

Program No. 411-S														
Term Date of Award To November 30, 2013														
Title: SSA FORM BOOKLETS														
CURRENT														
ITEM NO.	DESCRIPTION	BASIS OF AWARD	McArdle Printing Co.		MPE Business Forms, Inc.		Schmidt Printing, Inc.		WBC, Inc.		NPC, INC.		CONTRACTOR	
			Upper Marlboro, MD	TEMPLE HILLS, MD	Byron, MN	Albuquerque, NM	Claysburg, PA	NPC, Inc						
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. PREPRESS:														
(a)	Trim/Page-size unit.....per page	24	5.47	131.28	36.00	864.00	No charge	0.00	5.00	120.00	No charge	0.00	No charge	0.00
(b)	Trim/Page-size unit from camera copy.....per page	144	5.95	856.80	36.00	5,184.00	No charge	0.00	5.00	720.00	No charge	0.00	No charge	0.00
(c)	Trim/Page-size unit from electronic file.....per page	558	2.29	1,277.82	24.00	13,392.00	No charge	0.00	No charge	0.00	No charge	0.00	No charge	0.00
(d)	Digital Content Proofs.....per page	312	1.43	446.16	5.00	1,560.00	6.00	1,872.00	25.00	7,800.00	1.18	368.16	6.00	1,872.00
II. PRINTING AND BINDING:														
(a)	Paste-on-fold or saddle-stitch: Prtg in a single ink color, including binding.....per page													
(1)	Makeready and/or Setup	744	19.24	14,314.56	40.00	29,760.00	20.92	15,564.48	18.00	13,392.00	22.35	16,628.40	19.00	14,136.00
(2)	Running Per 1,000 Copies	55,577	1.19	66,136.63	25.62	1,423,882.74	1.21	67,248.17	15.50	861,443.50	0.80	44,461.60	1.10	61,134.70
III. PAPER: Per 1,000 Leaves														
(a)	White Writing, 20-lbs or Offset Book 50-lbs.....	8,762	5.16	45,211.92	10.06	88,145.72	6.14	53,798.68	11.00	96,382.00	7.20	63,086.40	7.12	62,385.44
(b)	Colored Writing, 20-lbs or Offset Book 50-lbs.....	17,898	6.87	122,959.26	14.23	254,688.54	7.52	134,592.96	16.50	295,317.00	7.20	128,865.60	6.65	119,021.70
(c)	White 100% recycled Offset Book 50-lbs.....	2,089	8.79	18,362.31	12.60	26,321.40	7.28	15,207.92	15.10	31,543.90	5.74	11,990.86	5.74	11,990.86
IV. ADDITIONAL OPERATIONS:														
(a)	Banding or Shrink-film packaging.....per package.....	43229	0.11	4,755.19	0.30	12,968.70	0.35	15,130.15	0.40	17,291.60	0.31	13,400.99	0.20	8,645.80
(b)	Perforating or scoring:													
(1)	Makeready.....per order.....	48	24.74	1,187.52	25.00	1,200.00	75.00	3,600.00	20.00	960.00	40.00	1,920.00	40.00	1,920.00
(2)	Running (maximum of 3 lines per run).....prt 1,000 leaves.....	5,785	0.32	1,851.20	1.00	5,785.00	No charge	0.00	60.00	347,100.00	0.20	1,157.00	0.17	983.45
(c)	Drilling.....per 1,000 leaves.....	27,288	0.15	4,093.20	1.00	27,288.00	1.05	28,652.40	8.00	218,304.00	0.38	10,369.44	No charge	0.00
V. PACKING:														
(a)	Bulk shipments (other than by mail):													
(1)	Pack/seal shipping containers.....per container	14,481	0.84	12,164.04	1.75	25,341.75	0.85	12,308.85	1.00	14,481.00	1.18	17,087.58	0.78	11,295.18
(b)	Creating/Affixing labels, Mailing, and Internal Distribution:													
(1)	Sgl/mult copies in kraft envelope (up to 200 leaves).....per envelope.....	63	0.32	20.16	2.50	157.50	0.55	34.65	1.00	63.00	0.88	55.44	1.00	63.00
(2)	Quantities over 200 leaves, up to 12 lbs., in cushioned shipping bags or bundles, (maximum gross weight 14 lbs).....per bundles or container.....	60	1.32	79.20	2.75	165.00	0.75	45.00	1.50	90.00	1.47	88.20	1.00	60.00
(3)	Quantities over 12 lbs., up to 36 lbs., packed in shipping containers (maximum gross weight 40 lbs).....per container.....	6	1.58	9.48	2.85	17.10	1.75	10.50	2.00	12.00	1.76	10.56	1.00	6.00
CONTRACTOR TOTALS				\$293,856.73		\$1,916,721.45		\$348,065.76				\$309,490.23		\$293,514.13
DISCOUNT			5.00%	\$14,692.84	1.00%	\$19,167.21	0.00%	\$0.00	1.00%		0.25%	\$773.73	0.25%	\$733.79
DISCOUNTED TOTALS				\$279,163.89		\$1,897,554.24		\$348,065.76				\$308,716.50		\$292,780.34
AWARDED														

U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

SSA Form Booklets

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

Social Security Administration

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **November 30, 2013**, plus up to *four (4)* optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on **December 14, 2012**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street NW, Room C-161, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

PLEASE NOTE: These specifications have been revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature call **David Love** (202) 512-0310 (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 Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7 Type Quality and Uniformity	Approved Proofs / Government Furnished Materials
P-9 Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of 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** to **November 30, 2013**, 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 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 **August 31, 2012**, 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 will apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - 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 **0913-01** for offset and text will apply to all paper required under this contract.
2. The applicable index figures for the month of **November, 2012** 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:

$$\frac{X - \text{Base Index}}{\text{Base Index}} \times 100 = \text{_____} \%$$

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line items(s) IV. (a) and (b) 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.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey of all of the contractor's computer, printing, and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. Attending this meeting will be representatives from the Government Printing Office (GPO) and the Social Security Administration (SSA).

The Preaward Survey will include a review of: all subcontractors involved, along with their specific functions, and the contractor's quality control, mail, material, personnel, and production as required by these specifications.

PRODUCTION PLANS: The contractor must present in writing to the GPO contracting officer or his/her representative, detailed plans for each of the activities listed below. Should the pre-award survey be waived, the contractor must submit these written plans within 5 workdays of being notified to do so by the GPO contracting officer or his/her representative. The workday after notification to submit will be the first day of the schedule

NOTE: These proposed plans are subject to review and approval by the Government and award will not be made prior to approval of same. **SSA reserves the right to waive some or all plans.**

Quality Control Plan - The contractor shall provide and maintain, within his 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 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 must describe in detail their quality control/quality assurance and recovery plans describing how, when, and by whom the plans will be performed.

The plan must provide for periodic samplings to be taken during the production run, a control system that will detect defective pieces, and the actions to be taken by the contractor when either defects are discovered. These actions must be consistent with the requirements found in **GPO Contract Terms** (GPO Pub. 310.2, effective December 1, 1987, Rev. June 2001). A recovery system is required to replace all defective and missing/mutilated pieces.

The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requiring copies of the contractor's quality assurance records and quality assurance random copies.

Mail Plan - This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic Mail Manual in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin. The contractor must also disclose how they will achieve maximum postal discounts as required in this contract.

Production Plan - This plan should include items such as a detailed listing of all production equipment and equipment capacities to be utilized on this contract. If new equipment is to be utilized, documentation of the source, delivery schedule and installation dates are required.

POST-AWARD CONFERENCE: In order to insure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives reserve the right to conduct a conference with the contractor's representatives at the SSA, Baltimore, Maryland (see address under "SCHEDULE"), immediately after award.

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 **November 30, 2013** 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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.

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of self-covered, paste on fold, or saddle-stitched form booklets requiring such operations as pre-press, printing in one color, folding, binding, drilling, perforating, packing, and distribution.

TITLE: SSA Form Booklets.

FREQUENCY OF ORDERS: It is anticipated that there will be approximately 60 orders per year. The number of orders issued per month can range from zero to 20, with July and August usually having the most orders.

QUANTITY: Approximately 500 copies up to 500,000 copies per order (1-4 orders per year may require over 500,000 to 1,200,000 copies).

NUMBER OF PAGES: Approximately 8, 12, or 16 pages per order. (An occasional order may have from 20 to 32 pages).

NOTE: All orders for booklets that are 16 pages or greater requiring white stock will be further required to utilize 100% recycled paper (JCP Code A70).

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

GOVERNMENT TO FURNISH:

Film negatives, Camera copy, Portable Document Format (PDF) or other Electronic Media

Electronic media will be furnished as follows

Platform: Macintosh OSX; IBM or compatible using MS Windows

Storage Media: CD-R/RW; DVD-R/RW; E-mail

Software: Adobe Acrobat Professional with Adobe LiveCycle Designer

All files will be created in current versions or near current versions of the above mentioned programs.

Note: **All platform system and 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 be furnished. All fonts used for this contract will be Adobe Type I and/or TrueType. The contractor is cautioned that the furnished fonts are the property of the Government and/or its contractors. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information supplied

A visual of the supplied electronic files may or may not be furnished

GPO Form 905 - Reproduction proof, (R.6/03) with labeling and marking specifications

Camera copy for 5" x 3" unaddressed Postage and Fees Paid Permit Imprint label.

PS Form 3615 - Mailing Permit Application & Customer Profile

Recycled Logos / Legends in English and Spanish - two (2) logos; two (2) extended legends; two (2) basic legends
See: "Recycled Logos / Legends"

Blue labels, Yellow labels, and Certificates of Selection (GPO Form 917) for shipping Departmental Random copies

Exhibit A: Automated Distribution Management System

Exhibit B: Direct Delivery Record Layout

Exhibit C: Bar Code Marking Requirements

Exhibit D: Distribution and Packaging Transmittal – Form SSA-813-U5 (2-2001)

Exhibit E: Certificate of Selection for Yellow Labels

Exhibit F: Yellow Label Template

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.

DISTRIBUTION DATA:

The distribution data will be transmitted electronically via the Internet and/or furnished in the form of Pre-printed address labels. Tally/summaries of addressees and quantities will be furnished with the print orders or when transmitted electronically.

Distribution data transmitted electronically - One of two standard file formats will be applied to the data:

- Automated Distribution Management System - Fixed length flat ASCII
See Exhibit A: Automated Distribution Management System
- Direct Delivery – Comma Quote Delimited
See Exhibit B: Direct Delivery Record Layout

Distribution files consist of address data and quantity requirements for addressees receiving individual distribution.

NOTE: The Government requires samples of distribution mailing labels before release of first job. Details will be provided after award.

Pre-printed address labels - Pressure sensitive individually printed labels contain address data for addressees receiving individual distribution. Labels have quantity indicated thereon. Quantities shown on mailing labels reflect actual quantities, unless otherwise noted.

The labels may be supplied in either ZIP sequence, quantity order, and/or as unsorted labels.

Sort for Labels -

States and territories outside the 48 contiguous states and foreign countries: These labels are separate and clearly identified with "1STCL" or "1CLS" appearing in the first line of the address label.

All other address labels: These labels are used for United States Postal Service (USPS) mailings, small package common carrier service (SPCC) and Commercial Bills of Lading (BLs).

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.

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.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Cheryl Tarver on (410) 965-7253 or Jamey Cunningham on (410) 966-8480.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor must copy the furnished files and make all changes to the copy.

PROOFS: When indicated on the print order, two sets of digital color content proofs for each form will be required. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. Proofs must be sent to SSA unless otherwise indicated.

At the government's option, a PDF proof may be requested in lieu of hard copy proofs for content of the forms. Contractor will email the PDF proof to Cheryl Tarver at Cheryl.tarver@ssa.gov and Jamey Cunningham at Jamey.cunningham@ssa.gov.

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.

NOTE: IF PROOFS ARE REQUIRED, THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT".

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

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 their opinion, materially differs from that of the color sample(s) specified. Color of paper should remain consistent between different print runs throughout the term of the contract.

The paper to be used will be indicated on each print order.

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCPCode D10 OR White Offset Book, basis weight: 50 lbs. per 500 sheets, 25" x 38", equal to JCP Code A60

Colored Writing, (Blue, Buff, Green, Pink Salmon, and Yellow) basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10 OR Colored Offset Book, basis weight: 50 lbs. per 500 sheets, 25" x 38", equal to JCP Code A63

100% Recycled Offset Book, White, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A70

PRINTING: Print face only or face and back (head-to-head, head-to-foot, or head-to-side) in black or a single color other than black; Match Pantone number as indicated on the print order.

RECYCLED LOGOS / LEGENDS: The recycled paper logo and legend must be printed on all the forms. (See Government Paper Specification Standards No. 12 for recycled content requirements)

The logo and legend must be printed in the same color as indicated on print order.

The English extended legend and logo will print on all forms printed on 100% recycled paper. The English basic legend and logo will print on all other English forms.

The Spanish extended legend and logo will print on all Spanish forms printed on 100% recycled paper. The Spanish basic legend and logo will print on all other Spanish forms.

NOTE: The location of the recycled legend and logo will be indicated on the Government Furnished materials supplied with each print order.

MARGINS: Margins will be as indicated on the print order or furnished copy. Most orders will be provided with adequate gripper margins throughout, while an occasional order may bleed on one or all sides.

BINDING: Bind as indicated on the print order. Press trimming is acceptable. Various binding styles will be ordered as follows:

Folding - Paste on fold and trim three sides or saddle-wire stitch in two places and trim three sides, as ordered. Most orders will be paste on fold with an occasional order requiring saddle-stitch. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. An occasional order may be perforated on the fold.

Perforating / Scoring - Majority of orders will require one to three perforations/scores. Perforate (slit or slot, with or without ink) along the entire 11" dimension, 3/8" or 1/4" from the bind edge, as indicated on the print order. Print order will indicate the location and the number of perforations/scores required.

Drilling - Majority of orders will require drilling as follows:

- Drill two 9/32" or 1/4" diameter holes centered on the left side, right side or top 2-3/4" center-to-center.
- Drill three 9/32" or 1/4" diameter holes centered on the left side, right side or top 4-1/4" center-to-center.

Center of all holes to be 3/8" from edge of product unless otherwise specified

PACKAGING: Shrink-film wrap or band in units as directed on the print order. Bands will consist of strips of heavy kraft paper, approximately 4-1/2" in width, around the short dimension. Banding must not cause bowing of product. When banding is required, chipboard or equal must be placed top and bottom to prevent bowing.

The contractor is responsible for proper packing of all items shipped; additional packaging information may be found in the USPS Domestic Mail Manual.

Bulk Shipments and Internal Bulk Shipments -

Pack in shipping containers as indicated on the print order.

Each shipping container must not exceed 40 lbs. when fully packed, unless specified otherwise on the print order.

Chipboard or equal must be placed top and bottom of each carton to prevent bowing.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

The contractor is responsible for proper packaging of all items shipped.

Pallets are required. Each order must be placed and shipped on its own pallet. There must be no commingling of orders on a single pallet.

Priority Mailing or Small Package Common Carrier -

Insert single or multiple copies (up to 200 leaves) into kraft envelopes

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags (maximum gross weight 14 pounds). A fiber-filled padded bag or any bag that will produce a powdery substance when torn during shipment or opening must not be used.

NOTE: Cushioned shipping bags must be made with an exterior ply of at least 60 pounds basis weight and must be sealed with heavy duty steel stitches spaced no more than 2-1/2 inches apart and not more than 1-1/4 inches from the end of the bag. Heavy duty filament reinforced cloth or plastic backed pressure sensitive tape that will remain sealed at below freezing temperatures may be used instead of steel stitching provided the tape seals the sack securely.

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (not to exceed a maximum gross weight of 40 lbs. when fully packed).

LABELING AND MARKING (package and/or container label):

The appropriate Inventory Control Number (ICN) must be on all cartons. ICN's will be provided with each individual print order.

Contractor must reproduce Postage and Fees Paid Permit Imprint indicia labels from furnished camera copy.

Affix Postage and Fees Paid label and a pre-addressed label to each unit of mail packaged in envelopes, cushioned shipping bags, shipping bundles and containers. Contractor is responsible for duplicating original labels for each destination as needed.

NOTE: When duplicating is required, the contractor must indicate the quantity contained in each container on each label required for that particular destination. Labels must be completely covered with transparent tape.

Bulk Shipments -

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Material shipped to 6301 Security Boulevard, Baltimore, MD 21235-6301 and Preston Gateway Corporate

Parkway, 1415 Magellan Drive, Building B, Hanover, MD 21076, must be in cartons labeled with the number of copies and the ICN in addition to the standard GPO shipping label.

NOTE: The destination address in the "TO" box does not have to be filled in on the individual shipping container labels when packed on pallets. In lieu thereof, complete filled in labels, the destination address must be attached to all four sides of each pallet. In addition to regular markings, include the "ICN (fill-in number)" on all labeling.

Bar code Marking Requirements - The Inventory Control Number (ICN), National Stock Number (NSN), Quantity Per Container, Unit of Issue, Revision Date, Department Requisition Number, and Print Order Number must be bar coded on shipping containers, using 10, (3/8") high standard 3 of 9 (code 39) bar code system, for non-contact reading, in accordance with Mil. Std. 1189. In addition, the bar code must have a human-readable interpretation (HRI) printed above or below the 3 of 9 bar code.

See Exhibit C: Bar Code Marking Requirements.

Internal Bulk shipments -

Individually prepare and label packages displaying the following zip codes. Place packages in containers according to the zip code, and ship as follows.

<u>Zip Code</u>	<u>Ship To</u>
21235	Social Security Administration 2700 Lord Baltimore Dr. Baltimore MD 21244-2680
21241	Social Security Administration 1500 Woodlawn Dr Baltimore MD 21241-1500
21201	Social Security Administration 300 N Greene St. Baltimore MD 21290-0300
22041	Social Security Administration ODAR Mail Center 5107 Leesburg, Pike, 2 nd Floor Falls Church VA 22041-3255

Priority Mailing or Small Package Common Carrier -

The contractor will be required to package and label shipments to as many as 2,500 destinations.

Contractor is responsible for duplicating original labels for each destination as needed.

NOTE: When duplication is required, the contractor must indicate the quantity contained in each container on each label required for that particular destination. Labels must be completely covered with transparent tape.

Containers and packages must be marked to indicate number of containers/packages to a destination when more than one container/package is necessary for a single destination, i.e., 1 of 3, 2 of 3, etc.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>
500 – 3,200	50
3,200 – 10,000	80
10,000 – 35,000	125
35,000 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents

All print orders require Blue Label samples. SSA will indicate on its Distribution and Packaging Transmittal (Form SSA-813) if Blue Label samples are to be forwarded to the attention of the SSA Print Specialist.

If Blue Label samples are not specifically requested on Form SSA-813, this means all or part of the order will contain a delivery to an SSA Warehouse (Bulk Shipment shown on Form SSA-813-U5, under Category E) facility. In this case, the Blue Label samples become part of the quantity ordered and placed at the end of the order (last carton) delivered to the SSA Warehouse. In either case, a copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished Certificate of Selection (GPO Form 917) must be included.

CUSTOMER RANDOM COPIES (YELLOW LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot.

The contractor will be required to execute a statement furnished by the agency certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sub-lots</u>
500 – 3,200	5
3,200 – 10,000	10
10,000 – 35,000	15
35,000 and over	20

These randomly selected copies must be packed separately and identified by a special government-furnished

YELLOW LABEL, affixed to each affected container. The container and its contents must be recorded separately on all shipping documents and sent in accordance with the distribution list to the address indicated.

See Exhibit F: Yellow Label Template

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included. **See Exhibit E: Certificate of Selection for Yellow Labels**

DISTRIBUTION: Specific shipping instructions will be provided with each Print Order or transmitted electronically. The contractor cannot deviate from these instructions without first consulting and obtaining permission from SSA. **See Exhibit D: Distribution and Packaging Transmittal – Form SSA-813-U5 (2-2001)**

f.o.b. Destination

Bulk Shipments and Internal Bulk shipments -

Deliver f.o.b. destination to approximately six addresses located within a 75-miles radius of the Social Security Administration headquarters, 6401 Security Blvd. Baltimore, MD area.

Entrance to the receiving platform for each of the five (5) addresses at the Social Security Administration has maximum height clearances. It is the responsibility of the contractor to provide shipment to the platforms as follows:

1500 Woodlawn Drive, Baltimore, MD 21241	Clearance is 13'3"
6301 Security Boulevard, Baltimore, MD 21235	Clearance is 13'6"
6401 Security Boulevard, Baltimore, MD 21235	Clearance is 13'3"
300 North Greene Street, Baltimore, MD 21290	Clearance is 13'6"
2700 Lord Baltimore Drive, Woodlawn, MD 21244	Clearance is 14'0"

Hours of Operation for above locations: 8:30 AM to 2:30 PM. local prevailing time, on normal Government workdays.

Shipments to the Social Security Administration, Receiving Clerk, Preston Gateway, 1415 Magellan Drive, Building B, Hanover, MD 21076, must be driver assisted/tailgate deliveries at destination. No clearance required.

Hours of Operation for Preston Gateway location: In the morning 6:30 AM to 12:00 PM. In the afternoon, 1:00 PM to 2:30 PM (Based on local prevailing times, on normal Government workdays)

NOTE: Historically, approximately 50% of any order will deliver to Social Security Administration (SSA) and therefore must be included in Contractor's bid prices.

f.o.b. Contractor's City

The contractor may be required to mail/ship packages via USPS Priority Mail or Small Package Common Carrier (SPCC) with 3rd Party Billing to as many as 2,500 destinations.

Complete addresses and quantities will be furnished with the print order or transmitted electronically.

A single shipment or several shipments totaling 499 pounds or less scheduled for shipment on the same day to a single destination are to be sent by USPS Priority Mail, International Mail (Par Avion), SPCC or as instructed. However, shipments to APO, FPO, and Post Office Box addresses, regardless of total weight of shipment, must be made by Priority Mail.

The contractor is responsible for all costs incurred in transporting this product to the post office. The contractor is required to prepare domestic Priority Mail in accordance with appropriate USPS rules and regulations including the USPS Domestic Mail Manual (DMM), and Postal Bulletins, in effect at the time of mailing.

Shipments over 499 pounds must ship reimbursable motor freight (excluding bulk and internal bulk shipments as described above).

USPS Priority Mail -

Reimbursable USPS Priority Mail will only be used when shipping packages to a Post Office Box, APO/FPO or US Possession/Territory. The majority of packages will be shipped by SPCC.

Priority Mail and International Mail (Par Avion) will be clearly identified.

Contractor will be reimbursed for all USPS Priority Mail shipping costs by submitting all shipping receipts with billing invoice for payment.

International Mail (Par Avion) -

All items mailed must conform to the appropriate USPS International Mail Manual (IMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of mailing.

All international mail must be endorsed PAR AVION or AIR MAIL as described in the USPS IMM. The contractor may use a rubber stamp to meet these requirements.

International Mail return addresses must show in the last line of the address UNITED STATES OF AMERICA or USA, all in upper case letters.

NOTE: The contractor is cautioned that files listed may contain mail addressed to United States territories and possessions (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palua, Puerto Rico, U.S. Virgin Islands and Wake Island). This mail is considered Domestic Mail by the USPS, NOT International Mail.

All copies mailed must conform to the appropriate regulations in the USPS manuals for "Domestic Mail" or "International Mail" as applicable.

Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

Undeliverable Mail - Contractor is to use the following RETURN ADDRESS on all mailing packages:

SOCIAL SECURITY ADMINISTRATION
ATTENTION: WAREHOUSE SUPERVISOR / SMT TEAM LEADER
SUPPLY BUILDING WAREHOUSE
6301 SECURITY BLVD
BALTIMORE MD 21235-6301

Small Package Common Carrier (3rd Party Billing) -

Packages up to 499 lbs are to be made by SPCC except those destined for Post Office Boxes, APO/FPO and United States Possessions and Territories.

The contractor will be responsible for providing the carrier the following:

1. All packages addressed and sorted to meet the requirements of the small package common carrier.
NOTE: Contractor may be required to apply special SPCC Bar Code labels.
2. Separate common carrier pickup records for each print order. The contractor must annotate the pickup records with the requisition number and the print order number.
3. A shipping manifest which includes:
 - a. The name of the contractor, the requisition number, the print order number, the common carrier account/shipper number.
 - b. A listing which includes each addressee's account number or office code (when provided on SSA supplied address labels), address, city, state, zip code, common carrier delivery zone, weight, and package identification number (if applicable) of each package shipped to each addressee.
 - c. The listing must be grouped by pickup, and each group must be identified with the pickup record number. This number must correspond to the number on the form(s) which the contractor is required to obtain from the carrier for compliance purposes. The listing must be in either account number or ZIP code order within each group.
 - d. The summary information for each group must include the total number of packages, the total weight, and the total shipping cost.

The contractor will be required to ship via SPCC charging the cost to SSA's 3rd Party account number which will be provided.

NOTE: Information regarding the Small Package Common Carrier will be provided at the Post-Award Conference

Reimbursable Freight -

Truck shipments for a single shipment or several shipments totaling 500 pounds or more are to be shipped by reimbursable freight (excluding bulk and internal bulk shipments)

The contractor will be responsible for selection of carrier and must ship by the most reasonable method to insure prompt delivery and safe arrival at all destinations for shipments requiring Commercial Bills of Lading.

All costs are to be billed on the contractor's vouchers at the actual cost which the contractor paid for these services.

Shipments must be made direct to the destination(s) stated on the Print Order.

NOTE: Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:30 a.m. and 2:30 p.m. local prevailing time, on normal Government workdays. Shipments must be delivered as specified.

MAILING / SHIPPING DOCUMENTATION: As soon as the mailing/shipping operation is STARTED, the contractor must send 10 file copies of each order along with all Government furnished materials, by next day delivery service (at contractor's expense) to:

Social Security Administration
Forms Management Team
Room 1300 Annex Building
6401 Security Boulevard
Baltimore, MD 21235

These copies will be considered as "sample copies" and cannot be deducted from the total quantity ordered. The package or envelope containing the samples must be identified by the GPO jacket number, program number, print order, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement.

- Within 72 hours of completion of the order, all supporting delivery documentation (i.e. shipping receipts and / mailing documentation) for each print order is required to be scanned and e- mailed as a PDF to: Cheryl.Tarver@ssa.gov and Jamey.Cunningham@ssa.gov. NOTE: Contractor must identify the Print Order number in the subject line of all emails.
- Within 10 working days of the completion of the order, one copy of the GPO billing invoice is to be scanned and e- mailed as a PDF to: Cheryl.Tarver@ssa.gov and Jamey.Cunningham@ssa.gov.

All expenses incidental to picking up and/ or returning Government Furnished Materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

PAYMENTS ON PURCHASE ORDER:

Processing vouchers for payment, FAX the completed invoice to us by utilizing the GPO barcode coversheet program application. Access the following hyperlink and follow the instructions as indicated:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

Note: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

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

No definite schedule for pickup of material can be predetermined.

Furnished material and proofs must be picked up from and delivered to: Social Security Administration, Printing Management Branch, Attn: Cheryl Tarver, 1353 ANNEX Bldg., 6401 Security Boulevard, Baltimore, MD., 21235-6401.

Government Furnished material must be returned to the Social Security Administration, Forms Management Team, 1300 ANNEX Bldg., 6401 Security Boulevard, Baltimore, MD 21235-6401, within 6 days after the production and distribution are completed.

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.

Proofs Schedule (As required)

Submit all proofs within **two (2) workdays** after receipt of furnished materials. Manuscript and camera copy must be returned with proofs.

The Government will approve, conditionally approve, or disapprove these proofs within **four (4) workdays** of the receipt thereof. (Note: The first workday after receipt of proofs at SSA is day one (1) of the hold time.)

All transit time is included in the schedule. Schedule applies to each order separately.

Submit revised proofs, if necessary due to author's alterations, within **one (1) workday** after receipt of furnished material.

Revised proofs will be available for pickup within **one (1) workday**.

Regular Schedule

Orders of up to 300,000 copies, must be completed and delivered within **seven (7) workdays** (after proofs are approved, when applicable).

1 additional workday will be allowed for each additional 100,000 copies or a portion thereof.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified and all f.o.b. contractors' city must be delivered to the USPS or picked up by the carrier.

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

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

SECTION 3 - DETERMINATION OF AWARD

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

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

- I. (a) 24
 - (b) 144
 - (c) 558
 - (d) 312

- II. (a) (1) 744
 - (2) 55,577

- III. (a) 8,762
 - (b) 17,898
 - (c) 2,089

- IV. (a) 43,229
 - (b) (1) 48
 - (2) 5,785
 - (c) 27,288

- V. (a) (1) 14,481
 - (b) (1) 63
 - (2) 60
 - (3) 6

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SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. Destination for addresses located within a 75-mile radius of the Social Security Administration, 6401 Security Blvd., Baltimore, MD and f.o.b. Contractor's City for all other destinations.

Bids for each item listed in its respective format group, as defined in Section 2 - Specifications, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with blanks, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Cost of all required paper must be charged under Item III.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

I. PREPRESS: One basic charge will be allowed on each printed page or side (face and back) of the product.

- (a) Trim/Page-size unit from filmper page.....\$ _____
- (b) Trim/Page-size unit from camera copy.....per page.....\$ _____
- (c) Trim/Page-size unit from electronic file.....per page.....\$ _____
- (d) Digital Content Proofs.....per set required.....\$ _____

II. PRINTING AND BINDING:

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Paste on fold or saddle-stitch: Printing in a single ink color, including bindingper page.....\$ _____	\$ _____	\$ _____

(Initials)

III. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered.

The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

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

Each page-size leaf (8-1/2 x 11)

	<u>Per 1,000 Leaves</u>
(a) White Writing 20-lbs or Offset Book 50-lbs	\$ _____
(b) Colored Writing 20-lbs or Offset Book 50-lbs	\$ _____
(c) White 100% recycled Offset Book 50-lbs.....	\$ _____

IV. ADDITIONAL OPERATIONS:

- (a) Banding or Shrink-film packagingper package\$ _____
- (b) Perforating or scoring:
 - (1) Makereadyper order\$ _____
 - (2) Running (maximum of 3 lines per run)per 1,000 booklets.....\$ _____
- (c) Drilling.....per 1,000 booklets.....\$ _____

NOTE: An additional charge will be allowed when both horizontal and vertical drilling is required on an order.

V. PACKING:

- (a) Bulk shipments (other than by mail):
 - (1) Packing and sealing shipping containersper container.....\$ _____
- (b) Creating/Affixing labels, Mailing, and Internal Distribution:
 - (1) Single or multiple copies in kraft envelope
(up to 200 leaves).....per envelope\$ _____
 - (2) Quantities over 200 leaves, up to 12 lbs.,
in cushioned shipping bags or bundles,
(maximum gross weight 14 lbs).....per bundle or container\$ _____
 - (3) Quantities over 12 lbs., up to
36 lbs., packed in shipping containers
(maximum gross weight 40 lbs).....per container.....\$ _____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, ZIP Code _____.

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

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

Exhibit A

March 2011

**Social Security Administration
Office of Publications Management**

Publications and Distribution Management Team

AUTOMATED DISTRIBUTION MANAGEMENT SYSTEM (ADMS)

This **FIXED LENGTH RECORD LAYOUT** will be used to create mailing labels from the ADMS for SSA print jobs. The distribution data (on disk or transmitted electronically) must be imported, using the layout below, into any label making program and/or software. *For example, the data can be imported into Microsoft Word, Excel, and Access.*

<u>FIELD</u>	<u>POSITIONS</u>	<u>LENGTH</u>	<u>FORMAT</u>
Label-Line-1	1 - 30	30	
Acct Number	1 - 5	5	character
Not Used	6 - 7	2	spaces
First Class Ind	8 - 12	5	character
Not used	13 - 14	2	spaces
Dist. List Number	15 - 18	4	character
Not used	19 - 20	2	spaces
Slash	21 -	1	character
Quantity	22 - 26	5	character
Not Used	27 -	1	spaces
Location	28 - 30	3	character
Label-line-2 (1st address line)	31 - 60	30	character
Label-line-3 (2nd address line)	61 - 90	30	character
Label-line-4 (opt address line)	91 - 120	30	character
Label-line-5 (opt address line)	121 - 150	30	character
Label-line-6 (opt address line)	151 - 180	30	character
City	151 - 168	18	character
State	169 - 170	2	character
ZIPcode	171 - 180	10	character
Label-line-7 (opt *****)	181 - 210	30	
Postal-Net-Code	181 - 194	14	character
Not used	195 - 210	16	spaces
<u>Summary Record</u>	1 - 210	210	
Summary Data	1 - 132	132	character
Not Used	133 - 210	78	spaces
<u>Last record</u>	1 - 210	210	
EOF Indicator	1 - 3	3	character
Not Used	4 - 210	207	spaces

Record-Length = 210 characters

Block-Size = 8400 characters

For further information contact:

Justin Sirois 410-965-4155 (Justin.Sirois@ssa.gov)

Exhibit B

MARCH, 2011

RECORD LAYOUT FOR ELECTRONIC TRANSMISSION RECORDS FOR DIRECT DELIVERY (OSWM)








1). Record Layout for Header

Field Name	Type	Description	Size	Mandatory
ICN	A/N	Item Control Number	6	Yes
UI	A/N	Unit of Issue	2	Yes
Description	A/N	Pubs/Form/Item	16	Yes
REC Number	A/N	Requisition Number	8	Yes
PUR Number	A/N	Purchase Number	8	Yes
ISM	A/N	Inventory Specialist	1	Yes
Date (YYMMDD)	A/N	Date File Created	6	Yes
Time (HHMMSS)	A/N	Time File Created	6	Yes

2). Record Layout for Detail Record

Field Name	Type	Description	Size	Mandatory
Zone	A/N	Postal zone * Optional (fill with 2 space)	2	No
Office	A/N	Office Code	6	Yes
Ship Method	A/N	Mode of Shipping *BL* is Bill of Lading 1CLS is FIRST CLASS	4	Yes
Qty	A/N	Quantity	6	Yes
Address 1	A/N	Office Name	35	Yes
Address 2	A/N	Bldg./Room number	35	Yes
Address 3	A/N	Address	35	Yes
City	A/N	City	22	Yes
State	A/N	State	2	Yes
Filler	A/N	Not Used (Space)	1	Yes
Zip	A/N	Zip Code	5	Yes
Filler	A/N	Not Used (Space)	5	Yes

DISPLAY SAMPLE ONLY (DO NOT PRINT!)

TO:	DEPT. SSA
	DEPT. REQUISITION NO. 2-00316 
	GPO JACKET NO.
STOCK NO. <u>HA501-U5-SP</u> 	QUANTITY PER CONTAINER 00012 <u>HD</u>  
CONTROL NO. <u>383460</u> 	UNIT OF ISSUE
SUB. ID NO.	PACKAGES PER CONTAINER
TITLE	_____ PKGS. OF _____
	FORM OR PUBLICATION NO./DATE 03/2012 
	GPO ORDER NO.
FROM	PROGRAM/PRINT ORDER NO. 00838 

DISTRIBUTION AND PACKAGING TRANSMITTAL

SOCIAL SECURITY ADMINISTRATION

FORM/PUBLICATION NO.	EDITION DATE	TRANSMITTAL NO.	INT. REQ. NO.
			PRINT ORDER NO.

TITLE OR DESCRIPTION	MAIL LISTS IDENTIFICATION	TOTAL QUANTITY
----------------------	---------------------------	----------------

CAT A	DELIVER	NO OF LABELS	QUANTITY	DELIVER	NO OF LABELS	QUANTITY
METHOD OF DELIVERY	<input type="checkbox"/> 1st Class (inside) 48 Continuous States			<input type="checkbox"/> Standard Class B (formerly 4th)		
	<input type="checkbox"/> 1st Class (less than 4 oz.)			<input type="checkbox"/> Bill of Lading		
	<input type="checkbox"/> Self-Mailer Class _____			<input type="checkbox"/> Small Package Common Carrier		
CAT B	<input type="checkbox"/> 1st Class (outside) 48 Continuous States Non-Contiguous States			<input type="checkbox"/> _____		
	<input type="checkbox"/> International Mail Foreign, Overseas			<input type="checkbox"/> _____		

CAT C	Using Address Labels Provided, Package According To Quantity Indicated On Each Label, Carton Per Contract. Ship On Furnished Red/Green/Black/Blue Labels.		
INTERNAL BULK	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">NUMBER OF LABELS</td> <td style="width:50%;">QUANTITY</td> </tr> </table>	NUMBER OF LABELS	QUANTITY
NUMBER OF LABELS	QUANTITY		

CAT D	Each Package And Carton Must Show Inventory Control Number, SSA Requisition Number, Form/Publication Number, Edition Date, Unit of Issue, and Title or Description of Item.		
PACKING INSTRUCTION	<table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> A. INTERNAL PACKAGING <input type="checkbox"/> BAND WITH _____ INCH BAND <input type="checkbox"/> WRAP _____ TO PKG. <input type="checkbox"/> SHRINK FILM _____ TO PKG. <input type="checkbox"/> BOX OF _____ <input type="checkbox"/> _____ INVENTORY CONTROL NUMBER (ICN) </td> <td style="width:50%; vertical-align: top;"> B. EXTERNAL PACKAGING <input type="checkbox"/> SUITABLE CARTONS _____ <input type="checkbox"/> OTHER _____ <input type="checkbox"/> CARTONS OF _____ <input type="checkbox"/> MFG. STANDARD METHOD Shipment must be made in suitable cartons. All cartons to be tightly packed and in accordance with Federal Specifications PPP-B-636. </td> </tr> </table>	A. INTERNAL PACKAGING <input type="checkbox"/> BAND WITH _____ INCH BAND <input type="checkbox"/> WRAP _____ TO PKG. <input type="checkbox"/> SHRINK FILM _____ TO PKG. <input type="checkbox"/> BOX OF _____ <input type="checkbox"/> _____ INVENTORY CONTROL NUMBER (ICN)	B. EXTERNAL PACKAGING <input type="checkbox"/> SUITABLE CARTONS _____ <input type="checkbox"/> OTHER _____ <input type="checkbox"/> CARTONS OF _____ <input type="checkbox"/> MFG. STANDARD METHOD Shipment must be made in suitable cartons. All cartons to be tightly packed and in accordance with Federal Specifications PPP-B-636.
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UNIT OF ISSUE			

CAT E	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk 6401 Security Blvd. Baltimore, MD 21235 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> QTY.	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk Nat'l. Computer Ceter 6201 Security Blvd. Baltimore, MD 21235 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> QTY.	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk Metro-West Bldg. 300 N. Greene St. Baltimore, MD 21201 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> QTY.	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk Supply Bldg. 6301 Security Blvd. Baltimore, MD 21235 QTY. <input type="checkbox"/> Social Security Adm. SSA Receiving Clerk Preston Gateway Corp. Pkwy 1415 Magellan Dr. Bldg. B. Hanover, MD 21076 QTY. MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk, ODO Security West 1500 Woodlawn Drive Baltimore, MD 21241 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> QTY.
WAREHOUSE/BULK SHIPMENTS	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk 6401 Security Blvd. Baltimore, MD 21235 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> QTY.	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. ODAR Receiving Clerk 5107 Leesburg Pike Falls Church, VA 22041 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> QTY.	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. <div style="border: 1px solid black; height: 40px; width: 100%;"></div> QTY.	MAX. LOAD. CL. (13'3") <input type="checkbox"/> Social Security Adm. Receiving Clerk, ODO Security West 1500 Woodlawn Drive Baltimore, MD 21241 Redeliver To: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> QTY.

RETURN MATERIAL OVERNIGHT SERVICE	Social Security Administration ATTENTION: 1300-ANX. 6401 Security Blvd. Baltimore, MD 21235	<input type="checkbox"/> Publications <input type="checkbox"/> Forms	<input type="checkbox"/> Return Camera Copy and/or Negatives with Samples	Samples of Finished Product _____
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SEE ATTACHED SHEETS FOR DETAILED DELIVERY INSTRUCTIONS

PREPARED BY	DATE	REVIEWED BY	DATE
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CERTIFICATE OF SELECTION OF

"YELLOW LABEL" RANDOM COPIES

I hereby certify that the random copies produced under Jacket _____ P.O. _____
by _____ (Name of Company) have been selected in accordance with the selection plan specified.

I understand that these random copies will be inspected against the attributes specified in the contract.

**The penalty for making false statements
to the U.S. Government is prescribed in
18 U.S.C. 1001.**

(Signature of Certifying Official)

(Date)

(Printed Name and Title of Certifying Official)

Instructions:

- The contractor must select random copies in accordance with the specified selection plan.
- A dated copy of this form, signed by an authorized company official and a copy of the specifications must be included with the shipment.
- Random copies, certificate and specifications must be forwarded in accordance with the attached mailing label.

EXHIBIT E

EXHIBIT F

FROM:		FOR USPS DELIVERY APPLY POSTAGE	
AGENCY	INTERNAL CONTROL NUMBER (ICN)		
REQUISITION NO.	IN-HOUSE REQUISITION NO.		
GPO JACKET NO.	TITLE		
GPO ORDER NO.	PRODUCT DESCRIPTION		
PROGRAM and PRINT ORDER NO	TO:		
FORM or PUBLICATION NO and DATE			
QUANTITY PER CONTAINER			
PACKAGES PER CONTAINER	OF		

YELLOW LABEL SAMPLE 8-Social Security Administration CP/7me/zzz-1

< Trim Off Warning Paragraph Before Reproducing This Label >

WARNING TO CONTRACTORS! PLEASE DO NOT USE THIS YELLOW LABEL WHEN MAILING OR SHIPPING BLUE LABEL SAMPLES TO THE SOCIAL SECURITY ADMINISTRATION. USE THE ORIGINAL BLUE LABELS YOU NORMALLY ATTACH TO BLUE LABEL SAMPLES SHIPPING CONTAINERS. THANK YOU!