

Program:	1211-S A1		COURT RECORD SVCS. OF NJ		GLOBAL DOCUMENT SVCS.		RICOH USA		JAGG MGMT DBA FIRST CHOICE COPY	
Term:	Date of Award to August 31, 2017		EAST BRUNSWICK, NJ		NORTHFIELD, NJ		LYNDHURST, NJ		MASPETH, NY	
Title:	Litigation Support Services									
		BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
ITEM NO.	DESCRIPTION									
I.	SCANNING AND/OR DATABASE CREATION									
1.	<i>Scanning (Document Capture) Black/Greyscale:</i>									
(a)	Grade A.....per page									
(1)	Format A	63,839	0.02	\$1,276.78	0.05	\$3,191.95	0.05	\$3,191.95	0.09	\$5,745.51
(2)	Format B	18,050	0.02	\$361.00	0.05	\$902.50	0.05	\$902.50	0.09	\$1,624.50
(3)	Format C	8,110	0.02	\$162.20	0.05	\$405.50	0.05	\$405.50	0.09	\$729.90
(b)	Grade B.....per page									
(1)	Format A	16,597	0.03	\$497.91	0.05	\$829.85	0.05	\$829.85	0.13	\$2,157.61
(2)	Format B	4,693	0.03	\$140.79	0.05	\$234.65	0.05	\$234.65	0.13	\$610.09
(3)	Format C	2,109	0.03	\$63.27	0.05	\$105.45	0.05	\$105.45	0.13	\$274.17
(c)	Grade C.....per page									
(1)	Format A	15,320	0.04	\$612.80	0.05	\$766.00	0.05	\$766.00	0.16	\$2,451.20
(2)	Format B	4,332	0.04	\$173.28	0.05	\$216.60	0.05	\$216.60	0.16	\$693.12
(3)	Format C	1,946	0.04	\$77.84	0.05	\$97.30	0.05	\$97.30	0.16	\$311.36
(d)	Grade D.....per page									
(1)	Format A	25,534	0.04	\$1,021.36	0.06	\$1,532.04	0.08	\$2,042.72	0.18	\$4,596.12
(2)	Format B	7,220	0.04	\$288.80	0.06	\$433.20	0.08	\$577.60	0.18	\$1,299.60
(3)	Format C	3,244	0.04	\$129.76	0.06	\$194.64	0.08	\$259.52	0.18	\$583.92
(e)	Grade E.....per page									
(1)	Format A	6,384	0.04	\$255.36	0.065	\$414.96	0.10	\$638.40	0.20	\$1,276.80
(2)	Format B	1,805	0.04	\$72.20	0.065	\$117.33	0.10	\$180.50	0.20	\$361.00
(3)	Format C	811	0.04	\$32.44	0.065	\$52.72	0.10	\$81.10	0.20	\$162.20
(f)	Grade F.....per page									
	Large Format.....per square foot	2	0.12	\$0.24	7.00	\$14.00	0.25	\$0.50	5.00	\$10.00
2.	<i>Scanning (Document Capture) Color:</i>									
(a)	Grade A.....per page									
(1)	Format A	21,299	0.03	\$638.97	0.05	\$1,064.95	0.05	\$1,064.95	0.09	\$1,916.91
(2)	Format B	6,000	0.03	\$180.00	0.05	\$300.00	0.05	\$300.00	0.09	\$540.00
(3)	Format C	2,700	0.03	\$81.00	0.05	\$135.00	0.05	\$135.00	0.09	\$243.00
(b)	Grade B.....per page									
(1)	Format A	5,537	0.04	\$221.48	0.05	\$276.85	0.05	\$276.85	0.13	\$719.81
(2)	Format B	1,560	0.04	\$62.40	0.05	\$78.00	0.05	\$78.00	0.13	\$202.80
(3)	Format C	702	0.04	\$28.08	0.05	\$35.10	0.05	\$35.10	0.13	\$91.26
(c)	Grade C.....per page									
(1)	Format A	5,111	0.10	\$511.10	0.05	\$255.55	0.05	\$255.55	0.16	\$817.76
(2)	Format B	1,440	0.10	\$144.00	0.05	\$72.00	0.05	\$72.00	0.16	\$230.40
(3)	Format C	648	0.10	\$64.80	0.05	\$32.40	0.05	\$32.40	0.16	\$103.68
(d)	Grade D.....per page									
(1)	Format A	8,518	0.10	\$851.80	0.06	\$511.08	0.08	\$681.44	0.18	\$1,533.24
(2)	Format B	2,400	0.10	\$240.00	0.06	\$144.00	0.08	\$192.00	0.18	\$432.00

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Title:	Litigation Support Services		EAST BRUNSWICK, NJ		NORTHFIELD, NJ		LYNDHURST, NJ		MASPETH, NY	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(3)	Format C	1,080	0.10	\$108.00	0.06	\$64.80	0.08	\$86.40	0.18	\$194.40
(e)	<i>Grade E.....per page</i>									
(1)	Format A	2,130	0.10	\$213.00	0.065	\$138.45	0.10	\$213.00	0.20	\$426.00
(2)	Format B	600	0.10	\$60.00	0.065	\$39.00	0.10	\$60.00	0.20	\$120.00
(3)	Format C	270	0.10	\$27.00	0.065	\$17.55	0.10	\$27.00	0.20	\$54.00
(f)	<i>Grade F.....per page</i>									
	Large Format.....per square foot	2	0.12	\$0.24	7.00	\$14.00	0.45	\$0.90	10.00	\$20.00
3.	Database Creation:									
(a)	Per page.....									
(1)	Format A	220,998	0.003	\$662.99	0.01	\$2,209.98	NC -----		0.05	\$11,049.90
(2)	Format B	18,000	0.003	\$54.00	0.01	\$180.00	NC -----		0.05	\$900.00
(3)	Format C	1,000	0.003	\$3.00	0.01	\$10.00	NC -----		0.05	\$50.00
(b)	Large Format.....per square foot	4	0.01	\$0.04	0.01	\$0.04	NC -----		10.00	\$40.00
4.	Image Format Conversion:									
(a)	Per page.....									
(1)	Format A	220,998	0.003	\$662.99	0.01	\$2,209.98	0.01	\$2,209.98	0.05	\$11,049.90
(2)	Format B	18,000	0.003	\$54.00	0.01	\$180.00	0.01	\$180.00	0.05	\$900.00
(3)	Format C	1,000	0.003	\$3.00	0.01	\$10.00	0.01	\$10.00	0.05	\$50.00
(b)	Large Format.....per square foot	4	0.01	\$0.04	0.01	\$0.04	0.01	\$0.04	10.00	\$40.00
5.	Duplication/Additional Digital Media Storage:									
(a)	CD.....per disc	6	5.00	\$30.00	10.00	\$60.00	3.00	\$18.00	25.00	\$150.00
(b)	DVD.....per disc	6	5.00	\$30.00	10.00	\$60.00	3.00	\$18.00	25.00	\$150.00
(c)	USB Hard Drive.....per drive	6	130.00	\$780.00	10.00	\$60.00	175.00	\$1,050.00	800.00	\$4,800.00
(d)	USB Flash Drive.....per drive	6	10.00	\$60.00	10.00	\$60.00	15.00	\$90.00	250.00	\$1,500.00
6.	<i>OCR Conversion.....per page</i>	240,000	0.003	\$720.00	0.005	\$1,200.00	0.01	\$2,400.00	0.01	\$2,400.00
7.	<i>Bates Numbering (equals Pagination):</i>									
(a)	Electronic stamping.....per page	235,000	0.003	\$705.00	NC -----		0.01	\$2,350.00	0.01	\$2,350.00
(b)	Machine stamping.....per page	5,000	0.01	\$2,350.00	0.01	\$50.00	0.03	\$150.00	0.05	\$11,750.00
8.	<i>Naming Convention..... per file</i>	120,000	0.003	\$15.00	NC -----		0.10	\$12,000.00	0.15	\$750.00
9.	<i>Indexing per..... 100 pages</i>	600	1.50	\$900.00	0.005	\$3.00	1.00	\$600.00	0.50	\$300.00
10.	<i>Editing and Enhancements..... per hour</i>	25	35.00	\$875.00	20.00	\$500.00	65.00	\$1,625.00	50.00	\$1,250.00
II.	REPRODUCTION:									
1.	Black/Greyscale:									
(a)	<i>Grade A.....per page</i>									
(1)	Format A	2,220	0.06	\$133.20	0.05	\$111.00	0.04	\$88.80	0.06	\$133.20
(2)	Format B	40	0.08	\$3.20	0.05	\$2.00	0.04	\$1.60	0.08	\$3.20
(3)	Format C	20	0.12	\$2.40	0.05	\$1.00	0.04	\$0.80	0.12	\$2.40
(b)	<i>Grade B.....per page</i>									
(1)	Format A	577	0.06	\$34.62	0.05	\$28.85	0.04	\$23.08	0.09	\$51.93
(2)	Format B	10	0.08	\$0.80	0.05	\$0.50	0.04	\$0.40	0.11	\$1.10

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Title:	Litigation Support Services									
		BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
ITEM NO.	DESCRIPTION									
(3)	Format C	5	0.12	\$0.60	0.05	\$0.25	0.04	\$0.20	0.18	\$0.90
(c)	<i>Grade C.....per page</i>									
(1)	Format A	533	0.06	\$31.98	0.05	\$26.65	0.05	\$26.65	0.11	\$58.63
(2)	Format B	10	0.08	\$0.80	0.05	\$0.50	0.05	\$0.50	0.13	\$1.30
(3)	Format C	5	0.12	\$0.60	0.05	\$0.25	0.05	\$0.25	0.22	\$1.10
(d)	<i>Grade D.....per page</i>									
(1)	Format A	888	0.06	\$53.28	0.05	\$44.40	0.06	\$53.28	0.13	\$115.44
(2)	Format B	16	0.08	\$1.28	0.05	\$0.80	0.06	\$0.96	0.15	\$2.40
(3)	Format C	8	0.12	\$0.96	0.05	\$0.40	0.06	\$0.48	0.26	\$2.08
(e)	<i>Grade E.....per page</i>									
(1)	Format A	222	0.06	\$13.32	0.05	\$11.10	0.08	\$17.76	0.17	\$37.74
(2)	Format B	4	0.08	\$0.32	0.05	\$0.20	0.08	\$0.32	0.19	\$0.76
(3)	Format C	2	0.12	\$0.24	0.05	\$0.10	0.08	\$0.16	0.30	\$0.60
(f)	<i>Grade F.....per page</i>									
	Large Format.....per square foot	2	1.00	\$2.00	7.00	\$14.00	0.10	\$0.20	2.50	\$5.00
2.	Color:									
(a)	<i>Grade A.....per page</i>									
(1)	Format A	150	0.12	\$18.00	0.08	\$12.00	0.15	\$22.50	0.12	\$18.00
(2)	Format B	30	0.14	\$4.20	0.08	\$2.40	0.15	\$4.50	0.16	\$4.80
(3)	Format C	18	0.28	\$5.04	0.08	\$1.44	0.15	\$2.70	0.24	\$4.32
(b)	<i>Grade B.....per page</i>									
(1)	Format A	39	0.12	\$4.68	0.08	\$3.12	0.15	\$5.85	0.18	\$7.02
(2)	Format B	8	0.14	\$1.12	0.08	\$0.64	0.15	\$1.20	0.22	\$1.76
(3)	Format C	5	0.28	\$1.40	0.08	\$0.40	0.15	\$0.75	0.36	\$1.80
(c)	<i>Grade C.....per page</i>									
(1)	Format A	36	0.12	\$4.32	0.08	\$2.88	0.15	\$5.40	0.22	\$7.92
(2)	Format B	7	0.14	\$0.98	0.08	\$0.56	0.15	\$1.05	0.26	\$1.82
(3)	Format C	4	0.28	\$1.12	0.08	\$0.32	0.15	\$0.60	0.44	\$1.76
(d)	<i>Grade D.....per page</i>									
(1)	Format A	60	0.12	\$7.20	0.08	\$4.80	0.15	\$9.00	0.26	\$15.60
(2)	Format B	12	0.14	\$1.68	0.08	\$0.96	0.15	\$1.80	0.30	\$3.60
(3)	Format C	7	0.28	\$1.96	0.08	\$0.56	0.15	\$1.05	0.52	\$3.64
(e)	<i>Grade E.....per page</i>									
(1)	Format A	15	0.12	\$1.80	0.08	\$1.20	0.15	\$2.25	0.34	\$5.10
(2)	Format B	3	0.14	\$0.42	0.08	\$0.24	0.15	\$0.45	0.38	\$1.14
(3)	Format C	2	0.28	\$0.56	0.08	\$0.16	0.15	\$0.30	0.68	\$1.36
(f)	<i>Grade F.....per page</i>									
	Large Format.....per square foot	2	2.00	\$4.00	7.00	\$14.00	0.29	\$0.58	5.00	\$10.00
3.	GENERATION OF "BLOWBACK COPIES"									
(a)	Black/Greyscale:									

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Title:	Litigation Support Services										
		BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
(1)	Format A	8,716	0.04	\$348.64	0.05	\$435.80	0.04	\$348.64	0.25	\$2,179.00	
(2)	Format B	1,000	0.08	\$80.00	0.05	\$50.00	0.04	\$40.00	0.25	\$250.00	
(3)	Format C	60	0.12	\$7.20	0.05	\$3.00	0.04	\$2.40	0.50	\$30.00	
(b)	Large Format (black/greyscale)	3	1.00	\$3.00	7.00	\$21.00	0.10	\$0.30	5.00	\$15.00	
(c)	Color										
(1)	Format A	400	0.12	\$48.00	0.08	\$32.00	0.15	\$60.00	0.50	\$200.00	
(2)	Format B	200	0.14	\$28.00	0.08	\$16.00	0.15	\$30.00	0.50	\$100.00	
(3)	Format C	100	0.28	\$28.00	0.08	\$8.00	0.15	\$15.00	1.00	\$100.00	
(d)	Large Format (color)	2	2.00	\$4.00	7.00	\$14.00	0.29	\$0.58	5.00	\$10.00	
III.	ADDITIONAL OPERATIONS										
1.	Drilling two or three holes	154	0.30	\$46.20	0.30	\$46.20	1.50	\$231.00	5.00	\$770.00	
2.	Colored Separator Sheets (provision & insertion)	2	15.00	\$30.00	1.00	\$2.00	1.50	\$3.00	5.00	\$10.00	
3.	Tab Dividers, commercially available stock (including provision and insertion)	60	0.20	\$12.00	0.10	\$6.00	0.50	\$30.00	1.00	\$60.00	
4.	Disassembly & re-binding of furnished materials (plastic comb, velobind, staple, rubber band), including time, labor and materialsper piece	80,000	0.002	\$160.00	0.10	\$8,000.00	0.01	\$800.00	0.10	\$8,000.00	
5.	Binding of copies (provision, collation, insertion):										
(a)	Staple.....per piece	60,000	0.005	\$300.00	0.01	\$600.00	NC	-----	0.01	\$600.00	
(b)	Rubber band.....per piece	19,000	0.005	\$95.00	0.01	\$190.00	NC	-----	0.10	\$1,900.00	
(c)	Plastic Comb.....per piece	300	0.50	\$150.00	0.01	\$3.00	1.00	\$300.00	5.00	\$1,500.00	
(d)	Velobind.....per piece	200	0.50	\$100.00	5.00	\$1,000.00	1.00	\$200.00	6.00	\$1,200.00	
(e)	Folders (provision, collation, insertion):										
(1)	Commercially available office type.....per folder	30	3.00	\$90.00	1.00	\$30.00	1.00	\$30.00	2.00	\$60.00	
(2)	"Redweld" (equal to).....per folder	48	5.00	\$240.00	3.00	\$144.00	1.00	\$48.00	10.00	\$480.00	
(f)	Binders (provision, collation, insertion):										
(1)	1".....per binder	2	5.00	\$10.00	2.00	\$4.00	5.00	\$10.00	10.00	\$20.00	
(2)	1-1/2".....per binder	2	7.50	\$15.00	2.00	\$4.00	6.00	\$12.00	15.00	\$30.00	
(3)	2".....per binder	2	8.00	\$16.00	2.00	\$4.00	6.00	\$12.00	20.00	\$40.00	
(4)	2-1/2".....per binder	2	8.00	\$16.00	2.00	\$4.00	7.50	\$15.00	25.00	\$50.00	
(5)	3".....per binder	4	12.00	\$48.00	2.00	\$8.00	11.00	\$44.00	30.00	\$120.00	
(6)	4".....per binder	4	12.00	\$48.00	2.00	\$8.00	20.00	\$80.00	35.00	\$140.00	
(7)	5".....per binder	4	12.00	\$48.00	2.00	\$8.00	39.00	\$156.00	40.00	\$160.00	
				\$18,812.09		\$30,409.13		\$39,485.09		\$98,543.58	
IV.	PREMIUM PAYMENTS:										
	Percentage increase.....%		2%	\$18.81	10%	\$152.05	NB	-----	10%	\$492.72	
	CONTRACTOR TOTALS			\$18,830.90		\$30,561.18		\$39,485.09		\$99,036.30	
	DISCOUNT		2% 20 days	\$376.62	1% 10 days	-----	NET	-----	NET	-----	
	DISCOUNTED TOTALS			\$18,454.28		\$30,561.18		\$39,485.09		\$99,036.30	
				AWARDED							



August 23, 2016

Dear Bidder:

This is Amendment No. 1. The specifications in our invitation for bids on Program 1211-S, scheduled for opening at 2 p.m., August 25, 2016, are amended as follows:

1. Change the bid opening date to August 29, 2016.
2. Page 17 of 26, Item I.3.(a) is modified
 From: (a) 239,988
 To: (a) (1) (2) (3)
 220,998 18,000 1,000
3. Page 17 of 26, Item I.4.(a) is modified
 From: (a) 239,988
 To: (a) (1) (2) (3)
 220,998 18,000 1,000

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Philadelphia Regional Office
928 Jaymor Road, Suite A-190
Southampton, PA 18966-3820

Telephone acknowledgement of this amendment is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.
Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

DEBRA L. ROZDZIELSKI
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Philadelphia, PA

For the Procurement of

Litigation Support Services

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

U.S. Department of Justice, U.S. Attorney's Office, Southern District of New York

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending August 31, 2017, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 2:00 PM, prevailing Philadelphia, PA time, on August 25, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Philadelphia Regional Office, Agency Procurement Services, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (215) 364-6476 or 6479. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

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

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 50-mile radius of the U.S. Department of Justice, United States Attorney, Southern District of New York, 1 Saint Andrews Plaza, New York, NY 10007.

Ordering agency and its partners must have access to documents during processing, on an as needed basis.

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

For information of a technical nature, contact Diane Peluso at 215-364-6465 x4 or email dpeluso@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

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

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

SUBCONTRACTING: Subcontracting will not be permitted.

DVD DUPLICATION/REPLICATION: Several firms claim patent rights, which may be applicable to DVD replication. For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and replication of DVDs and assert it is impossible to manufacture or replicate a DVD without infringing these patents. The patent claims cover, among other things, both the physical structure of and manner in which data is encoded on a DVD. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

By submission of a bid, bidders certify that they hold a license under all patents applicable to their duplication/replication of DVDs.

Each bidder's attention is invited to the patent indemnification provisions of GPO Contract Terms (Publication 310.2 (Rev. 6-01)) since the successful bidder will be responsible for compliance with all applicable patents, including any for DVDs.

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

Product Quality Levels:

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

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

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute

Specified Standard

P-7. Type Quality and Uniformity

Camera copy/Electronic media

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

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through August 31, 2017, 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 May 31, 2016, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

- a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- b. Address information, such as street address or personal email address;

- c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

CONFIDENTIALITY REQUIREMENTS: Contractor shall be bound by confidentiality rules applicable to the protection of personally identifiable information. Contractor shall not divulge information learned during this contract with anyone except the U.S. Attorney's Office personnel. Contractor shall not transmit any documents by e-mail and shall exercise reasonable discretion in handling documents that include privileged materials and confidential PII.

The contractor must agree to the following security conditions:

- Documents and/or items received by the contractor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being processed, they will be securely stored in a location which will preclude unauthorized access.
- Individuals having access to documents and/or items during pick-up, transport, processing, assembly, delivery, etc., must be properly notified by the contractor regarding the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized access.

Bid submission indicates contractor agrees and will abide by all the CONFIDENTIALITY AND SECURITY requirements of this contract.

SECURITY CONTROL PLAN: The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for nongovernment business. Specifically, no Government information shall be used for the benefit of a third party.

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

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
- (2) Explain how all accountable materials will be handled throughout all phases of production;
- (3) How the disposal of waste materials will be handled;
- (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

This proposed plan is subject to review and approval by the Government and award will not be made prior to approval of same. The Government reserves the right to waive some or all of the plan.

Warning: All electronic media made by the contractor must be kept accountable and under reasonable security to prevent their unauthorized release. Digital media is not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely overwritten and any printouts and non-erasable media shall be destroyed by the contractor to where it cannot be read or reproduced in any form.

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.

The contractor shall take all necessary precautions to insure against loss of forms or other reproducible at any time prior to delivery to destination. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc. must be destroyed on site.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the GPO Philadelphia Regional Office or by conference call, immediately after award.

CONTRACTOR SECURITY POLICY: The contractor being considered for award shall be required to submit their proposal for the safeguarding and handling of the Government furnished material via email within (1) workday after the review and confirm process for the ordering agency's review for acceptance.

NOTE: Ordering agency is providing the "Contractor Confidentiality and Conflict of Interest Agreement and Contractor Employee Acknowledgment" (see attached-2 pages). Contractor required to read prior to award.

Post award, all necessary parties are required to sign, date, and return form to the U.S. GPO Philadelphia Regional Office via email within (1) workday of award notice.

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

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

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

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

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

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

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

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

NOTE: Contractor must not contact or solicit work from the ordering agency or its partners.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Vouchers may also be mailed to: U.S. Government Publishing Office, Comptroller, Stop FMCE, Office of Financial Management, Washington, D.C. 20401.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of expedited, sensitive Government furnished legal case file source documents, requiring such operations as pickup, document preparation, disassembly and hand-feeding of original documents, scanning, reproduction, and “blowback” in black and/or color; image format conversion, image capture, naming, editing, data integrity, Optical Character Recognition (OCR) conversion, database creation and backup, archiving, indexing, Bates numbering, collating, re-assembly, binding, packing, and delivery.

TITLE: Litigation Support Services.

GRADE DEFINITIONS:

Grade "A": Autofeed

Originals are large rubber-banded sections or loose documents of autofeed. If only one set of copies is to be made, it must be in excellent condition – one-sided, same size paper with no staples, clips or folder tabs. If three or more copies of a grade "B" job are requested, the grade will be adjusted to "A".

Grade "B": Light Litigation

Originals with large stapled and clipped sections of documents. Occasional small sections of stapled or clipped documents may be mixed in, but not to the extent of slowing the employee's performance. Also included in this category would be work that is all two-sided, even if it is autofeed. If three or more copies of a grade "C" job requested the grade will be adjusted to "B".

Grade "C": Medium Litigation

Originals with primarily stapled and clipped sections of letter and legal size, including copying of file folders and folder tabs. These jobs require more handling as well as more organization. Document specialists may find an occasional receipt or small original in this type of work, but not to the extent of slowing down the employee's performance. If three or more copies of a grade "D" job are requested, the grade will be adjusted to "C".

Grade "D": Heavy Litigation

Originals as described in the grade "C" category, but also include small stapled and clipped sections of five or fewer pages, mixed sizes of originals, such as receipts, envelopes, half pages, etc. These additional variables cause this type of work to require more handling and organizing, which in turn lowers the achievable copies per hour. If three or more copies of a grade "E" job are requested, the grade will be adjusted to "D".

Originals marked "Copy Tagged Only", otherwise known as "pick and choose," that contain tagged folders, tagged stapled or clipped sections are also graded as "D" work.

Grade "E": Glasswork

Originals that require 50% or more glasswork, such as receipts, half pages, envelopes, onion skin or fax paper, odd sized originals, and extremely poor quality originals that require extensive handling and analysis on a page by page basis.

FREQUENCY OF ORDERS: It is anticipated that there may be approximately 12 to 36 orders per year.

QUANTITY: It is estimated that each order may have five (5) to ten (10) file cartons.

NUMBER OF PAGES: It is estimated that one (1) file carton, 15” L x 12” W x 10” H in size, contains 2,500 pages per carton.

TRIM SIZES: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A": Any trim size up to and including 8-1/2 x 11".

Format "B": Any trim size over 8-1/2 x 11" up to and including 8-1/2 x 14".

Format "C": Any trim size over 8-1/2 x 14" up to and including 11 x 17".

Large Format: Any trim size over 11 x 17" up to and including 24 x 36".

Tab Dividers: 9 x 11" (includes 1/2" tab extension).

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: Microsoft Windows 10

Camera copy consisting of cartons of various size legal documents in different bound formats, single and/or double-sided pages, black, greyscale and/or color ink, white and/or colored paper, tissue paper, various types of material, loose leaf pages, photocopies, books, sticky notes, X-ray films, tab dividers, bound with staples, fasteners, clips, banded, case-bound, perfect-bound, saddle-stitched, binders, folders, envelopes, and boxes.

Storage Media: CD, DVD, USB Hard Drive, USB Flash Drive, internal hard drives, and VHS tapes.

Software: Microsoft Office 2016, Adobe Acrobat X Pro, Adobe Acrobat Distiller X, Adobe Acrobat Reader

Supported file types: .pdf, .tif, .jpg, .doc, .xls, .eml

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will NOT be furnished/embedded.

Additional Information: Individual print orders will instruct type of production, digital storage media, native file format, file conversion format, naming convention, Bates number, OCR text, scaling to size, as applicable.

Disassembly of Government furnished material requires removing all binding with the exception of perfect-bound, case-bound and saddle-stitched documents. All material must be kept in original order.

One reproduction proof, Form 905 (R.6/03) with labeling and marking specifications.

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the products in accordance with these specifications.

Litigation Support Software: Concordance 10, IPRO Launcher 8.6, DII, Opticon, Relativity and Summation software to create databases.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the U.S. Government Publishing Office, Philadelphia Regional Office and the points of contact on the individual print orders.

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

The contractor shall have available all the screen and printer fonts required to successfully output each page.

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

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

White or Color Plain Copier, Xerographic (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP O-65.

Color copying, "blowbacks": White High Quality Xerographic Copier, Laser Printer (basis weight: 24 lbs per 500 sheets, 17 x 22"), equal to JCP Code O61.

White Index, (basis weight: 90/110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

REPRODUCTION:

At contractor's option, electrostatic copying or printing with direct image plates is an acceptable method of reproduction provided that the quality levels are maintained.

Camera Copy: Reproduce one side, head to head, head to foot, head to side, in black, greyscale or color.

Unless otherwise indicated on the individual print order, copies will reproduce as per furnished material.

Tab dividers: Contractor may use preprinted tab divider sets consisting of:

- (a) one bank of 1/26th cut tabs printing A - Z, and/or
- (b) one bank of 1/25th cut tabs printing 1 - 25, and/or
- (c) one bank of 1/25th cut tabs printing 26 -50.

All reproduced copy must be legible. At a minimum, duplicated pages must maintain the quality of the furnished original. When the contractor is unable to produce a quality document due to poor furnished material, the contractor must identify the document with the following statement, in all capital letters, "BEST COPY AVAILABLE" in the margins to the document, not overprinted on copy on the document. Copies will not be acceptable if they contain background tone, strip-lines, or are not equal to the furnished copy.

Contractor to scan/copy images on envelopes, file folders, post-it notes, etc. that contain furnished material. Post-it notes or equal require two copies. One copy with post-it not originally affixed and one copy on an 8-1/2 x 11" sheet unless otherwise indicated.

GENERATION OF “BLOWBACK”: Hard copy generated from furnished digital media print in black, greyscale or color.

MARGINS: Various; follow furnished copy. Material smaller than 8-1/2 x 11” should be centered and reproduced on individual 8-1/2 x 11” sheets unless otherwise indicated.

SCANNING: Images to be captured in file format(s) as indicated on the print order. All documents must be provided in the original file or “native” format in which the document was created. Files must be copied and produced in such a manner as to preserve all associated document and file system metadata. Ensuring data integrity for files on storage devices is the responsibility of the contractor.

The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (pdf) files, or any proprietary file formats other than those supplied, unless specified by the Government or the file was initially created as such.

DATABASE CREATION: File creation for specified litigation support software and file formats as indicated on print orders. Electronically stored information to be indexed. The backed-up sets are to be housed by contractor for future reprints until ordering agency indicates the removal from archive storage.

Converted TIF Format:

- In addition to the native format, contractor must produce tif image files, including extracted text and load files and available metadata for each document produced in native format.
- The electronically converted tif production must comply with the tif Image Production and Cross Reference File Specifications specified below.
- Converted tif production must be provided in a Concordance database (.dcb) with load (.dat) file, images and image cross-reference file (.lfp).

Concordance Delivered Fields Specifications:

The database and load files must contain the first and last Bates number for each document and all applicable OCR text. OCR text should be incorporated directly in the Concordance database (.dcb), the ASCII load file (.dat), and delivered in separate text files.

Naming Conventions:

- For each produced document, the custodian, the electronically stored information source location (e.g., network server, network hard drive, media), and the network or folder path must be specified.
- All the electronically stored information must be broken down in the following folder structure: by custodian, then by data category, (e.g., JohnDoe/Mailfiles/datafiles/desktopfiles).
- Approximately ten (10) characters per field as standard.

TIF Image Production and Cross Reference File Specifications:

- Documents should be electronically converted or, if need be, scanned at 300 dpi into single-page CCITT Group IV tif files. Multi-page tif files are not recommended. The tif file names should match the assigned unique and sequential Bates number.
- Images must be inserted into a master folder entitled “XIMAGES”.
- Cross Reference: tif files must be accompanied with an image “cross reference file”, preferably in IPRO .lfp format. This file associates each Bates number with the corresponding single page tif file name and indicates its location on the provided media. The file should contain one line for every page in the collection and contain the document Bates number and the full DOS path to the image, beginning with the media volume.

Sample IPRO File:

IM,ABC-000001,D,0@VOL01;IMG_0000001;ABC-000001.tif;2,0
IM,ABC-000002,,0@VOL01;IMG_0000001;ABC-000002.tif;2,0
IM,3542-S-000001,D,0@VOL01;IMG_0000001;3542-S-000001.tif;2,0
IM,3542-S-000002,,0@VOL01;IMG_0000001;3542-S-000002.tif;2,0

Adobe Acrobat PDF: Searchable Adobe Acrobat pdf files will be created when indicated on individual print orders. All pdf pages, tables, charts, maps, photos, etc., must be aligned (no skewing). Pages to be centered so that image display does not jump off-center when progressing from left-hand to right-hand pages. When pages must be rotated, they are to open at 100%.

Hard Copy Conversion: Camera copy converted as data in both Concordance format and in ASCII delimited format, as per below.

- Concordance Database (.dcb) format:
In most instances, the StartBates should be the Image Key field unless another field is designated by the Government.
All fields should be indexed.
- ASCII delimited text file (.dat) format:
The first line of the file must contain the field names.
The delimiters used should be the default values used by Concordance:
comma (ASCII value 20); quote (ASCII value 254); and newline (ASCII value 174).
Produce a page header indication in the following format, <<batesno>>, on a separate line for every page of OCR.
- If more than one conversion copy produced, the database fields and structure must remain consistent between data deliveries.

Second-pass verification will be required on all orders and is defined as a visual comparison to verify that 100% of the documents were captured in scanning.

Scanned documents must not split across directories or archival digital media.

IMAGE FORMAT CONVERSION: File creation from native, scanned format. Conversions from one file type to another can include any of the supported file types listed in Section 2. – Specifications.

BATES NUMBERING: Bates numbers to be electronically endorsed onto images. Electronic numbering by machine to be applied to furnished originals and copies when indicated on individual print orders. This unique number identifies the location of each document in the collection and controls the document storage and retrieval process throughout the course of litigation. The accuracy in the numbering procedure performed is critical to the image-based systems and products. The file name assigned to the image should match the underlying document's Bates number. Bates numbers shall be alpha-numeric characters, with the numeric portion being "zero filled", (e.g., unacceptable format: ABC1; acceptable format: ABC000001).

Placement of each number (upper left corner, bottom center, etc.) will be consistent for a given document population. Numbers must not obscure or replace any of the existing information on the original documentation.

The contractor must have procedures in place to record and account for all numbers used.

OPTICAL CHARACTER RECOGNITION (OCR): In addition to digital scanning of furnished source documents, orders may additionally require that the scanned imagery be processed with professional quality OCR software to create and archive database and load files that are text searchable.

For the purposes of this contract, machine accuracy is considered acceptable for the OCR conversion process. If at some time during the contract term a higher accuracy is considered necessary, a contract modification will be negotiated and issued to accommodate the additional human intervention required to produce the specified accuracy.

The contractor will be required to use state-of-the-art OCR software that utilizes voting algorithms to produce the best possible interpretation of the image files and shall make use of any available techniques that would best enable the OCR software to render the most accurate results.

INDEXING: The creation of an inventory of each page of the contents of a file box, disc, etc. that includes a short description of the contents and the location. Associating or tagging documents for searching as indicated on print order.

DOCUMENT BOUNDARY DETERMINATION: Unless otherwise instructed, document boundaries shall be established as single levels for documents based upon the presence of the binding elements such as staples, paper clips, rubber bands, folders, etc. Boundaries are recognized by the logical sequence of the relationship of the documents to the neighboring pages.

Document Preparation: The contractor shall prepare for scanning by removing staples, fasteners, plastic combs, binders, etc., and marking the boundaries of the documents with inserted slip sheets. Projects may require up to three or more boundary levels, but typically will remain at the three document level e.g., boxes, folders, documents.

DIGITAL ARCHIVING: All data and image files must be burned (and/or duplicated) to CD-R, DVD-R, USB hard drive or USB flash drive. Contractor should use the most economical and feasible media for file storage.

LABELING OF DIGITAL MEDIA: The following criteria is standard for all media- Case Title (if available), name of case Assistant United States Attorney (if available), print order number, and contractor name.

CD and DVD: Imprints in black ink; no paper labels.

USB Hard Drive and USB Flash Drive: Print in black on paper label.

DUPLICATION OF CDs and DVDs:

All duplicate (burned) CD-R discs shall be manufactured in accordance with the Phillips Orange Book, Part II: CD-R, Vols. 1 and 2 (Version 3.1, 1998).

Duplicate CD-R discs manufactured under the terms of this contract will be 650 MB (74-minute) or 700 MB (80 minute) capacity discs, to be used on consumer quality target CD-ROM drives within a Microsoft Windows operating system environment.

All duplicate (burned) DVD-R discs shall be manufactured in accordance with DVD Forum Book D (using applicable version) specifications.

Duplicate DVD-R discs manufactured under the terms of this contract will be single-layer 4.7 GB capacity (DVD-5) discs, to be used on consumer quality target DVD-ROM drives.

BINDING:

Re-assembly of Government furnished material: Unless otherwise instructed, the contractor will be required to re-assemble, re-bind, re-pack, and return the furnished material in the same manner, sequence and condition as furnished.

The contractor will typically be required to collate all copies in numerical sequence and staple and/or clip copies per furnished originals. "Loose leaf" binding styles will include slip-sheeting with colored stock, insertion of copies into three-ring binders, commercially available office folders, or "Redweld" expansion-type file folders (approximately 3 to 5", open or closed), according to furnished instructions.

When stapled originals have been furnished: Assemble the reproduced copies in the same sequence as the furnished originals and band with a minimum of one rubber band around the short dimension or with one wire stitch (staple) at upper left corner, as specified on the print order.

After copying, the contractor shall staple (upper left corner) the original documents in the same sequence and manner as furnished.

When loose leaf originals, bound with a rubber band, have been furnished: After copying, the contractor shall rubber band both the originals and the contractor produced copies in the same sequence and manner as the furnished originals, unless otherwise indicated.

When loose leaf originals with a folder or binder have been furnished: After copying, the contractor shall insert the originals back in for the folder or binder in the same sequence and manner as furnished. Contractor shall rubber band the produced copies, unless otherwise indicated.

When case-bound, perfect-bound, saddle-stitched originals have been furnished: After copying, the contractor shall rubber band the produced copies in the same sequence, unless otherwise indicated.

When originals with other binding methods, including plastic combs, and velobind have been furnished: After copying, the contractor shall insert the originals back in the same sequence and manner as furnished. Contractor shall rubber band the produced copies, unless otherwise indicated.

Collation: As per furnished sequence.

Tab Dividers: Insert tab dividers as indicated.

Color Separators: Insert 8-1/2 x 11" color sheets between sets.

Drilling: As indicated on the print order, originals and/or copies will require drilling. Two 1/4" round holes, 2-3/4" center-to-center, with centers located 3/8" from top edge or three 1/4" round holes, 4-1/4" center-to-center, with centers located 3/8" from left edge of product.

Binders: Insert into poly plastic binders with three-ring metal mechanism and clear view overlay for inserts into front, back, and spine. Standard binders to accommodate 8-1/2 x 11" leaves. Binders are to be white or black, at contractor's option. Binders will range from 1" to 5" capacity, as specified on the print order. If binder capacity is not specified on the print order, contractor is to use appropriate size binder to fit product ordered.

DISC MANUFACTURING:

When ordered, contractor is to create a master CD or DVD to be used for duplication.

When ordered, the contractor must duplicate the furnished CD or DVD master in the number of copies specified on the print order. Additionally, contractor must create a table of contents page, print title on disc, and insert into paper sleeves (see "PACKING" for requirements).

The title on the CD/DVD prints on top of disc in black ink. (No disc labels.) All printing on the disc shall comply with the requirements set forth in the International Standards IEC 908 and amendment ISO 10149 and ISO 9660 for CD-ROM. Inks used for the disc title must not damage the lacquer layer.

EDITING AND ENHANCEMENT: This would involve other than the normal scope of manipulation such as image cleanup, de-skewing, cropping, density, contrast, resolution, brightness, sharpening, etc., for improved legibility. Detailed description and time must be provided to the ordering agency and GPO for authorized approval prior to work being started.

PACKING: Furnished material shall be re-boxed, packed, and sealed in original containers in the same way as received.

Reproduced copy(ies) of furnished material: Contractor shall pack copied contents in sealed shipping carton(s) suitable for secure handling and delivery. Each shipping container must not exceed 45 pounds when fully packed.

Shipping containers must be corrugated or solid fiberboard containers with a minimum bursting strength of 275 p.s.i. All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability to prevent and damage of material and/or shipping containers.

CDs/DVDs: Insert each disc into a standard white paper sleeve with clear window with face of disc (printed side) showing through window.

Pack CDs, DVDs, USB hard drives, and USB flash drives so no damage can occur during delivery.

LABELING AND MARKING: (Package and/or Container label) Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

NOTE: The title of the case file or documents must *not* appear on the exterior surface of any shipping container. Contractor must maintain markings on original containers as furnished and cannot mark or label in any way.

DISTRIBUTION:

Deliver f.o.b. destination to addresses within the 50-mile radius of New York, NY 10007. Complete addresses and quantities will be furnished with the print orders. Inside delivery to room number specified is required.

Upon completion of each order, all Government furnished material must be returned to address on print order. Contractor to notify the ordering agency point of contact on the print order the date of delivery via email.

Delivery Receipt: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, print order numbers, quantity delivered, number of cartons, quantity per carton, date, and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

All expenses incidental to picking up and returning materials must be borne by the contractor.

SCHEDULE:

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

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

Furnished material must be picked up from and delivered to locations within the Zip Code of 10007 by contractor owned vehicle. Courier services are NOT allowed.

No definite schedule for pickup of material can be predetermined.

NOTE: On occasion, personnel from the U.S. Attorney's Office and/or individuals authorized by the same, such as law enforcement partners may transport Government furnished material to the contractor's facility to provide verbal instruction and/or to observe the secure production of sensitive documents.

All verbal directions will be followed by written instructions, not limited to email, memo, or manuscript, to be kept with print order.

Print order will be emailed to the contractor.

Contractor's facility must be reachable between the hours of 9:00 AM to 5:00 PM, prevailing Eastern Time, Monday – Friday.

Regular Schedule-

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Because of varying degrees of size and complexity of orders, the schedule requirements for each individual print order will be determined jointly by the Department of Justice and the contractor based on the amount of work involved and the time that can be allowed for that order. The schedule must be agreed upon at time of acceptance of the Government furnished material, and must be indicated on the print order for payment. Orders must be completed and delivered within the time specified.

Typical schedules range between two (2) to five (5) workdays of notification of the availability of each individual print order and furnished material. An occasional order may be placed with a schedule of up to 30 workdays.

Accelerated Schedule - Approximately 5% of all orders placed will require an accelerated schedule of complete production and delivery within one (1) workday upon receipt of the print order and furnished material.

The ship/deliver date indicated on the print order is the date products must be delivered to the destination specified.

SECTION 3. - DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will determine the lowest offer by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of this contract.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production 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.

PREMIUM PAYMENTS: Orders requiring the "Accelerated Schedule" will be paid for at the premium rate in accordance with the contractor's offered percentage in the "Schedule of Prices".

All other orders will be placed with the "Regular Schedule" and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that 5% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "Schedule of Prices" (Item IV.) "PREMIUM PAYMENTS" in the "Schedule of Prices".

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

I.		(1)	(2)	(3)
1.	(a)	63,839	18,050	8,110
	(b)	16,597	4,693	2,109
	(c)	15,320	4,332	1,946
	(d)	25,534	7,220	3,244
	(e)	6,384	1,805	811
	(f)	2		
2.	(a)	21,299	6,000	2,700
	(b)	5,537	1,560	702
	(c)	5,111	1,440	648
	(d)	8,518	2,400	1,080
	(e)	2,130	600	270
	(f)	2		
3.	(a)	239,988		
	(b)	4		
4.	(a)	239,988		
	(b)	4		
5.	(a)	6		
	(b)	6		
	(c)	6		
	(d)	6		

6.	240,000		
7.	(a) 235,000		
	(b) 5,000		
8.	120,000		
9.	600		
10.	25		
II.	(1)	(2)	(3)
1.	(a) 2220	40	20
	(b) 577	10	5
	(c) 533	10	5
	(d) 888	16	8
	(e) 222	4	2
	(f) 2		
2.	(a) 150	30	18
	(b) 39	8	5
	(c) 36	7	4
	(d) 60	12	7
	(e) 15	3	2
	(f) 2		
3.	(a) 8716	1,000	60
	(b) 3		
	(c) 400	200	100
	(d) 2		
III.			
1.	154		
2.	2		
3.	60		
4.	80,000		
5.	(a) 60,000		
	(b) 19,000		
	(c) 300		
	(d) 200		
	(e) (1) 30		
	(2) 48		
	(f) (1) 2		
	(2) 2		
	(3) 2		
	(4) 2		
	(5) 4		
	(6) 4		
	(7) 4		

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Price must include the cost of all 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.

All billing invoices submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2. - Specifications.

Fractional parts of 100 will be prorated at the per-100 rate.

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

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I. SCANNING AND/OR DATABASE CREATION: Complete product shall include the cost of all required materials and operations. Digital media cost includes media, labeling, and packaging.

	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
	(1)	(2)	(3)
1. Scanning (Document Capture) Black/Greyscale:			
(a) Grade A..... per page	\$ _____	\$ _____	\$ _____
(b) Grade B..... per page	\$ _____	\$ _____	\$ _____
(c) Grade C..... per page	\$ _____	\$ _____	\$ _____
(d) Grade D per page.....	\$ _____	\$ _____	\$ _____
(e) Grade E per page.....	\$ _____	\$ _____	\$ _____
(f) Large Format per square foot			\$ _____
2. Scanning (Document Capture) Color:			
(a) Grade A..... per page	\$ _____	\$ _____	\$ _____
(b) Grade B..... per page	\$ _____	\$ _____	\$ _____
(c) Grade C..... per page	\$ _____	\$ _____	\$ _____
(d) Grade D per page	\$ _____	\$ _____	\$ _____
(e) Grade E per page.....	\$ _____	\$ _____	\$ _____
(f) Large Format per square foot			\$ _____
3. Database Creation:			
(a) Per page	\$ _____	\$ _____	\$ _____
(b) Large Format per square foot			\$ _____
4. Image Format Conversion:			
(a) Per page	\$ _____	\$ _____	\$ _____
(b) Large Format per square foot			\$ _____

(Initials)

- 5. Duplication/Additional Digital Media Storage:
 - (a) CD per disc\$ _____
 - (b) DVD per disc\$ _____
 - (c) USB Hard Drive per drive.....\$ _____
 - (d) USB Flash Drive per drive.....\$ _____
- 6. OCR Conversion..... per page\$ _____
- 7. Bates Numbering (equals Pagination):
 - (a) Electronic stamping ... per page\$ _____
 - (b) Machine stamping per page\$ _____
- 8. Naming Convention..... per file.....\$ _____
- 9. Indexing..... per 100 pages.....\$ _____
- 10. Editing and Enhancements.... per hour..... \$ _____

II. REPRODUCTION: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications (no scanning charge allowed).

	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
	(1)	(2)	(3)
1. Black/greyscale:			
(a) Grade A..... per page	\$ _____	\$ _____	\$ _____
(b) Grade B..... per page	\$ _____	\$ _____	\$ _____
(c) Grade C..... per page	\$ _____	\$ _____	\$ _____
(d) Grade D..... per page	\$ _____	\$ _____	\$ _____
(e) Grade E..... per page	\$ _____	\$ _____	\$ _____
(f) Large format per square foot.....	\$ _____		

 (Initials)

2. Color:

- (a) Grade A.....per page..... \$ _____ \$ _____ \$ _____
- (b) Grade B.....per page..... \$ _____ \$ _____ \$ _____
- (c) Grade C.....per page..... \$ _____ \$ _____ \$ _____
- (d) Grade Dper page..... \$ _____ \$ _____ \$ _____
- (e) Grade Eper page..... \$ _____ \$ _____ \$ _____
- (f) Large format per square foot.....\$ _____

	<u>Format A</u>	<u>Format B</u>	<u>Format C</u>
	(1)	(2)	(3)

3. Generation of "Blowback Copies":

- (a) Black/Greyscaleper page..... \$ _____ \$ _____ \$ _____
- (b) Large format (black/greyscale)..... per square foot.....\$ _____
- (c) Colorper page..... \$ _____ \$ _____ \$ _____
- (d) Large format (color)..... per square foot.....\$ _____

III. ADDITIONAL OPERATIONS:

- 1. Drilling two or three holes..... per 100 sheets.....\$ _____
- 2. Colored Separator Sheets (provision and insertion) per 100 sheets.....\$ _____
- 3. Tab Dividers, commercially available stock,
(including provision and insertion): per divider\$ _____
- 4. Disassembly and re-binding of furnished materials (plastic comb, velobind, staple, rubber band),
including time, labor and materials: per piece\$ _____

(Initials)

5. Binding of copies (provision, collation, insertion):

(a) Staple..... per piece\$ _____

(b) Rubber band..... per piece\$ _____

(c) Plastic comb..... per piece\$ _____

(d) Velobind per piece\$ _____

(e) Folders (provision, collation, insertion):

(1) Commercially available office type..... per folder\$ _____

(2) "Redweld" (equal to) per folder\$ _____

(f) Binders (provision, collation, insertion):

(1) 1"..... per binder\$ _____

(2) 1-1/2"..... per binder\$ _____

(3) 2"..... per binder\$ _____

(4) 2-1/2"..... per binder\$ _____

(5) 3"..... per binder\$ _____

(6) 4"..... per binder\$ _____

(7) 5"..... per binder\$ _____

IV. PREMIUM PAYMENTS: Premium payments, when authorized, will apply to all items. Percentage increase will be added to all orders which require the "Accelerated Schedule."

Percentage increase.....%

(Initials)

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

Bidder _____

(City - State)

By _____

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

(Person to be contacted)(Telephone Number)

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**CONTRACTOR CONFIDENTIALITY AND CONFLICT OF INTEREST AGREEMENT
AND
CONTRACTOR EMPLOYEE ACKNOWLEDGMENT**

1. This Agreement between Contractor and the United States Attorney's Office for the Southern District of New York (hereinafter "USAO SDNY") governs the use of any report, document, electronically stored information, or other case-related information, including whether or not the case is under seal (hereinafter "Contract Information") provided to Contractor in furtherance of its contract with the USAO SDNY (hereinafter "Contract"). This Agreement also governs disclosure of any actual or potential conflict of interest. Contractor agrees that each Contractor employee who is given access to Contract Information will read, acknowledge, and comply with this Agreement. A list of employees who have been given access to Contract Information, and copies of the Agreement that they have acknowledged, will be made available to the USAO SDNY upon request.

2. Contractor understands that its duties under the Contract may allow it access to Contract Information that may be confidential, law-enforcement sensitive, individually identifiable medical information, or otherwise protected from disclosure by law. In particular, Contractor understands that Contract Information may be restricted by the Privacy Act (5 U.S.C. §552a); may be protected under 18 U.S.C. §1905 (governing trade secrets and confidential business information); may be secret under Rule 6 of the Federal Rules of Criminal Procedure (governing grand jury information); may be protected under health care and medical privacy statutes; and may be governed by court orders, including but not limited to protective orders. Contractor understands that other statutes, court rules, and regulations may also protect the confidentiality of Contract Information and that any failure to properly secure and maintain the privacy of such information may violate the law and may subject Contractor to criminal prosecution and penalty or civil liability.

3. Contractor specifically understands that the Contract Information may include names of persons that are the subjects or targets of, or that are providing information in connection with, an official investigation, and that disclosure of such names may subject such persons to grave risk of reputational, pecuniary, or physical harm, or constitute obstruction of justice under 18 U.S.C. Chapter 73.

4. Contractor agrees not to disclose to any person any Contract Information unless specifically authorized by the USAO SDNY to disclose such information. Absent such authorization, Contractor agrees:

- a. never to disclose Contract Information to any person except USAO SDNY employees and other officials or contractors designated by the USAO SDNY;
- b. to use Contract Information solely in furtherance of the Contract, and not for any personal or business use whatsoever, including but not limited to the development or execution of other business or commercial ventures;
- c. to store Contract Information in a secure location (including at a minimum a locked room or cabinet) to which only authorized individuals will have access, and further to take all other necessary measures, including password protection and encryption of digital media and electronically stored information, to prevent unauthorized or inadvertent disclosure or releases of Contract Information to individuals who do not have authorized access; and
- d. not to remove from Contractor's facility any documents, except as approved in advance by the USAO SDNY.

5. Contractor understands that it will be providing services to the USAO SDNY in connection with pending or anticipated criminal charges and/or civil lawsuits in which the USAO SDNY represents the interests of the United States. As such, Contractor acknowledges that its work is considered confidential and may be subject to protection from disclosure as attorney work product. Contractor agrees not to discuss its work under the Contract with anyone other than representatives from the USAO SDNY, except as permitted by the USAO SDNY.

6. Contractor agrees that all Contract Information, as well as documents, notes, working papers, or electronically stored information that Contractor derives or produces therefrom, is the property of the Government. Upon completion of the Contract, and upon request, Contractor will surrender all such material that is in Contractor's possession, custody or control to the USAO SDNY. Contractor understands that failure to surrender all such materials promptly, or conversion of such materials to a use not permitted under the Contract, may be a violation of 18 U.S.C. §641 (relating to theft of Government property) and may subject Contractor to criminal prosecution and penalty or civil liability.

7. Should Contractor receive any formal legal process demanding access to any records covered by this Agreement, Contractor will promptly notify the USAO SDNY.

8. Contractor understands that this Agreement remains in effect during and after termination of work on the Contract.

9. **Conflict of Interest.** Contractor agrees that if any actual or potential conflict of interest should arise during the performance of the Contract, Contractor shall immediately disclose the actual or potential conflict to the USAO SDNY Contracting Officer or his designee.

10. The USAO SDNY shall be entitled to petition any competent court to compel, enjoin and restrain acts and behavior as are necessary to enforce the terms of this Agreement, or in conjunction with relief under any of the statutes, rules, or regulations referred to above.

To be Executed by Contractor or Duly Authorized Representative of Contractor:	
_____	_____
Signature	Date

Printed Name	

on behalf of [insert either Self, or Name of Entity]	

Contractor Employee Acknowledgment	
I certify that I have read and understand the terms of this Agreement and agree to be directly bound by its terms to the same extent as the Contractor.	
_____	_____
Signature	Date

Printed Name	

Name of Contractor	