acknowledgement of associated penalties), and must provide plan for “Security Controls” as described below.

BACKGROUND INVESTIGATIONS

Contractor's employees handling PII must meet security and public trust levels comparable to National Agency Check with Investigations (NACI) and Public Trust background investigations. Contractor to verify all employees assigned to the contract have necessary background investigations and provide the pertinent documentation as required by the Government.

PERSONALLY IDENTIFIABLE INFORMATION (PII)

It is the Contractor's responsibility to properly safeguard PII from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of PII.

Privacy Act Notification

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

Privacy Act

(a) The Contractor agrees:

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

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

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

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

SECURITY CONTROLS

To ensure the Contractor's facility can provide the necessary controls to safeguard security material, a tour of the facility may be conducted by Government personnel. The review of the facility will include, but is not limited to the following:

- (a) Physical security controls,
- (b) Protection of data recorded on magnetic media,
- (c) Protection of data recorded on hard copy media,
- (d) Identification and authentication controls,
- (e) System accountability controls,
- (f) Systems access controls,
- (g) Protection of residual data,
- (h) Back up procedures,
- (i) Fire detection and annunciation,
- (j) Contingency plans, and
- (k) Personnel security

Contractor will be required to make reasonable changes to their facility and/or procedures to properly safeguard security material. If requirements are not met, requirements will be procured from other sources.

DISPOSAL OF WASTE MATERIALS

The Contractor is required to demonstrate how all waste materials used in the production of PII will be definitely destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records must be definitely destroyed in a manner that prevents reconstruction. Definitely destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations.

If the Contractor selects shredding as a means of disposal, it is preferred that a cross cut shredder be used. If a strip shredder is used, the strips must not exceed one-quarter inch.

The Contractor must provide the location and method planned to dispose of the materials and must provide official Proof of Destruction Certificate which, at a minimum, must include:

- Facility Name
- Program Number, Print Order Number, and Contractor's internal job identification number
- Control ID number of each tax form or statement destroyed (located on face page of all tax forms)
- Method of destruction for waste material and for electronic records
- Date of destruction
- Name and signature of personnel responsible for destruction

QUALITY ASSURANCE LEVELS AND STANDARDS

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III. This shall include an image reproduced by any means.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (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 | Furnished Files |

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

GOVERNMENT IN-PLANT INSPECTIONS

The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

CONTRACTOR FURNISHED PLANS

In addition to the plans required by “Security Provisions” described above, the Contractor will be required to furnish the following plans:

- Material Handling and Inventory Control Plan
- Production Plan
- Quality Control Plan

The Government reserves the right to waive some or all of the above listed plans. The Contractor will be required to submit the required plans to the Government within 2 workdays of request:

Material Handling and Inventory Control Plan

Contractor required to explain in detail how the following materials will be handled: incoming raw materials; work-in-process materials; and quality control inspection materials.

Production Plan

The Contractor shall present detailed plans for each of the following activities.

- Document preparation, printing/imaging, gathering, folding, and inserting into envelopes and sealing or pressure-sealing of self-mailers.
- Production process (timeline, personnel, equipment, capacity, etc.).
- Verification of Production and delivery schedule.

The production plans are to include the equipment to be used during each phase of production.

Quality Control Plan

The Contractor shall provide and maintain, within their own organization, an independent quality assurance organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will ensure the Government’s quality assurance, inspection and acceptance provisions specified herein are met. The Contractor shall perform, or have performed, the process controls, inspections and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements. The Contractor shall describe in detail their quality control/quality assurance and recovery plans describing how, when and by whom the plans will be performed.

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs that the Contractor will keep to document the quality control inspections performed. Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan. The quality control plan must account for the production of daily completed mail pieces.

VERIFICATION OF PRODUCTION AND MAILING

Contractor will be responsible for validating the integrity of every mail piece produced in all phases of printing/imaging, gathering, folding, and inserting into envelopes and sealing or pressure-sealing of self-mailers, packing for distribution, staging for pickup by Government contracted representative or agent to ensure all notices were correctly prepared for entering into the United States postal system.

Mail piece integrity shall be defined as: Each mail piece shall be properly folded and inserted into envelopes and sealed or pressure-sealed to create self-mailers, and that all mail pieces were properly packaged and staged for pickup by Government contracted representative or agent.

The Contractor is responsible for providing the automated tracking/reporting systems and processes required to validate that 100% of all mail pieces were produced in accordance with these specifications. The Contractor's equipment must have automated systems that include coding and scanning technology capable of:

- Reconciling page and mail piece counts from DLA/DFAS provided print files to control totals provided by DLA/DFAS; reporting variances.
- Uniquely identifying each page and mail piece using a sequence number provided by DLA/DFAS.
- Unique identifier to ensure all pages and mail pieces are present and accounted for.
- Tracking and reporting all pages and mail pieces produced.
- Identifying and reporting all missing pages and mail pieces that were received unusable and/or were damaged/spoiled during production.
- Generating a production file report which provides information that all pages and mail pieces have been processed as required by these specifications. The summary report will contain the sequence number range for a particular batch, show all sequence numbers and event information on any spoiled or missing pieces verifying that they were scanned and accounted for and the report submitted to the Government.

UNIQUE IDENTIFICATION NUMBER

Unique identifying numbers will be used to track each individual mail piece, thereby providing 100% accountability. This enables the Contractor to track each mail piece through completion of the project. If required by the Government, the Contractor will be required to perform a suitable testing of samples for acceptance by DLA/DFAS.

A recovery system will be required to ensure that all defective or missing/mutilated pieces detected are identified and a new production file is created (reprint file).

The recovery system must use unique sequential numbers assigned to each piece to aid in the recovery and replacement of any defective or missing/mutilated pieces, and must be capable of tracking and/or locating any individual piece within the Contractor's plant at any given time.

The Government will not as a routine matter request that the Contractor produce individual pieces in transit within the plant, however, the Contractor must demonstrate that they have an audit trail established that has the ability to comply with this type request when and if the need arises.

The Contractor's Quality Assurance System and the Verification of Production and Mailing plans must account for the number of pages and mail pieces. The Contractor shall monitor all aspects of the job including material handling to assure that the production, packaging, and staging of these mail pieces meet specifications and Government requirements.

INSPECTION AND ACCEPTANCE

Inspection and Acceptance shall be conducted in accordance with GPO Contract Terms (Pub. 310.2) and GPO QATAP (GPO Publication 310.1) which is hereby incorporated by reference.

CONTRACTOR QUALITY ASSURANCE AND REVIEW

Contractor Quality Assurance

The Contractor shall initiate, document, and maintain a quality assurance (QA) program throughout the period of performance in order to ensure conformance with the Customer's requirements for accuracy and delivery. The QA program shall document the Contractor's methods for addressing at minimum the following:

- (a) Evaluating Contractor acquired materials for integrity and conformance to specification.
- (b) Maintaining all production hardware and software to ensure that it is of appropriate quality, accuracy, and quantity to ensure that all requirements of this contract are met.
- (c) Quality control procedures, including actions taken to correct problems, and submission of a quality control report along with (or as a part of) a scanning log or production database, with each delivery to the Customer. This quality control report must enumerate and describe actions taken.

EXTENSION OF TERM OF CONTRACT

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 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 3 years (**October 31, 2022**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Term of Contract" clause. See also "Economic Price Adjustment" clause 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 **Date of Award through October 31, 2020**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **July 31, 2019**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PAPER PRICE ADJUSTMENT

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

1. BLS code 0913 for “All Paper” will apply to all paper required under this contract.
2. The applicable index figures for the month of **November 1, 2019** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\left((X - \textit{Base Index}) \div \textit{Base Index} \right) \times 100 = \underline{\quad\quad}\%$$

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the Contractor's bid price(s) for all line items under "Item II. Stock/Paper" in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

PRE-AWARD SURVEY

In order to determine the responsibility of the prime Contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the Contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the Contractor in line for award may be required to provide one or more of the following financial documents:

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

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

POST-AWARD CONFERENCE

Unless waived by the Government, the post-award conference between Contractor and the Government is required and will be held via telephone or at the Contractor's plant as determined by the Contracting Officer. The purpose of the conference will be to discuss and review all aspects of the Contractor's production plan and to establish coordination of all internal and external operations required to complete the contract and for DLA/DFAS to determine the appropriate level of data security has been established.

POST-AWARD TEST

TESTING AND VALIDATION

Immediately after award, the Government will require testing and validation of 2D barcodes and Contractor furnished Unique ID. Testing and Validation will consist of Proof of Concept, Proofs, and Prior-to-Production Construction Samples. The Government reserves the right to waive any or all parts of the Testing and Validation process.

A 2D barcode will be used for inserting and sequence information on all products to ensure pieces will be inserted into correct envelope. Adjustments can be made to the placement of the Government furnished barcode and sequence information.

The PDF files contain the barcode and it is located on the back side of each of the tax forms and statements and is approximately 7" from the left side and 10-1/8" from the top of the page.

All mail pieces will be printed in sequence with a 2D barcode that will have the necessary logic to identify groupings (including house-holding) for proper insertion and the original print sequence. The Government will provide the current logic for the 2D barcode at the time of contract award.

After Contractor creates a Unique ID, it will need to be incorporated into each mail piece in the PDF. The Unique ID will be used for tracking the document through the production process and for other reporting and tracking purposes. The format, size, and position of the Unique ID will be determined during the post-award conference.

The Contractor shall test and validate the Government furnished 2D barcode and Contractor furnished Unique ID technology prior to the production period of the contract to ensure compliance with post office, and ability to identify and locate each mail piece at all stages of production.

Testing and Validation will be performed at no cost to the Government. All samples must be manufactured at the same facilities used for producing contract production quantities.

Proof of Concept

The Contractor shall provide proof of concept related to production throughput to ensure all tax documents will meet the required pickup dates.

The Contractor shall be required to demonstrate their ability to download files, program the files, and print, gather, fold, and insert into envelopes or pressure-seal the items required in these specifications at the requisite quality level by producing prior-to-production samples as described below.

The Contractor will be required to download up to 50 test files from Contractor maintained sFTP site. Test files will be in PDF format and will consist of dummy data (no PII). Contractor to output files to completed mail pieces as described below.

Each mail piece must be complete, ready-to-mail tax documents gathered, and folded and inserted into unsealed envelopes or folded self-mailers (not pressured sealed) in accordance with the furnished copy and specifications and must be constructed as specified and must be of the size, kind, and quality that the Contractor will furnish.

The samples submitted by the Contractor must be manufactured at the same facilities that will be used for producing contract production quantities.

Contractor to submit samples to the Indianapolis, IN or Great Lakes, IL address provided at the time of award.

The Contractor will need to test, validate, and provide proof of concept of both the Government furnished 2D barcode and Contractor furnished Unique ID technology and production throughput from receipt of files. All testing and validation must be completed within 3 workdays of receipt of test files.

The samples produced will be checked for adherence to all specifications. The Government will approve, conditionally approve, or disapprove these test copies within 5 workdays of the receipt thereof. Approval or conditional approval shall not relieve the Contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the Contractor. A notice of disapproval shall state the reasons therefore.

If these copies are disapproved by the Government due to printer's errors, the Government may require the Contractor to submit additional copies for inspection and testing, in the time and under the terms and conditions specified in the notice of disapproval.

Such additional copies shall be furnished, and necessary changes made, at no additional cost to the Government. In the event these additional copies are disapproved by the Government due to printer's errors, the Contractor may be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default.

Proofs

As part of the testing and validation process, the Contractor will be required to submit one "Press Quality" PDF "soft" proof of all static data using the same Raster Image Processor (RIP) that will be used to produce the final printed product.

PDF proofs for tax forms, statements, newsletter, and all envelopes will be evaluated for text flow, image position, and color breaks of static data only. Proofs will not be used for color match. Proofs not to contain variable data.

PDF proofs for the envelopes to show seam, flap, and window locations. PDF proofs for Phase 2 tax forms to show perforation lines, fold lines, and glue spots as applicable.

Contractor to submit proofs within three workdays of receipt of artwork of newsletter and manuscript copy of envelopes to: lprice@gpo.gov and DLA/DFAS. It is anticipated that artwork and manuscript copy will be available at the time of award.

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

The Government will approve or disapprove the proofs within 3 workdays of the receipt thereof. Notification will be given by e-mail. Approval or disapproval will not relieve the Contractor of complying with the specifications and all other terms and conditions of the contract. Additional e-mail proofs may be required if proofs are disapproved.

The Contractor must not print/image envelopes prior to receipt of an "OK to print".

Prior-to-Production Samples

Prior-to-Production Samples will be required 3 workdays after proof approval. The sample requirement for this contract is not less than 255 construction samples of each Envelope Style and each size of pressure-seal self-mailer. Each envelope sample shall be printed/imaged with static data only and each envelope and pressure-seal self-mailer shall be constructed as specified and must be of the size, kind, and quality that the Contractor will furnish. The envelope samples must contain the applicable return address and applicable mailing indicia provided at the time of award. The pressure-sealed self-mailers shall contain static data only (8-1/2 x 11" trim size).

The Contractor shall submit 250 samples to the Indianapolis, IN address provided at the time of award. In addition, the Contractor shall submit 5 samples for the contract file, not for testing purposes, to U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, ATTN: 2557-S, Columbus, OH 43215.

The 250 samples to IN will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

The containers and accompanying documentation shall be marked "PRE-PRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, and program numbers. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples within 5 workdays of the receipt thereof. Notification will be given by e-mail. Approval or conditional approval shall not relieve the Contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the Contractor. A notice of disapproval shall state the reasons therefor.

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

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

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the samples submitted is at the Contractor's risk. Samples will not be returned to the Contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity, and no separate print order will be issued for reimbursement of costs incurred.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

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 **Date of Award through October 31, 2020** 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the Contractor(s) 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(s) 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.

DELIVERY/SHIPPING STATUS INFORMATION

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (and/or shipment as applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RO via e-mail to trackcolumbus@gpo.gov or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax, will be unable to respond to questions of a technical nature or transfer any inquiries.

PAYMENT

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

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

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

Contractor's billing invoice must be itemized in accordance with the line items in "Section 4. – Schedule of Prices."

At time of invoicing, the Contractor shall submit a copy of the print order, Contractor's invoice, and proof of pickup via e-mail to infocolumbus@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE

These specifications cover the production of End of Year Tax Documents, including such operations as downloading and manipulating Government furnished data files; proofs; prior-to-production samples; reproducibles; printing/imaging static and variable data; gathering; folding; inserting into envelopes and sealing or pressure-sealing to create self-mailer; packing for distribution; and staging for pickup from Contractor's plant by Government contracted representative or agent.

TITLE

End of Year Tax Documents

- Phase 1: Annuitant and Retired Pay Statements
- Phase 2: Various Tax Forms

NUMBER OF ORDERS

Phase 1: 1 order per year. Annuitant and Retired Pay Statements will be submitted on the same print order.

Phase 2: 2 orders per year.

- W2, 1099-I, and 1099-M Tax Forms will be submitted on the same print order.
- ACA 1095-B and 1095-C Tax Forms will be submitted on the same print order.

QUANTITY AND PAGES

PHASE 1: ANNUITANT AND RETIRED PAY STATEMENTS

Annuitant Statements

Anticipate 361,000 statements per year. Approximately 1% of these statements will be foreign mail addresses and the balance will be domestic mail addresses.

There are 8 variations consisting of a combination of 1 or 2 sets of 1099-R Tax Forms and 1 or 2 sets of Annuitant Account Statements. Each variation will also include a newsletter and a mailing envelope.

Envelope Styles 1 and 2 will be ordered. See "Envelope Construction" and Exhibits 1 and 2.

Anticipate up to 10 pages (5 leaves) inserted into 1 mailing envelope. Pages print head-to-head, no blanks.

The following variations are anticipated:

Table 1: Annuitant Statements

| Variation Name | Sets of 1099-R Tax Forms | Sets of Annuitant Account Statements | Sets of Newsletters | Leaves per Set | Pages per Set | Anticipated Total Mail Pieces | Envelope Style |
|----------------|--------------------------|--------------------------------------|---------------------|----------------|---------------|-------------------------------|----------------|
| AV-01 | 0 | 1 | 1 | 2 | 4 | 2,000 | 2 |
| AV-02 | 1 | 0 | 1 | 2 | 4 | 62,000 | 1 |
| AV-03 | 1 | 1 | 1 | 3 | 6 | 292,000 | 1 |
| AV-04 | 2 | 0 | 1 | 3 | 6 | 1,000 | 1 |
| AV-05 | 2 | 1 | 1 | 4 | 8 | 1,000 | 1 |
| AV-06 | 0 | 2 | 1 | 3 | 6 | 1,000 | 2 |
| AV-07 | 1 | 2 | 1 | 4 | 8 | 1,000 | 1 |
| AV-08 | 2 | 2 | 1 | 5 | 10 | 1,000 | 1 |

Retired Pay Statements

Anticipate up to 1,769,000 statements per year. Approximately 1% of these statements will be foreign mail addresses and the balance will be domestic mail addresses.

There are 11 variations consisting of a combination of 1 or 2 sets of 1099-R Tax Forms, 1 set of COLA Statements, and 1 set of FITW Statements. Each variation will also include a newsletter and a mailing envelope.

Envelope Styles 1 and 3 will be ordered. See “Envelope Construction” and Exhibits 1 and 3.

Anticipate up to 10 pages (5 leaves) inserted into 1 mailing envelope. Pages print head-to-head, no blanks.

The following variations are anticipated.

Table 2: Retired Pay Statements

| Variation Name | Sets of 1099-R Tax Forms | Sets of COLA Statements | Sets of FITW Statements | Sets of Newsletters | Leaves per Set | Pages per Set | Anticipated Total Mail Pieces | Envelope Type |
|----------------|--------------------------|-------------------------|-------------------------|---------------------|----------------|---------------|-------------------------------|---------------|
| RV-01 | 0 | 0 | 1 | 1 | 2 | 4 | 1,000 | 3 |
| RV-02 | 0 | 1 | 0 | 1 | 2 | 4 | 192,000 | 3 |
| RV-03 | 0 | 1 | 1 | 1 | 3 | 6 | 1,000 | 3 |
| RV-04 | 1 | 0 | 0 | 1 | 2 | 4 | 119,000 | 1 |
| RV-05 | 1 | 0 | 1 | 1 | 3 | 6 | 2,000 | 1 |
| RV-06 | 1 | 1 | 0 | 1 | 3 | 6 | 262,000 | 1 |
| RV-07 | 1 | 1 | 1 | 1 | 4 | 8 | 1,188,000 | 1 |
| RV-08 | 2 | 0 | 0 | 1 | 3 | 6 | 1,000 | 1 |
| RV-09 | 2 | 0 | 1 | 1 | 4 | 8 | 1,000 | 1 |
| RV-10 | 2 | 1 | 0 | 1 | 4 | 8 | 1,000 | 1 |
| RV-11 | 2 | 1 | 1 | 1 | 5 | 10 | 1,000 | 1 |

PHASE 2: VARIOUS TAX FORMS

There are 57 variations, identified by Control Prefixes in the tables below, consist of W-2, 1099-I, 1099-M, and ACA 1095-B and 1095-C Tax Forms. Each variation will have domestic and foreign addressed mail pieces.

Variations requiring one set of tax forms to a single address will require pressure-sealing of tax forms to create self-mailers.

Variations with more than one set of tax forms mailing to a single address will require collating and inserting into Envelope Style 4. Seal envelopes after inserting. See “Envelope Construction” and Exhibit 4.

Anticipate up to 6,546,000 tax forms per year. Approximately 1% of these forms will be foreign mail addresses and the balance will be domestic mail addresses.

Each tax form will print 2 pages (1 leaf) head-to-head, no blanks.

W2 Tax Forms

Anticipate 38 variations with 1 set of tax forms to each mailing address. Anticipate 965,000 mail pieces. All variations will be pressure-sealed self-mailers and will not require inserting into mailing envelopes. The following is anticipated:

Table 3: W2 Tax Forms (no envelope required)

| Control Prefix | Sets of Tax Forms | Total Mail Pieces | Control Prefix | Sets of Tax Forms | Total Mail Pieces |
|----------------|-------------------|-------------------|----------------|-------------------|-------------------|
| VSI | 1 | 7,250 | UNRF | 1 | 35 |
| VSF | 1 | 38 | UNRT | 1 | 1 |
| NAF | 1 | 33,000 | MCL | 1 | 29,000 |
| CSD | 1 | 542,860 | MCF | 1 | 12 |
| CFD | 1 | 473 | T | 1 | 3,797 |
| CSP | 1 | 2,073 | PPM | 1 | 11,787 |
| AFL | 1 | 33,533 | TTT | 1 | 527 |
| UAL | 1 | 80,118 | TARM | 1 | 6,153 |
| UAF | 1 | 291 | TAMC | 1 | 78 |
| UAPG | 1 | 6,090 | TDLA | 1 | 1,135 |
| UAPR | 1 | 3,271 | TUSMC | 1 | 160 |
| UAPE | 1 | 326 | TCAF | 1 | 6,233 |
| UAPS | 1 | 17 | TLIM | 1 | 30,632 |
| UAPA | 1 | 483 | TLIMF | 1 | 331 |
| AFRS | 1 | 3,274 | TROM | 1 | 44,051 |
| UARS | 1 | 96,724 | TROM_2 | 1 | 70 |
| UNRS | 1 | 19,960 | TINW | 1 | 463 |
| AFRF | 1 | 50 | LOAN | 1 | 400 |
| UARF | 1 | 200 | AFIT | 1 | 104 |

Anticipate 3 variations with more than 1 set of tax forms to each mailing address. After printing/imaging, horizontal perforating, folding, and collating, the tax forms are to be inserted into Envelope Style 4. Seal envelopes after tax forms are inserted. Anticipate 3,000 mail pieces. The following is anticipated:

Table 4: W2 Tax Forms (inserting into Envelope Style 4 required)

| Control Prefix | Sets of Tax Forms | Tax Forms Inserted into Envelopes | Total Mail Pieces |
|----------------|-------------------|-----------------------------------|-------------------|
| CDD | 2 | 3,998 | 1,999 |
| CTD | 3 | 3,000 | 1,000 |
| CDP | 2 | 2 | 1 |

1099-I Tax Forms

Anticipate 10 variations will have 1 set of tax forms. All variations will be pressure-sealed self-mailers and will not require inserting into mailing envelopes. Anticipate 49,000 mail pieces. The following is anticipated:

Table 5: 1099-I Tax Forms

| Control Prefix | Sets of Tax Forms | Total Mail Pieces |
|----------------|-------------------|-------------------|
| DCPSIF | 1 | 4 |
| TUSMCI | 1 | 6 |
| TDLAI | 1 | 7 |
| TNAVI | 1 | 19 |
| TIND | 1 | 24 |
| TARMI | 1 | 209 |
| TRMI | 1 | 758 |
| TRMMILI | 1 | 882 |
| VTRPI | 1 | 1,600 |
| DCPSI | 1 | 45,491 |

1099-M Tax Forms

Anticipate 5 variations will have 1 set of tax forms. All variations will be pressure-sealed self-mailers and will not require inserting into mailing envelopes. Anticipate 29,000 mail pieces. The following is anticipated:

Table 6: 1099-M Tax Forms

| Control Prefix | Sets of Tax Forms | Total Mail Pieces |
|----------------|-------------------|-------------------|
| DGRATF | 1 | 5 |
| VTRPF | 1 | 90 |
| DGRAT | 1 | 114 |
| MSC | 1 | 300 |
| VTRP | 1 | 28,491 |

ACA 1095-B and 1095-C Tax Forms

Anticipate 2 variations of ACA Tax Forms, 1095-B and 1095-C. Each variation will have 1 set of tax forms. Anticipate 5,500,000 mail pieces. All variations will be pressure-sealed self-mailers and will not require inserting into mailing envelopes.

TRIM SIZE

PHASE 1

All tax forms, statements, and newsletters are 8-1/2 x 11”.

Envelope Trim Sizes: See “Envelope Construction” and Exhibits 1 through 3.

PHASE 2

W2 and ACA 1095-B and 1095-C Tax Forms are 8-1/2 x 14”.

1099-I and 1099-M Tax Forms are 8-1/2 x 11”.

Envelope Trim Size: See “Envelope Construction” and Exhibit 4.

GOVERNMENT TO FURNISH

PDF files will be transmitted to the Contractor via Contractor secured sFTP site. GPO Form 2511, Print Order, will be transmitted to Contractor via e-mail.

PHASE 1

Variable Data

1099-R Tax Forms, Annuitant Account Statements, COLA Statements, and FITW Statements are furnished in PDF files. All variable data already in proper location (PDF Workflow). Data merge of variable data is not required.

Each variation of Annuitant and Retired Pay Statements will have its own set of 1 or more PDF files. Each PDF file in each set will have an approximate maximum of 20,000 pages and 10,000 mail pieces. Exact file size will be determined at the post-award conference.

The back page of all tax forms and all statements will contain a Government furnished 2D barcode. The 2D barcodes contain logic that provides for page endings and mail piece endings.

Static Data

The newsletter will be furnished as a stand-alone PDF file (with or without 2D barcode). Contractor will be responsible for inserting the newsletter in proper location of each mail piece as described under “Mail Piece Assembly”.

Envelope content will be provided as manuscript copy in MS Word or PDF file. Contractor will be required to create and typeset artwork, including mailing indicia(s). All typesetting and artwork must meet USPS regulations for Domestic and International mail.

The Contractor is cautioned that “Postage and Fees Paid” indicia may be used only for the purpose of mailing material produced under this contract.

PHASE 2

Variable Data

W2, 1099-I, and 1099-M, and ACA 1095-B and 1095-C Tax Forms are furnished in PDF files.

PDF files are configured for output to InfoSeal® brand pressure seal tax forms. Variations requiring more than one tax form to a single address will not require spot glue adhesive or vertical perforations. See additional information under “Stock/Paper” and Exhibits 5 and 6 for InfoSeal® configurations.

All variable data already in proper location (PDF Workflow). Data merge of variable data is not required.

Each variation of the tax forms will have its own set of PDF files. Each PDF file in each set will have an approximate maximum of 20,000 pages and 10,000 mail pieces. Exact file size will be determined at the post-award conference.

The back page of all tax forms will contain the mailing address and a Government furnished 2D barcode. The 2D barcodes contain logic that provides for page endings and mail piece endings.

Static Data

Contractor’s option to use pre-printed forms from Stock/Paper supplier or create and typeset artwork required for variable data on the 1099-I and 1099-M tax forms.

Envelope content will be provided as manuscript copy in MS Word or PDF file. Contractor will be required to create and typeset artwork, including mailing indicia(s). All typesetting and artwork must meet USPS regulations for Domestic and International mail.

The Contractor is cautioned that “Postage and Fees Paid” indicias may be used only for the purpose of mailing material produced under this contract.

ELECTRONIC PREPRESS

Prior to image processing, the Contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Columbus GPO Contracting Officer prior to further performance.

The Contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

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

FURNISHED FORMS

Delivery/Shipping Status Report Form.

Print Orders (GPO Form 2511).

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH

All materials and operations, other than those listed under “Government to Furnish” necessary to produce the product(s) in accordance with these specifications.

REPRODUCIBLES

The Contractor must make all reproducibles required. The Contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the Contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The Contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the Contractor’s production environment.

MAILING ADDRESS PROGRAMING AND CERTIFICATION

The addresses furnished in the PDF Workflow will be contained within the PDF file. Contractor to create a program to identify the mailing addresses and certify them using CASS and NCOA. **The Contractor is NOT to perform any type of mail presort and is NOT to create an Intelligent Mail Barcode (IMb).**

Prior to CASS and NCOA certification, the Contractor will need to isolate the foreign mail from the domestic mail. Foreign mail addresses will not require CASS and NCOA certifications. Domestic mail addresses are to be certified with CASS and NCOA.

Contractor to perform CASS and NCOA certification on all domestic addresses. All address updates are to be accepted and Contractor must replace the furnished addresses with the updated addresses indicated by CASS and NCOA. Any record with an address identified as undeliverable is to be deleted from production run and added to the “Undeliverable File” which the Contractor shall create using a comma delimited file format.

The “Undeliverable File” shall provide the address furnished by the Government, the updated address indicated by CASS, the CASS undeliverable code, the updated address indicated by NCOA and the NCOA undeliverable code. Final data collection elements will be determined at the post-award conference. Contractor to output furnished addresses and revised addresses to PDF.

Contractor to transmit the comma delimited file and the PDF file to DLA/DFAS using properly configured file and transmission protocols that protect PII.

Prior to start of production, the number of undeliverable addresses is to be reported to DLA/DFAS and GPO along with final production quantity. Contractor not to proceed with production without approval of final production quantity by the Government.

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.

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

PHASE 1

Tax forms, Statements, and Newsletter

Contractor’s option of stock/paper for tax forms, statements, and newsletter as follows:

- White Offset Book, basis size 25 x 38”, 50 lbs. per 500 sheets, equal to JCP Code A60.
- White High Quality Xerographic Copier, Laser Printer (Qualified Product), basis size 17 x 22”, 24 lbs. per 500 sheets, equal to JCP Code O61.
- White Plain Copier, Xerographic (Qualified Product), basis size 17 x 22”, 20 lbs. per 500 sheets, equal to JCP Code O65.

Mailing Envelopes

White Writing Envelopes, basis size 17 x 22”, 20-24 lbs. per 500 sheets, equal to JCP Code V20.

PHASE 2

Tax Forms

White Bond, long grain, basis size 17 x 22”, 28 lbs. per 500 sheets.

Contractor’s option to use roll fed or sheet fed stock/paper; however, it must be compatible with InfoSeal[®] pressure-seal layout as indicated under “Pressure-Seal Self-Mailer Construction” and Exhibits 5 and 6.

Mailing Envelopes

White Writing/Wove Envelopes, basis size 17 x 22”, 20-24 lbs. per 500 sheets, equal to JCP Code V20.

PRODUCTION INSPECTION

Due to the sensitive nature of the PII involved, it is anticipated that DLA/DFAS personnel will conduct production inspections up to two times a day during the entire production run for both Phase 1 and Phase 2.

Inspections may take place at any time, including 24 hours a day and 7 days a week, with minimal notice to the Contractor.

Production inspections shall include random sampling of printing/imaging and inserting/sealing. Production inspections may include observation of packaging and staging for pickup by Government contracted representative or agent.

This inspection shall be conducted and approved at the Contractor's plant for the purpose of establishing specified standards for use during the complete production (from download of files to staging for distribution).

Upon approval, the Contractor is charged with maintaining those standards throughout the production process (within QATAP tolerances when applicable) and with discarding all imaged and/or inserted sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated August 2002 (available on GPO web site at: <http://www.gpo.gov/printforms/index.html>).

A production inspection is for the purpose of setting specific standards that are to be maintained throughout the entire production run. It does not constitute a prior approval of the entire production run.

The Government may conduct on-site randomized security inspections at any time.

PRINTING/IMAGING

VARIABLE DATA

Contractor to print/image variable data via digital printing. Quality Level 3 standards must be maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

Phase 1 Tax Forms and Statements and Phase 2 Tax Forms print/image variable data face and back in black ink.

STATIC DATA

At Contractor's option, print/image static data via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4 bit depth technology.

Newsletter and 1099-I and 1099-M Tax Forms

Phase 1 newsletters print/image static data head-to-head in black ink. Contractor's option to print/image in-line with tax forms or print/image as stand-alone product to be inserted during "Mail Piece Assembly".

Phase 2 tax forms print static data on face and back in black ink. Static data consists of:

- Solid black boxes in 2 locations on face and in 2 locations on back.
- Pressure-seal self-mailer opening instructions in black ink on back (1099-I and 1099-M only).
- Security tint in black ink on back (1099-I and 1099-M only). Contractor may use stock design for security tint (no proprietary design or company logo allowed) but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

See Exhibits 5 and 6 for Phase 2 static data content.

Envelopes

Phase 1 and Phase 2 envelopes print/image static data face and back before construction. After construction, envelopes print face only in black ink with an inside security tint in dark blue or black ink.

Contractor may use stock design for security tint (no proprietary design or company logo allowed) but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Envelope Styles 1 and 4 do not have return address printed on envelopes. Envelope Style 2 has “Annuitant” return address printed on envelopes. Envelope Style 3 has “Retired Pay” return address printed on envelopes.

All envelopes have the statement “Important Tax Document Enclosed” printed on face of envelope.

Domestic mail addresses to have mailing indicia printed on envelopes in upper right corner in accordance with USPS regulations. Domestic mailing permit number for Envelope Styles 1, 2, and 3 is “1587” and domestic mailing permit number for Envelope Style 4 is “1588”.

Foreign mail addresses **do not** have a mailing indicia printed on envelopes.

See Exhibits 1 through 4 for placement of printed content on face of envelopes after construction.

MARGINS

PHASE 1

Follow furnished files for margins, no bleeds.

All envelopes must have margins that meet compliance with USPS Domestic and International Mail Manuals, including mailing indicia permits.

PHASE 2

Follow furnished files for margins, no bleeds.

Pressure-seal products to match margins as stated under “Pressure-Seal Self-Mailer Construction”.

All envelopes must have margins that meet compliance with USPS Domestic and International Mail Manuals, including mailing indicia permits.

PHASE 1 MAIL PIECE ASSEMBLY

Annuitant Statements

The Government furnished 2D barcode will establish the sequence of documents in a mail piece. Annuitant Statements are collated in the following order:

- Any and all 1099-R Tax Forms
- Any and all Account Statements
- Newsletter

After collating, fold pieces together with the appropriate number of folds in the appropriate position to fit into envelopes.

Insert variations AV-01 and AV-06 into Style 2 envelopes. All other variations insert into Style 1 envelopes. See “Envelope Construction” and Exhibits 1 and 2. Insert statements so return and mailing addresses show through appropriate windows as applicable.

Seal envelopes and prepare for mailing. See “Packing and Sealing for Distribution” for bulk packaging instructions.

Retired Pay Statements

The Government furnished 2D barcode will establish the sequence of documents in a mail piece. Retired Pay Statements are collated in the following order:

- Any and all 1099-R Tax Forms
- Any and all COLA Statements
- Any and all FITW Statements
- Newsletter

After collating, fold pieces together with the appropriate number of folds in the appropriate position to fit into envelopes.

Insert variations RV-01 through RV-03 into Style 3 envelopes. All other variations insert into Style 1 envelopes. See “Envelope Construction” and Exhibits 1 and 3. Insert statements so return and mailing addresses show through appropriate windows as applicable.

Seal envelopes and prepare for mailing. See “Packing and Sealing for Distribution” for bulk packaging instructions.

PHASE 2 PRESSURE-SEAL SELF-MAILER CONSTRUCTION

W2 TAX FORMS AND ACA 1095-B AND 1095-C TAX FORMS

Government furnished variable data files are formatted for output equal to InfoSeal® brand. See additional information under “Stock/Paper” and Exhibit 5. Flat trim size is 8-1/2 x 14”. Mailing address block to appear on back of flat tax form.

Adhesive

Adhesive spot glue inside the margin area. Follow perforations indicated below for margin area. Up to 20 locations on face page, up to 10 locations on back page. Number and location of spot glue areas at Contractor's option, however, Contractor must ensure that spot glue areas are not placed in printing/imaging areas.

Adhesive moisture content should be 5.5% or below with an average moisture content of 4.7% and must be formulated to accommodate in-line laser printer processing and must be sufficient for in-line sealing immediately after printing.

The adhesive must not be affected by the heat or pressure generated by laser printer processing and must completely seal when 150 lbs. per inch pressure is applied to the folded sheet.

The adhesive is to adhere rigidly to the surface of the sheet and shall not cause any residue in or on any stationary or moving parts of the laser printer used.

NOTE: When more than one tax form is sent to one address, adhesive spot glue is not required.

Perforating

Two vertical perforations at 12 teeth per inch (tpi). Perforations located approximately 7/16" from 14" left and right edges of form. Perforations to extend the entire 14" dimension.

Three horizontal perforations at 17 tpi. Perforations located approximately 3-9/16", 7-3/16", and 10-25/32" from top 8-1/2" edge of form. Perforations to extend the entire 8-1/2" dimension.

Perforations must not separate during subsequent printing, folding, and sealing.

NOTE: When more than one tax form is sent to one address, two vertical perforations are not required.

Folding and Pressure Sealing

Double-parallel fold tax forms on horizontal perforations. Bottom of face side of form to fold up first, fold located on 7-3/16" perforation. With fold at bottom of tax form, fold form up where the 3-9/16" perforation and 10-25/32" perforation meet. Folded trim size is 8-1/2 x 3-1/2" with mailing address panel to face outside.

Perforating and folding specifications critical for proper content layout and proper alignment of adhesive to allow for pressure-sealing.

After folding, pressure seal tax forms to create self-mailers.

NOTE: When more than one tax form is sent to one address, pressure-sealing as self-mailers is not required. After folding, Contractor will be required to gather tax forms and insert into Envelope Style 4, seal envelopes, and prepare for mailing. See "Packing and Sealing for Distribution" for bulk packaging instructions.

1099-I AND 1099-M TAX FORMS

Government furnished variable data files are formatted for output equal to InfoSeal® brand. See additional information under “Stock/Paper” and Exhibit 6. Flat trim size is 8-1/2 x 11”. Mailing address block to appear on back of flat tax form.

Adhesive

Adhesive spot glue inside the margin area. Follow perforations indicated below for margin area. Up to 22 locations on face page, up to 10 locations on back page. Number and location of spot glue areas at Contractor’s option, however, Contractor must ensure that spot glue areas are not placed in printing/imaging areas.

Adhesive moisture content should be 5.5% or below with an average moisture content of 4.7% and must be formulated to accommodate in-line laser printer processing and must be sufficient for in-line sealing immediately after printing.

The adhesive must not be affected by the heat or pressure generated by laser printer processing and must completely seal when 150 lbs. per inch pressure is applied to the folded sheet.

The adhesive is to adhere rigidly to the surface of the sheet and shall not cause any residue in or on any stationary or moving parts of the laser printer used.

NOTE: When more than one tax form is sent to one address, adhesive spot glue is not required.

Perforating

Two vertical perforations at 12 tpi. Perforations located approximately 7/16” from 11” left and right edges of form. Perforations to extend the entire 11” dimension.

Three horizontal perforations at 17 tpi. Perforations located approximately 3-11/16”, 7-3/8”, and 7-3/4” from top 8-1/2” edge of form. Perforations to extend the entire 8-1/2” dimension.

Perforations must not separate during subsequent printing, folding, and sealing.

NOTE: When more than one tax form is sent to one address, two vertical perforations are not required.

Folding and Pressure Sealing

Letter fold (“C” fold) tax forms. Bottom of face side of form to fold up first, fold located on 7-3/8” perforation. Fold face side up again, fold located on 3-11/16” perforation. Do not fold on 7-3/4” perforation. Folded trim size is 8-1/2 x 3-5/8” with mailing address panel to face outside.

Perforating and folding specifications critical for proper content layout and proper alignment of adhesive to allow for pressure-sealing.

After folding, pressure seal tax forms to create self-mailers.

NOTE: When more than one tax form is sent to one address, pressure-sealing as self-mailers is not required. After folding, Contractor will be required to gather tax forms and insert into Envelope Style 4, seal envelopes, and prepare for mailing. See “Packing and Sealing for Distribution” for bulk packaging instructions.

ENVELOPE CONSTRUCTION

Phase 1 will have three different envelope styles and Phase 2 will have one envelope style. Each envelope style will have unique custom window and return address requirements. The attached specifications will be used by the Contractor for ordering purposes. Envelope printing/imaging and construction is the responsibility of the Contractor, and must meet the following criteria:

- Must be large enough to permit inserting of up to five leaves yet small enough to prevent contents from slipping and obscuring parts of the return and mailing addresses within applicable window sizes and positions and must not reveal sensitive information.
- Must have a height to width ratio sufficient to garner the most favorable postage rates.
- Must include one or two die cut windows as applicable. The windows must be of an adequate size to reveal a four line return address, a sequential control number, and must not interfere with the USPS optical character (OCR) read area; and up to a six line mailing address. Style 1 has a return address window and a mail address window. Styles 2, 3, and 4 have one mail address window.
- All applicable windows must have a suitable clear covering attached to the inside of the envelope. All applicable windows must hold up under irradiation equipment.
- All printed/imaged information must conform to USPS Regulations and must be approved by DLA/DFAS. Printed/Imaged information includes “Important Tax Documents Enclosed” statement and applicable return address and postal indicia.
- Must print with an inside opaque tint pattern (manufacturer’s standard pattern is acceptable, however, company logos or proprietary designs not permitted) printed in black or dark blue ink to protect the confidentiality of the enclosed contents.

PACKING AND SEALING FOR DISTRIBUTION

All sealed envelopes and all pressure-sealed self-mailers are to pack suitable in Contractor furnished shipping containers in accordance with GPO Contract Terms 310.2 Supplemental Specifications 3. Packing.

Domestic mail pieces are to be packaged separate from foreign mail pieces. All shipping containers are to be staged for f.o.b. Contractor’s plant pick up by Government contracted representative or agent.

PHASE 1

Annuitant Statements are to be packaged separate from Retired Pay Statements.

Contractor to make every effort to keep all mail pieces of a given statement variation together. It is acceptable to combine variations of Annuitant Statements together and to combine variations of Retired Pay Statements together.

All shipping containers are to be labeled with the contents, including the address type (domestic or foreign mail), statement type (Annuitant or Retired Pay), and the statement variations contained therein.

PHASE 2

Do not intermingle W2, 1099-I, 1099-M, and ACA 1095-B and 1095-C tax forms in same containers.

Contractor to make every effort to keep all mail pieces of a given tax form variation together. It is acceptable to combine variations of each specific tax form together.

All shipping containers are to be labeled with the contents, including the address type (domestic or foreign mail), tax form type (W2 or 1099-I or 1099-M or ACA 1095-B or ACA 1095-C), and the statement variations contained therein.

PALLETS

Pallets are required.

Palletizing: Contractor will be required to furnish pallets for bulk shipments in shipping containers when the containers fill 2 layers or more on the pallet. Except for size, pallets must conform with Federal Specifications NN-P-71c, dated September 10, 1973 and any amendments thereto, as follows:

Type III (4-way (partial), flush, assembled, nonreversible). Size L 40 x W 48". Full entry must be on the 48" width. Group II (medium density wood) or Group III (high density wood), at Contractor's option.

Fasten with straps over edge protectors when the containers fill more than 1 layer on the pallet. Pallets shall be suitably packed so as to insure acceptance and safe delivery by common carriers to the point of delivery. Maximum height (including pallet) 47". Pack flush to corners, no overhang permitted at any edge. Voids must be to the interior of the pallet. Pack with care. Loaded pallets may be stored 4 high at destination.

All containers on pallets must be secured to prevent containers from shifting when pallets are hoisted to a high shelving area.

DISTRIBUTION

Contractor will not provide presorting of mail pieces to achieve postal discounts. All envelopes are to be sealed and all self-mailers are to be pressure-sealed prior to packaging in shipping containers. After securely packaging in appropriate shipping containers and palletizing, Contractor is to stage containers and pallets in a secure area for pickup by Government contracted representative or agent. The individual print order will provide specific notification requirements for finished orders that are ready for pickup.

SCHEDULE

Adherence to this schedule must be maintained.

The Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Anticipated pickup schedules listed below are f.o.b. Contractor's plant for pickup by Government contracted representative or agent. Actual pickup schedule to be determined at the post-award conference.

Contractor's failure to meet the schedules listed below may cause subsequent Government delays in meeting mandated IRS mail dates for tax products. In accordance with GPO Contract Terms, Contract Clause 21, Actual Damages, Contractor will be subject to any IRS penalties that result from Contractor delays.

PHASE 1

Files will be furnished to the Contractor grouped by variation and sent on a flow basis. Contractor to process the received files, including printing/imaging, collating, folding, inserting into envelopes and sealing envelopes, packing for distribution, and staging mail pieces on a flow basis.

Complete production and staging for pickup by Government contracted representative or agent must be completed within 6 workdays of last file receipt. Frequency of Government pickups to be confirmed at post-award conference. Example:

Files submission starts on December 18, 2019 and Contractor will continue to receive files on a daily basis with final file submission being received on December 26, 2019.

Contractor processes files, including printing/imaging, collating, folding, inserting into envelopes and sealing envelopes, packaging in shipping containers and palletizing as required, and staging for pickup by Government contracted representative or agent.

First production run to be available for pickup by close of business December 20, 2019 and last production run to be available for pickup by January 6, 2020.

PHASE 2

Files will be furnished to the Contractor grouped by variation and sent on a flow basis. Contractor to process the received files, including printing/imaging; folding, gathering, inserting into envelopes, and sealing envelopes or folding and pressure-sealing self-mailers; packing for distribution; and staging mail pieces on a flow basis.

Complete production and staging for pickup by Government contracted representative or agent must be completed within 6 workdays of last file receipt. Frequency of Government pickups to be confirmed at post-award conference. Example:

Files submission starts on January 3, 2020 and Contractor will continue to receive files on a daily basis with final file submission being received on January 16, 2020.

Contractor processes files, including printing/imaging, folding, pressure-sealing or gathering and inserting into envelopes and sealing envelopes (as applicable), packaging in shipping containers and palletizing as required, and staging for pickup by Government contracted representative or agent.

First production run to be available for pickup by close of business January 7, 2020 and last production run to be available for pickup by January 27, 2020.

SCHEDULE REPORTING

Once the mail pieces for each variable file are completed on a daily basis, a report containing number of mail pieces for each file MUST be sent to DLA/DFAS and GPO within 1 workday of mail piece pickup.

Final report format will be determined at the post-award conference. It is anticipated that minimum data sets reported must include:

- Date files received
- Date files sent to production
- Date finished product staged for pickup
- Date of pickup
- Quantity of files received
- Quantity of files determined “undeliverable” by CASS and NCOA certifications
- Quantity sent to production (grouped by variation)
- Number of domestic mail pieces (grouped by variation)
- Number of foreign mail pieces (grouped by variation)
- Total pages imaged (grouped by variation)
- Total leaves imaged (grouped by variation)
- Total leaves inserted (grouped by variation)
- Total finished envelopes (grouped by variation)

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 orders for 12 months 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 during a like period of time.

The following item designations correspond to those listed in the “Schedule of Prices.”

- I. (a) (1) 14,420
(2) 156
(3) 12,944
(b) 2,133

- II. (a) 7,210
(b) (1) 78
(2) 6,472
(c) (1) 1,933
(2) 3
(3) 194
(4) 3

- III. (a) 8,673
(b) 7,210
(c) (1) 78
(2) 6,472
(3) 6,543
(4) 7

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. Contractor’s plant for pickup by Government contracted representative or agent.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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), NA (Not Applicable), 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 vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the 1,000 rate.

I. PRINTING/IMAGING AND TRIMMING TO SIZE: The prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations for complete production except for Items II. Stock/Paper and III. Additional Operations.

(a) Printing/Imaging Static and Variable Data:

- (1) Phase 1 Trim Sizes 8-1/2 x 11”..... per 1,000 images.....\$ _____
- (2) Phase 2 Trim Sizes 8-1/2 x 11”..... per 1,000 images.....\$ _____
- (3) Phase 2 Trim Sizes 8-1/2 x 14”..... per 1,000 images.....\$ _____

(b) Printing/Imaging Envelopes (Phases 1 and 2)..... per 1,000 envelopes\$ _____

(Initials)

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SCHEDULE OF PRICES

II. STOCK/PAPER: Payment for all stock/paper supplied by the Contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves required for tax forms, statements, and newsletters and the net number of envelopes. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

- (a) Phase 1 Tax Forms, Statements, and Newsletter,
White Offset (50#) or White Laser (24#) or
White Copier (20#).....per 1,000 leaves\$ _____

- (b) Phase 2 Various Tax Forms, White Bond (28#):
 - (1) Trim Sizes 8-1/2 x 11”per 1,000 leaves\$ _____
 - (2) Trim Sizes 8-1/2 x 14”per 1,000 leaves\$ _____

- (c) Phase 1 and 2 Envelopes (including construction)
White Writing/Wove (20# or 24#):
 - (1) Envelope Style 1per 1,000 envelopes\$ _____
 - (2) Envelope Style 2per 1,000 envelopes\$ _____
 - (3) Envelope Style 3per 1,000 envelopes\$ _____
 - (4) Envelope Style 4per 1,000 envelopes\$ _____

III. ADDITIONAL OPERATIONS: Price offered for the following operations must include the cost of all required materials and operations.

- (a) CASS and NCOA Certification.....per 1,000 addresses\$ _____

- (b) Phase 1 Mail Piece Assembly (includes collating,
folding, and inserting into envelopes)per 1,000 leaves\$ _____

- (c) Phase 2 Pressure-Sealing Self-Mailer Construction:
 - (1) Trim Size 8-1/2 x 11” (includes perforating up
to 5 lines and “C” folding in 2 locations).....per 1,000 leaves\$ _____
 - (2) Trim Size 8-1/2 x 14” (includes perforating up
to 5 lines and “Double Parallel” folding in 2
locations).....per 1,000 leaves\$ _____
 - (3) Pressure sealing to create self-mailers (includes
adhesive spot glue, both trim sizes)per 1,000 leaves\$ _____
 - (4) Inserting into envelopes and sealing
envelopes (both trim sizes)per 1,000 leaves\$ _____

(Initials)

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SCHEDULE OF PRICES

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

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

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

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

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

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

(Street Address)

(City - State - Zip Code)

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

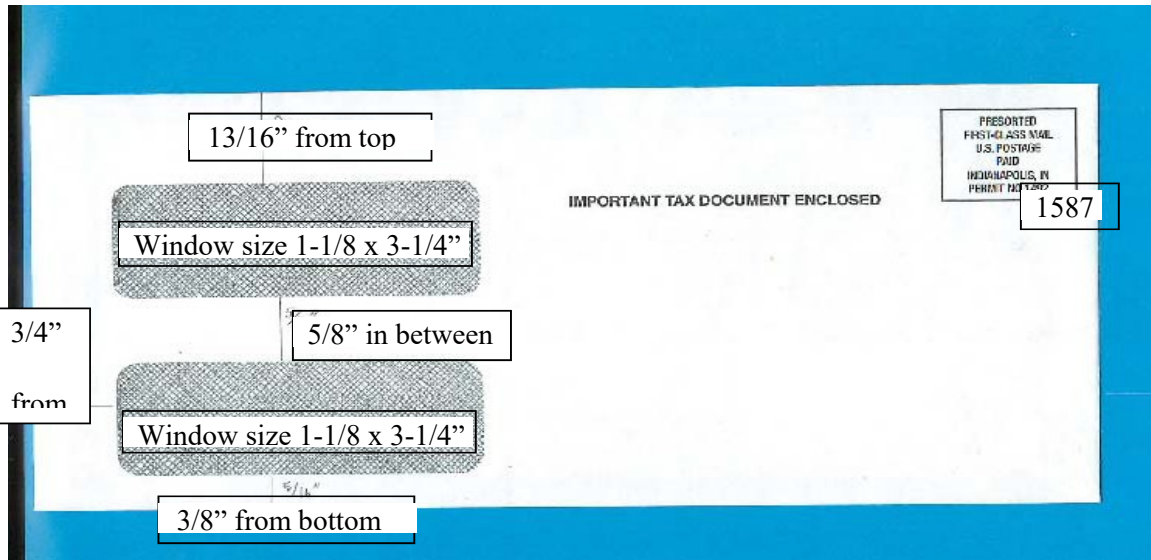
(Person to be Contacted) (Telephone Number) (Email)

Contracting Officer Review _____ Date _____ Certifier _____ Date _____

EXHIBITS

EXHIBIT 1

ENVELOPE STYLE 1: "1099R"



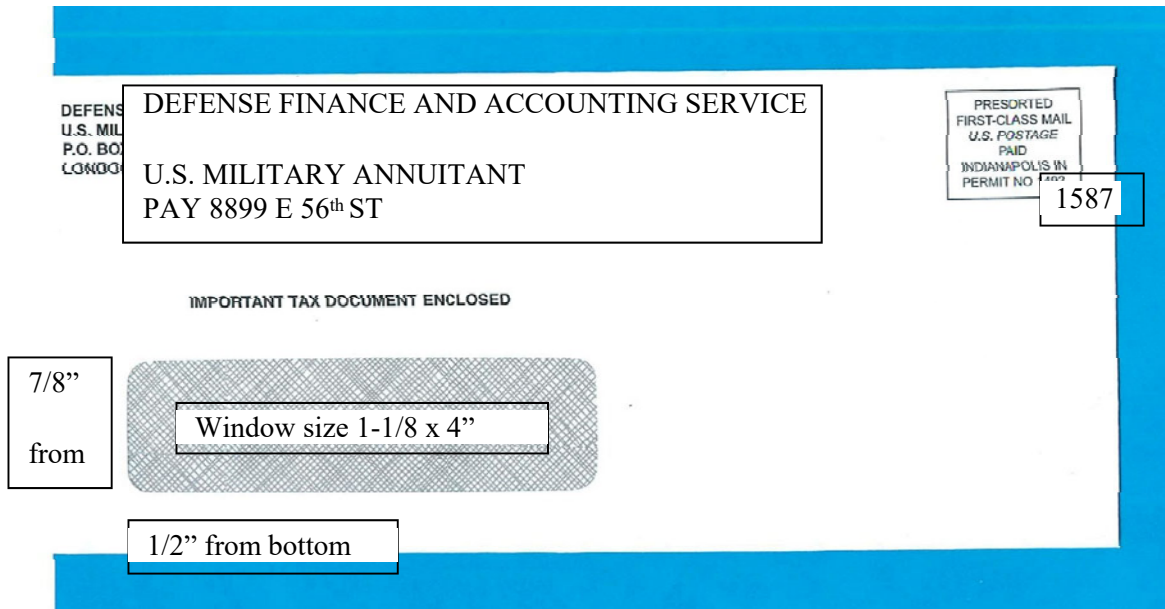
Envelope Style 1 is used for Annuitant Statement variations AV-02, AV-03, AV-04, AV-05, AV-07, and AV-08 and is used for Retired Pay Statement variations RV-04, RV-05, RV-06, RV-07, RV-08, RV-09, RV-10, and RV-11. These variations will have the return address and mailing address of the 1099-R tax form appearing in the windows.

Domestic mail addresses will need to have the USPS mailing indicia permit 1587 appear in the upper right corner. Foreign mail addresses are not to have the mailing indicia on the envelopes.

Dimensions provided above are approximate and image is not to size but is provided as a visual reference. Contractor is to construct envelope to fit contents.

EXHIBIT 2

ENVELOPE STYLE 2: "ANNUITANT"



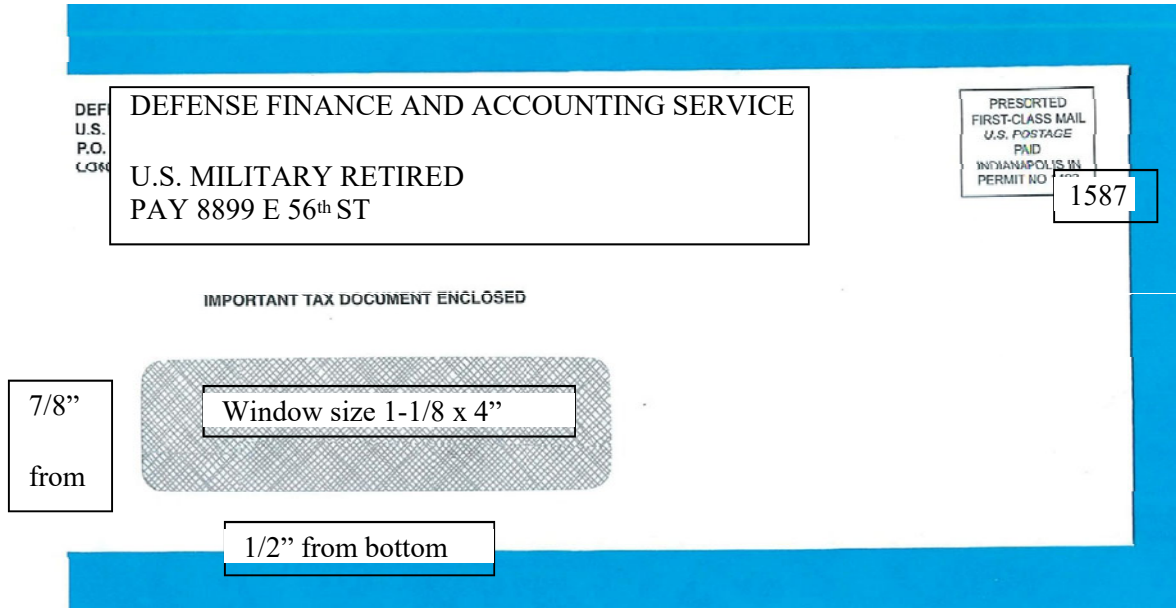
Envelope Style 2 is used for Annuitant Statement variations AV-01 and AV-06. These variations will have the Annuitant return address printed/imaged in the upper left corner and mailing address of the Annuitant Account Statement appearing in the window. The 1099-R tax form is not included in the mailing.

Domestic mail addresses will need to have the USPS mailing indicia permit 1587 printed/imaged in the upper right corner. Foreign mail addresses **are not** to have the mailing indicia on the envelopes.

Dimensions provided above are approximate and image is not to size but is provided as a visual reference. Contractor is to construct envelope to fit contents.

EXHIBIT 3

ENVELOPE STYLE 3: "RETIRED PAY"



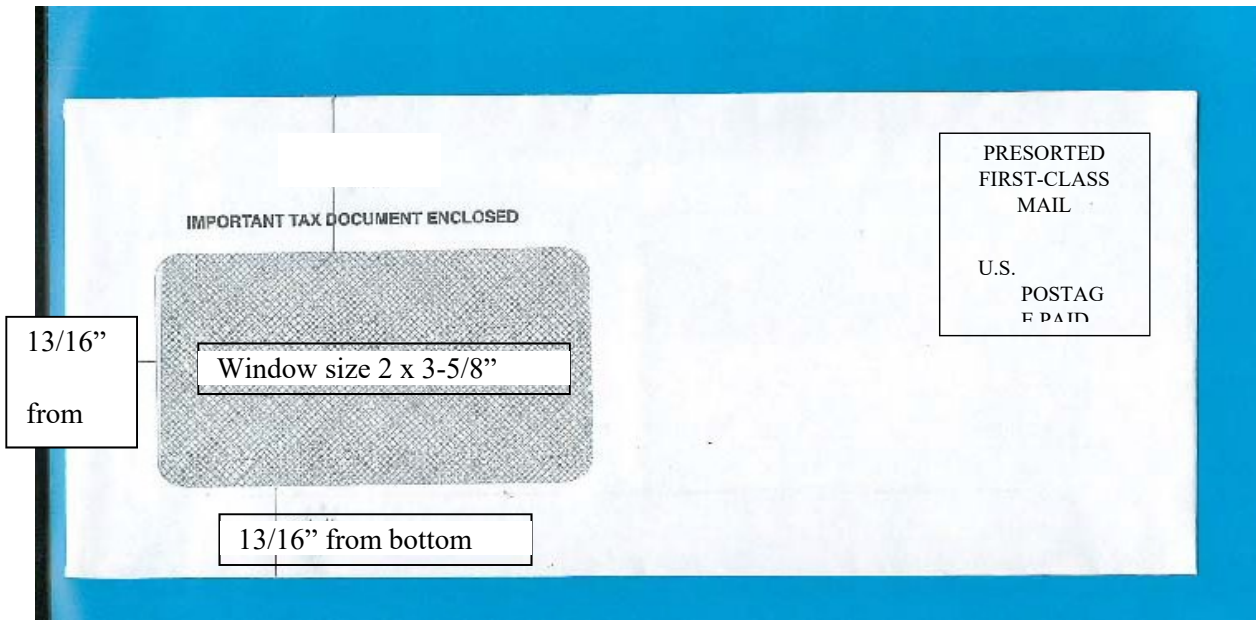
Envelope Style 3 is used for Retired Pay Statement variations RV-01, RV-02, and RV-03. These variations will have the Retired Pay return address printed/imaged in the upper left corner and mailing address of the applicable COLA or FITW Statement appearing in the window. The 1099-R tax form is not included in the mailing.

Domestic mail addresses will need to have the USPS mailing indicia permit 1587 printed/imaged in the upper right corner. Foreign mail addresses **are not** to have the mailing indicia on the envelopes.

Dimensions provided above are approximate and image is not to size but is provided as a visual reference. Contractor is to construct envelope to fit contents.

EXHIBIT 4

ENVELOPE STYLE 4: "CIVILIAN PAY"



Envelope Style 4 is used for Various Tax Form variations that have more than one tax form going to a single address. These variations will have the tax form address information appearing in the window.

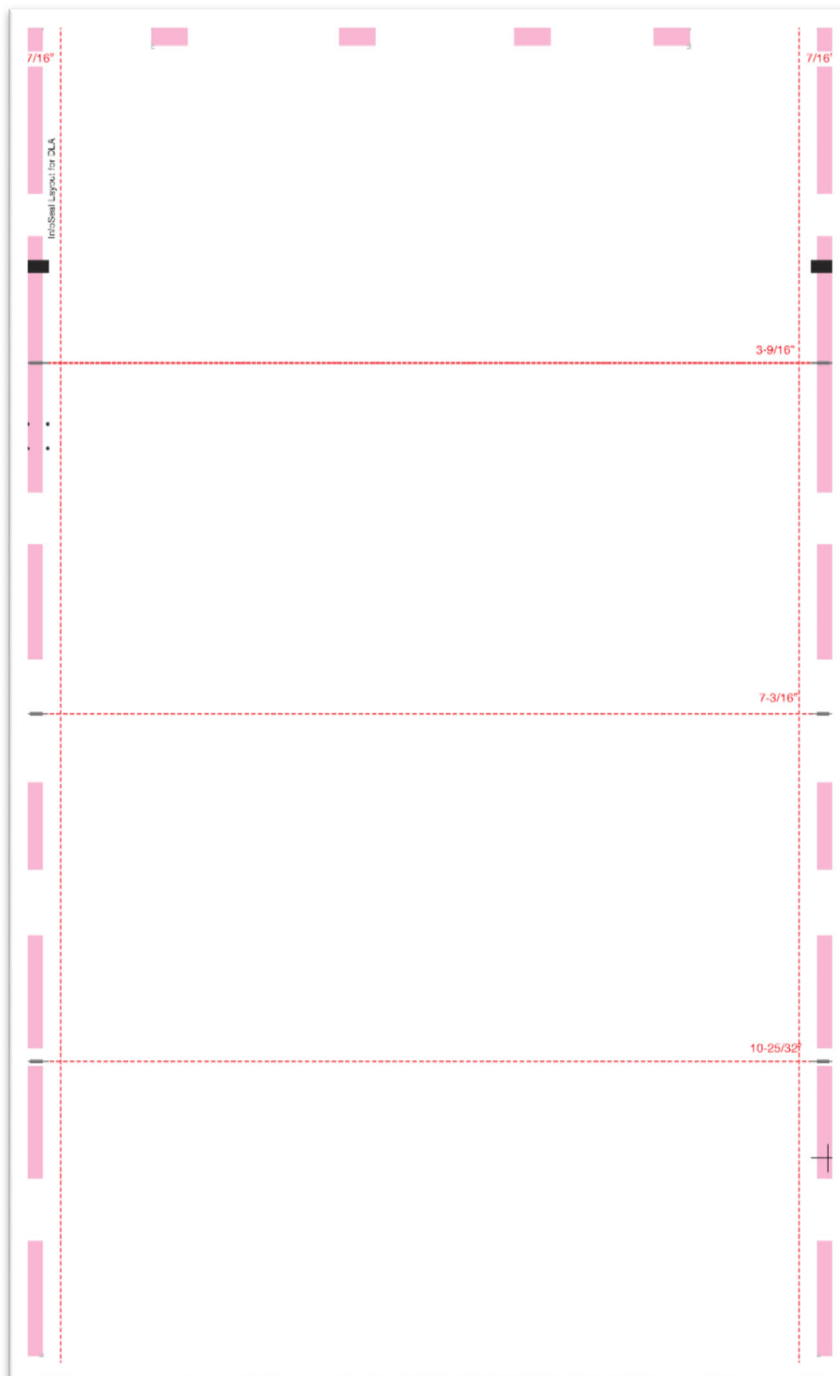
Domestic mail addresses will need to have the USPS mailing indicia permit 1588 printed/imaged in the upper right corner. Foreign mail addresses **are not** to have the mailing indicia on the envelopes.

Dimensions provided above are approximate and image is not to size but is provided as a visual reference. Contractor is to construct envelope to fit contents.

EXHIBIT 5

PRESSURE-SEAL SELF-MAILER FOR W2 AND ACA TAX FORMS

8-1/2 x 14" Face Side (not to size)



PRESSURE-SEAL SELF-MAILER FOR W2 AND ACA TAX FORMS

8-1/2 x 14" Back Side (not to size)

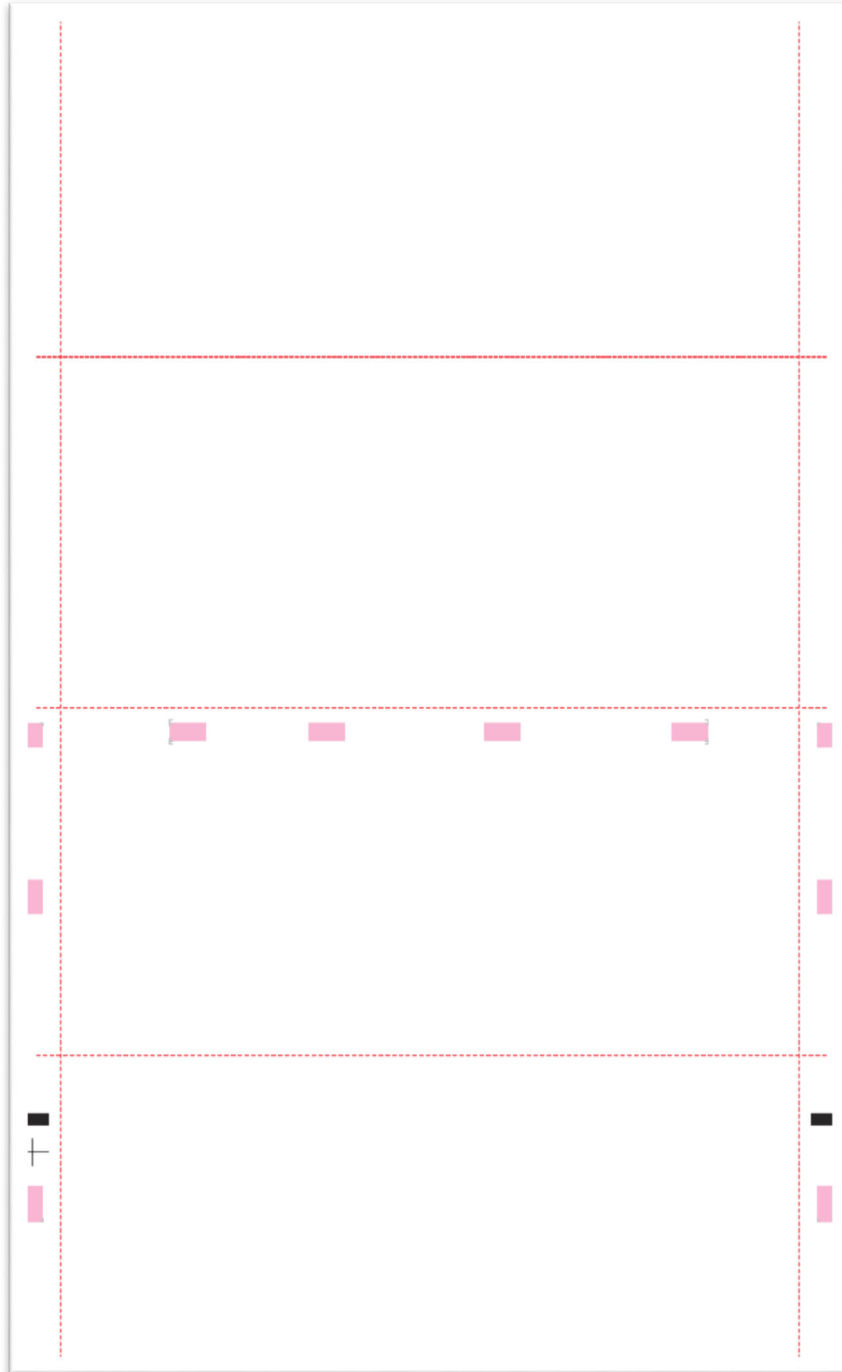
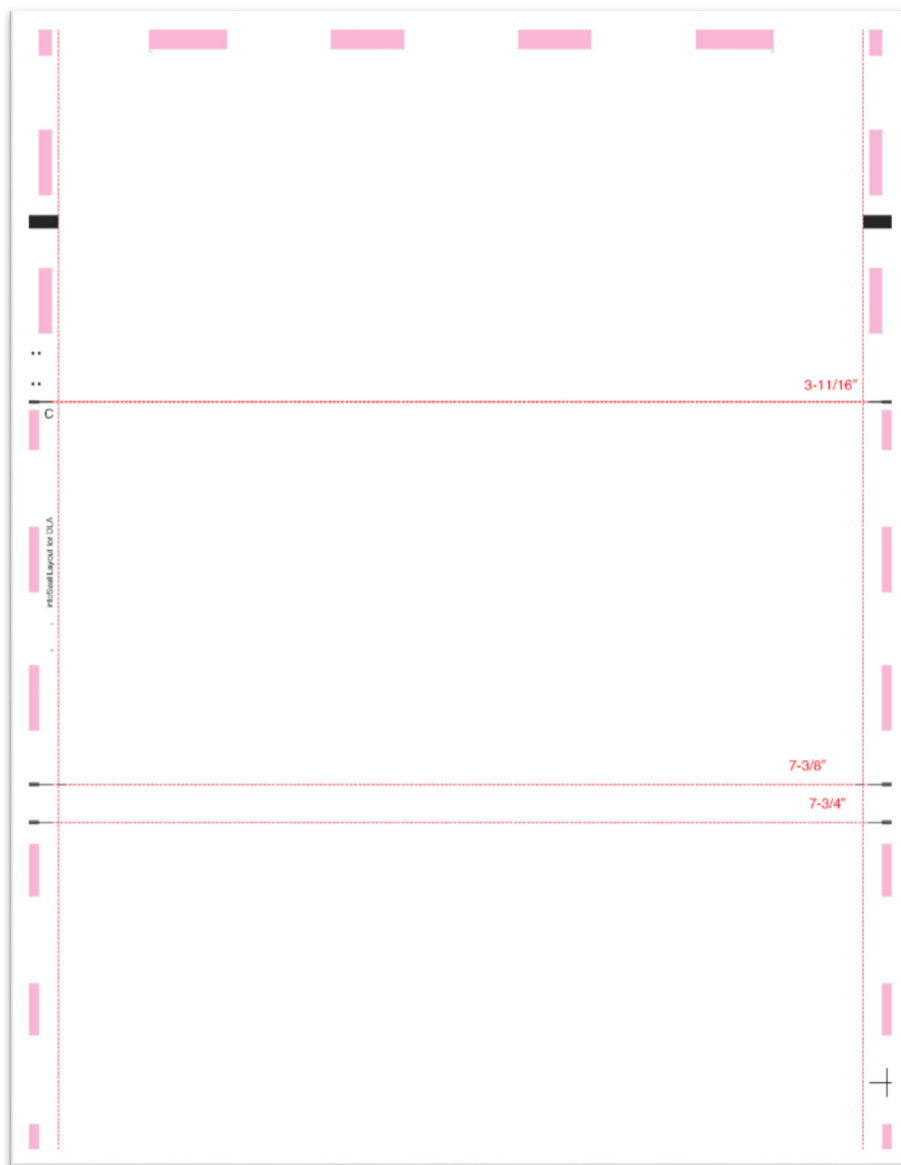


EXHIBIT 6

PRESSURE-SEAL SELF-MAILER FOR 1099-I AND 1099-M TAX FORMS

8-1/2 x 11" Face Side (not to size)



PRESSURE-SEAL SELF-MAILER FOR 1099-I AND 1099-M TAX FORMS

8-1/2 x 11" Back Side (not to size)

