

<b>Prog:</b> 0733-S									
<b>Title:</b> XVI Notices -- DAILY (SSI and RASR), DABA, COMP and COLA Notices-Part 1									
<b>Term:</b> February 1, 2021 and ending January 31, 2022									
									<b>CURRENT CONTRACTOR</b>
				<b>NPC, Inc.</b>	<b>Pinnacle Data Systems, L.L.C.</b>	<b>Pinnacle Data Systems, L.L.C.</b>			
				Claysburg, PA	Suwanee, GA	Norcross, GA			
<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>BASIS OF AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	
<b>I.</b>	<b>PROCESSING/FORMATTING FILES:</b>								
(a)	Processing/formatting files.....per mailer.....	21	\$100.00	\$2,100.00	N/C	\$0.00	N/C	\$0.00	
<b>II.</b>	<b>COMPOSITION FOR ENVELOPES:</b>								
(a)	Envelopes.....per envelope.....	4	\$50.00	\$200.00	N/C	\$0.00	N/C	\$0.00	
<b>III.</b>	<b>PREPRODUCTION TESTS:</b>								
(a)	Transmission Test (Daily/COLA Notices).....per test....	1	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00	
(b)	COLA Validation Test.....per test....	1	N/C	\$0.00	N/C	\$0.00	N/C	\$0.00	
<b>IV.</b>	<b>PROOFS:</b>								
(a)	Envelopes: PDF Soft Proof.....per envelope.....	3	\$5.00	\$15.00	N/C	\$0.00	N/C	\$0.00	
(b)	Pamphlets: Digital One-piece Composite Laminated Halftone Proof.....per trim/page-size unit.....	372	\$6.00	\$2,232.00	N/C	\$0.00	N/C	\$0.00	
(c)	Pamphlets: PDF Soft Proof.....per trim/page-size unit....	124	\$5.00	\$620.00	N/C	\$0.00	N/C	\$0.00	
<b>V.</b>	<b>PRINTING/IMAGING, BINDING AND CONSTRUCTION:</b>								
<b>1.</b>	<b>Daily/DABA/COMP Notices --</b>								
(a)	Daily makeready/setup charge.....	266	\$200.00	\$53,200.00	N/C	\$0.00	N/C	\$0.00	
(b)	Notices: Printing/imaging in black, including binding.....per 1,000 leaves.....	40153	\$10.63	\$426,826.39	\$8.00	\$321,224.00	\$13.00	\$521,989.00	
(c)	Pamphlets: Printing in two ink colors, including binding.....per 1,000 pages.....	2,610	\$3.34	\$8,717.40	\$4.00	\$10,440.00	N/C	\$0.00	
(d)	Mail-out Envelope (6-1/8 x 9-1/2"): (including COLA Mailer 3): Printing in black ink, including construction.....per 1,000 envelopes.....	11,603	\$8.93	\$103,614.79	N/C	\$0.00	N/C	\$0.00	
(e)	Mail-out Envelope (9 x 12"): Printing in black ink, including construction.....per 1,000 envelopes.....	130	\$26.50	\$3,445.00	N/C	\$0.00	\$1.00	\$130.00	
(f)	Spraying/Imaging of SSA Field Office Addresses on Mail-out Envelopes (including COLA Mailer 3).....per 1,000 envelopes.....	11,733	\$0.68	\$7,978.44	\$1.00	\$11,733.00	\$4.00	\$46,932.00	
<b>2.</b>	<b>COLA Notices --</b>								
(a)	Daily makeready/setup charge.....	16	\$100.00	\$1,600.00	N/C	\$0.00	N/C	\$0.00	
(b)	Notices: Printing/imaging in black, including binding.....per 1,000 leaves.....	21,200	\$10.63	\$225,356.00	\$8.00	\$169,600.00	\$13.00	\$275,600.00	
(c)	Mail-out Envelope (6-1/8 x 9-1/2"): (Mailers 1, 2, 4, and 5): Printing in black ink, including construction.....per 1,000 envelopes.....	4,828	\$8.93	\$43,114.04	N/C	\$0.00	N/C	\$0.00	
<b>VI.</b>	<b>PAPER - Per 1,000 Leaves</b>								
(a)	Notices: White Uncoated Text (50-lb.); or at contractor's option, White Writing (20-lb.).....	61,353	\$4.39	\$269,339.67	\$5.30	\$325,170.90	\$6.00	\$368,118.00	
(b)	Pamphlets: White Uncoated Text (60-lb.).....	1,305	\$3.60	\$4,698.00	\$4.00	\$5,220.00	\$4.00	\$5,220.00	
(c)	Mail-out Envelopes (6-1/8 x 9-1/2"): White Writing Envelope (24-lb.); or at contractor's option, White Uncoated Text (60-lb.).....	16,431	\$8.93	\$146,728.83	\$21.00	\$345,051.00	\$21.00	\$345,051.00	
(d)	Mail-out Envelopes (9 x 12"): White Writing Envelope (24-lb.); or at contractor's option, White Uncoated Text (60-lb.).....	130	\$26.50	\$3,445.00	\$55.00	\$7,150.00	\$55.00	\$7,150.00	
<b>VII.</b>	<b>INSERTING AND MAILING:</b>								
<b>(1)</b>	<b>Daily/DABA/Comp Notices --</b>								
(a)	Mailers 2 through 11: Personalized notice, single-window mail-out envelope, with variable return address and any required inserts.....per 1,000 mailers.....	11,728	\$31.42	\$368,493.76	\$10.00	\$117,280.00	\$10.00	\$117,280.00	
(b)	Mailers 12 and 13: Personalized Notice (Certified & Registered Mail file), single-window mail-out envelope with variable return address and any required inserts.....per 1,000 mailers.....	2	\$450.00	\$900.00	\$10.00	\$20.00	\$10.00	\$20.00	
<b>(2)</b>	<b>Cola Notices --</b>								
(a)	Mailers 1 and 2: Personalized Notice and double-window mail-out envelope.....per 1,000 Mailers.....	200	\$21.00	\$4,200.00	\$10.00	\$2,000.00	\$10.00	\$2,000.00	
(b)	Mailier 3: Personalized Notice (Certified and Registered Mail file) and single-window mail-out envelope with variable return address.....per 1,000 mailers.....	3	\$450.00	\$1,350.00	\$10.00	\$30.00	\$10.00	\$30.00	
(c)	Mailers 4 and 5: Personalized Notice and double-window mail-out envelope.....per 1,000 mailers.....	4628	\$21.00	\$97,188.00	\$10.00	\$46,280.00	\$10.00	\$46,280.00	
<b>VIII.</b>	<b>CERTIFIED/REGISTERED MAIL:</b>								
(a)	Certified/Registered mailing.....per 1,000 complete mailers....	5	\$100.00	\$500.00	\$750.00	\$3,750.00	\$750.00	\$3,750.00	
	<b>CONTRACTOR TOTALS</b>			\$1,775,862.32		\$1,364,948.90		\$1,739,550.00	
	<b>DISCOUNT</b>		0.25%	\$4,439.66		\$13,649.49		\$17,395.50	
	<b>DISCOUNTED TOTALS</b>			\$1,771,422.66		\$1,351,299.41		\$1,722,154.50	

U.S. GOVERNMENT PUBLISHING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Title XVI Notices*

*Daily (Supplemental Security Income (SSI and RASR), DABA, COMP and COLA Notices – Part 1)*

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

Social Security Administration (SSA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning February 1, 2021 and ending January 31, 2022, 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.

**NOTE:** Contractor interfacing with SSA’s National File Transfer Management System (FTMS) for electronic transmission of files from SSA to the production facility will take place after award (or from completion date of transmission connectivity) through March 31, 2021 for transmission of test files; actual production begins August 1, 2021.

**BID OPENING:** Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on October 8 2020, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to [bidapsdc@gpo.gov](mailto:bidapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.*

**BIDDERS, PLEASE NOTE:** *This program was formerly Program 37-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to: “PUBLIC TRUST SECURITY” and “100% ACCOUNTABILITY OF PRODUCTION AND MAILING” requirements specified in Section 1.

Abstracts of contract prices for Program 37-S are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Jim Ballou at [jballou@gpo.gov](mailto:jballou@gpo.gov) or (202) 512-0310.

## 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. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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

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

**PREDOMINANT PRODUCTION FUNCTIONS:** The predominant production functions are the printing of notices, the laser printing only of data for the notices from electronically transmitted files (*inkjet is not allowed*), folding, and inserting. Any bidder who cannot perform the predominant production functions of this contract will be declared non-responsible.

**SUBCONTRACTING:** Contractor may subcontract the printing and manufacturing of envelopes, inserts, and the presorting and mailing of the completed product.

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

If the presorting and mailing is subcontracted, the subcontractor must complete and pass the same security clearances as the prime contractor.

If the contractor needs to add a subcontractor at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor must submit new subcontractor's information to the Government for approval 30 calendar days prior to the start of production at that facility.

If the contractor plans to enter into a "Contractor Team Arrangement," or Joint Venture, to fulfill any requirements of this contract, all parties must comply with the terms and regulations as detailed in the Printing Procurement Regulation (GPO Publication 305.3; Rev. 2-11).

**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.
- (c) Transparent, low-gloss, poly-type window material, covering the envelope window must pass a readability test with a rejection rate of less than 1/4 of 1% when run through a USPS OCR Scanner.
- (d) Exception: ANSI X3.17 "Character Set for Optical Character Recognition (OCR A)" shall apply to these specifications. The revisions of this standard which are effective as of the date of this contract are those which shall apply.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. O.K. proofs, average type dimension, electronic media, camera copy, manuscript copy, furnished samples.

P-8. 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 actual production 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 February 1, 2021 to January 31, 2022, 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 October 31, 2020, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

***NOTE: For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual production begins August 1, 2021.***

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 July 2021 will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

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

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

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

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

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

- (a) The contractor shall restrict access to all confidential information obtained from the Social Security Administration in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the postaward conference between the Contracting Officer and the responsible contractor representative.
- (b) The contractor shall process all confidential information obtained from SSA in the performance of this contract under the immediate supervision and control of authorized personnel and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The contractor shall inform all personnel with access to the confidential information obtained from SSA in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1), which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the SSA. For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the contractor and contractor's employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The contractor shall assure that each contractor employee with access to confidential information knows the prescribed rules of conduct and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act. When the contractor employees are made aware of this information, they will be required to sign Form SSA-301, Contractor Personnel Security Certification (see Exhibit A). A copy of this signed certification must be forwarded to: SSA, Printing Management Branch, Baltimore, MD (see Exhibit K).
- (f) All confidential information obtained from SSA for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information shall be handled as confidential and may not be disclosed without the written permission of SSA. For willingly disclosing confidential tax return information in violation of the IRC, the contractor and contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.
- (i) If a subcontractor is used for the sorting and/or mailing of the notices of this contract, the subcontractor must conform to all security requirements of the contract.

**SSA EXTERNAL SERVICE PROVIDER SECURITY REQUIREMENTS:** This resource identifies the basic information security requirements related to the procurement of Information Technology (IT) services hosted externally to SSA's Network.

See Exhibit B for References for External Service Providers (ESP).

***The following general security requirements apply to all External Service Providers (ESP):***

- (a) The solution must be located in the United States, its territories, or possessions.

“United States” means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, and Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act (43 U.S.C. 1331, et seq.), but does not include any other place subject to U.S. jurisdiction or any U.S. base or possession within a foreign country (29 CFR 4.112).

- (b) Upon request from the SSA Contracting Officer Technical Representative (COTR), the ESP shall provide access to the hosting facility to the U.S. Government or authorized agents for inspection and facilitate an on-site security risk and vulnerability assessment.
- (c) The solution must meet Federal Information Processing Standards (FIPS) and guidance developed by the National Institute of Science and Technology (NIST) under its authority provided by the Federal Information Security Modernization Act (FISMA) to develop security standards for federal information processing systems and Office of Management and Budget’s (OMB) Circular A-130 Appendix III.
- (d) ESPs classified as Cloud Service Providers (CSP) must be FEDRAMP authorized. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements, CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO).
- (e) The ESP shall submit to the SSA COTR documentation describing how the solution implements security controls in accordance with the designated categorization (FIPS 199) and the Minimum Security Requirements for Federal Information and Information Systems (FIPS 200) which requires the use of NIST SP 800-53 Rev4 before SSA provides data.
- (f) All ESPs that process or store Personally Identifiable Information (PII) are considered a Moderate impact categorization. If PII or sensitive data (defined by the COTR) is stored or processed by the ESP, then the ESP shall provide a Security Authorization Package (SAP) created by an independent assessor. The SAP should include a System Security Plan (SSP), Security Assessment Report (SAR), Risk Assessment Report (RAR), and Plan of Action & Milestone Report (POA&M). The SAP must be reviewed by SSA before the SSA transfers data to the ESP. Refer to NIST SP 800-37 for more information on the Security Authorization Package.

PII is any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

Independent assessor is any individual or group capable of conducting an impartial assessment of security controls employed within or inherited by an information system.

- (g) SSA will consider a self-assessment of security controls for solutions that do not involve sensitive information or PII.

For additional security requirements and NIST 800-53, REV 4 organization defined parameters, refer to “ESP Additional Security Requirements Document.”

***SSA External Service Provider Security Requirements References (refer to most up to date revision):***

- Federal Information Security Modernization Act (P.L. 113-283), December 2014.  
<https://www.govinfo.gov/app/details/PLAW-113publ283>
- Clinger-Cohen Act of 1996 also known as the “Information Technology Management Reform Act of 1996.”
- Privacy Act (P.L. 93-579), December 1974.  
<https://www.govinfo.gov/app/details/STATUTE-88/STATUTE-88-Pg1896>
- Homeland Security Presidential Directive (HSPD-12), “Policy for a Common Identification Standard for Federal Employees and Contractors”, August 27, 2004.  
<https://www.dhs.gov/homeland-security-presidential-directive-12>
- Revision of OMB Circular No. A–130, “Managing Information as a Strategic Resource” July 28, 2016  
<https://www.govinfo.gov/content/pkg/FR-2016-07-28/pdf/2016-17872.pdf>
- OMB Memorandum M-04-04, “E-Authentication Guidance for Federal Agencies.” December 16, 2003
  - <https://obamawhitehouse.archives.gov/sites/default/files/omb/assets/omb/memoranda/fy04/m04-04.pdf>
- and
- ITL BULLETIN FOR DECEMBER 2011 REVISED GUIDELINE FOR ELECTRONIC AUTHENTICATION OF USERS HELPS ORGANIZATIONS PROTECT THE SECURITY OF THEIR INFORMATION SYSTEMS  
<https://csrc.nist.gov/csrc/media/publications/shared/documents/itl-bulletin/itlbul2011-12.pdf>
- FIPS PUB 199, National Institute of Standards and Technology Federal Information Processing Standards Publication 199, Standards for Security Categorization of Federal Information and Information Systems, February 2004.  
<https://doi.org/10.6028/NIST.FIPS.199>
- FIPS PUB 200, National Institute of Standards and Technology Federal Information Processing Standards Publication 200, Minimum Security Requirements for Federal Information and Information Systems, March 2006.  
<https://doi.org/10.6028/NIST.FIPS.200>
- FIPS 140-3 Security Requirements for Cryptographic Modules, March 22, 2019  
<https://csrc.nist.gov/publications/detail/fips/140/3/final>
- NIST Special Publication 800-18, Guide for Developing Security Plans for Federal Information Systems, February 2006.  
<https://doi.org/10.6028/NIST.SP.800-18r1>
- NIST SP 800-30, Guide for Conducting Risk Assessments, September 2012.  
<https://doi.org/10.6028/NIST.SP.800-30r1>
- ITL Bulletin Contingency Planning for Information Systems NIST Special Publication (SP) 800-34, Rev. 1,  
<https://csrc.nist.gov/CSRC/media/Publications/Shared/documents/itl-bulletin/itlbul2010-07.pdf>



- NIST SP 800-37 Revision 2, Risk Management Framework for Information Systems and Organizations - A System Life Cycle Approach for Security and Privacy, December 2018  
<https://csrc.nist.gov/publications/detail/sp/800-37/rev-2/final>
- NIST SP 800-47, National Institute of Standards and Technology Special Publication 800-47, Security Guide for Interconnecting Information Technology Systems, August 2002.  
<https://csrc.nist.gov/publications/detail/sp/800-47/final>
- NIST SP 800-53 Revision 4, Security and Privacy Controls for Federal Information Systems and Organizations, April 2013  
<https://csrc.nist.gov/publications/detail/sp/800-53/rev-4/final>
- NIST SP 800-53A Revision 4, Assessing Security and Privacy Controls in Federal Information Systems and Organizations: Building Effective Assessment Plans, December 2014  
<https://csrc.nist.gov/publications/detail/sp/800-53a/rev-4/final>
- NIST SP 800-60 Volume 1 Revision 1, Guide for Mapping Types of Information and Information Systems to Security Categories, August 2008.  
<https://csrc.nist.gov/publications/detail/sp/800-60/vol-1-rev-1/final>
- NIST SP 800-60 Volume 1 Revision 1, Guide for Mapping Types of Information and Information Systems to Security Categories: Appendices, August 2008.  
<https://csrc.nist.gov/publications/detail/sp/800-60/vol-2-rev-1/final>
- OMB M-07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information, May 22, 2007  
<https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/memoranda/2007/m07-16.pdf>

Templates for Required Security Documents:

- Exhibit C: Security Assessment Report (SAR) Template
- Exhibit D: Risk Assessment Report (RAR) Template
- Exhibit E: “Externally Hosted Information System Plan (ESP)” Template

**PHYSICAL SECURITY:** Contractor’s facilities storing SSA assets and information are required to meet the Interagency Security Committee’s standard for Federal facilities. This information can be found in the “Risk Management Process for Federal Facilities: An Interagency Security Committee Standard” (most current edition). SSA reserves the right to inspect contractor facilities to ensure compliance with the ISC guidelines. If facilities are found deficient, the contractor must implement corrective actions within 60 calendar days of notification. Requirements can include, but not be limited to, the physical security countermeasures, such as access control systems, closed circuit television systems, intrusion detection systems, and barriers.

NOTE: This requirement applies to all contractor’s facilities (i.e., multiple plants) used in the production of all mailers produced on this contract.

Contractor must pass all External Service Provider Security and Physical Security requirements as specified above before the Government can award this contract. Any bidder who cannot obtain approval for any of these security requirements within 60 calendar days of approval of production plans and physical security inspection will be declared non-responsible.

**SECURITY WARNING:** It is the contractor’s responsibility to properly safeguard personally identifiable information from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information is “any 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.” (Reference: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- Personal identification numbers, such as passport number, driver’s license number, taxpayer identification number, or financial account or credit card numbers.
- Address information, such as street address or personal email address.
- 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).

NOTE: This requirement applies to all contractor’s facilities (i.e., multiple plants) used in the production of all mailers produced on this contract.

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

- Be familiar with current information on security, privacy, and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or log off their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed, and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.
- Prohibited from having any mobile devices or cameras in sensitive areas that contain any confidential materials, including areas where shredding and waste management occurs.

***Contractor’s managers working on this contract must:***

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

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

- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor’s facility without express permission from the Government.

- Employees must safeguard and protect all Government records from theft and damage while being transported to and from contractor's facility.

*The following list provides examples of situations where PII is not properly safeguarded:*

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

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

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

**PUBLIC TRUST SECURITY:** This contract has been designated Public Trust Position Level 5C. Due to the sensitive nature of the information contained in the products produced under this contract, contractor employees performing under this contract will be subject to a thorough civil and criminal background check as detailed in "SECURITY AND SUITABILITY REQUIREMENTS FOR GOVERNMENT PRINTING (NOV 2018)," as specified below.

NOTE: "Performing under this contract" is defined as working on site at either an SSA facility (including visiting the SSA site for any reason) or having access to Government programmatic or sensitive information.

**SECURITY AND SUITABILITY REQUIREMENTS FOR GOVERNMENT PRINTING (NOV 2018):**

*NOTE: For the purposes of this contract, the Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) is the SSA representative/Program Lead. The terms "vendor" and "contractor" are used interchangeably throughout this contract. Additionally, the terms "business days" and "workdays" are used interchangeably throughout this contract.*

**(a) Suitability Process:**

The background investigation and adjudication processes are compliant with 5 CFR 731 or equivalent. Any new vendor personnel (i.e., those who have not previously received a suitability determination under this contract) requiring access to a SSA facility, site, information, or system must complete and submit, through the COR-COTR, the documents listed in (a)(1) at least 30 workdays prior to the date vendor personnel are to begin work. The suitability process cannot begin until the vendor submits, and SSA receives, accurate and complete documents.

**(1) Suitability Document Submission**

- a. Immediately upon award, the Company Point of Contact (CPOC) must provide to the Center for Suitability and Personnel Security (CSPS) and a copy to the Contracting Officer's Representative (COR) for all vendor personnel requesting a suitability determination using a secured/encrypted email\* with a password sent separately to [DCHR.OPE.Suitability@ssa.gov](mailto:DCHR.OPE.Suitability@ssa.gov):

- (i) An e-QIP applicant listing including the names of all vendor personnel requesting suitability;
- (ii) Completed Optional Form (OF) 306 (Exhibit F), Declaration for Federal Employment;
- (iii) Fair Credit Reporting Act (FCRA) Authorization Form (Exhibit G);
- (iv) Additional Questions for Public Trust Positions Branching (Exhibit H); and,
- (v) Work authorization for non-United States (U.S.) born applicants, if applicable.

- b. The e-QIP applicant listing must include the vendor's name, the Social Security Administration (SSA) vendor number, the CPOC's name, the CPOC's contact information, the COR's name, the COR's contact information, and the full name, Social Security Number, date of birth, place of birth (must show city and state if born in the U.S. OR city and country if born outside of the U.S.), and a valid email address for all vendor personnel requesting suitability. All spelling of names, email addresses, places, and numbers must be accurate and legible.

(2) e-QIP Application:

- a. Once SSA receives all completed documents, listed in (a)(1), the Center for Suitability and Personnel Security (CSPS) will initiate the e-QIP process using the e-QIP applicant listing. CSPS will email the e-QIP notification to the CPOC and COR inviting vendor personnel to the e-QIP website to electronically complete the background investigation form (Standard Form (SF) 85P, Questionnaire for Public Trust Positions (Exhibit I).
- b. Vendor personnel will have up to 10 business days to complete the e-QIP application. The 10-day timeframe begins the day CSPS sends the invitation to the CPOC and COR. Vendor personnel must electronically sign the signature pages before releasing the application in e-QIP. Signature pages include the Certification, Release, and Medical Release pages for the SF85P. Find information about the e-QIP process in the e-QIP Quick Reference Guide for e-QIP Applicants at <https://nbib.opm.gov/e-qip-background-investigations/>.
- c. If vendor personnel need assistance with e-QIP logon and navigation, they can call the e-QIP Hotline at 1-844-874-9940.

(3) Fingerprinting:

- a. The e-QIP notification email also provides vendor personnel with instructions to obtain electronic fingerprinting services. Vendor personnel must report for fingerprint services immediately upon completion and release of the e-QIP application and within 10 business days from the day CSPS sends the invitation.
- b. If vendor personnel cannot report to the designated fingerprint locations (in the notification email), CSPS will accept completed Field Division (FD) 258 fingerprint cards (Exhibit J). The COR can provide the FD 258, if required. Vendor personnel must complete all fields on the FD 258. Incomplete fields may delay suitability processing.
- c. If the vendor needs to mail completed FD 258 fingerprint cards, the vendor can send them, via certified mail along with a completed Vendor Personnel Suitability Cover Sheet to: Social Security Administration, Center for Suitability and Personnel Security, Attn: Suitability Program Officer, 6401 Security Boulevard, 2246 Annex Building, Baltimore, MD 21235.

(4) Status Check:

If vendor personnel have completed each of the steps in (e) in their entirety and do not receive a suitability determination within 15 business days of their last submission, call 1-844-874-9940 to determine suitability status.

**(b) Suitability Determination:**

- (1) CSPS uses a Federal Bureau of Investigation fingerprint check as part of the basis for making a suitability determination. This determination is final unless information obtained during the remainder of the full background investigation, conducted by the Office of Personnel Management, is such that SSA would find the vendor personnel unsuitable to continue performing under this contract. CSPS will notify the CPOC and the COR of the results of these determinations.
- (2) SSA will not allow vendor personnel access to a facility, site, information, or system until CSPS issues a favorable suitability determination. A suitability determination letter issued by CSPS is valid only for performance on the vendor specified in the letter.
- (3) If personnel has been cleared at a previous contractor's facility and are to perform work under a new contractor, the CPOC must submit a fully completed, legible [Contractor Personnel Rollover Request Form](#) to the COR (see Exhibit L). CSPS will notify the CPOC, COR, and Contract Officer (CO) of suitability to work under the new vendor.

**(c) Vendor Personnel Previously Cleared by SSA or Another Federal Agency:**

If vendor personnel previously received a suitability determination from SSA or another Federal agency, the CPOC should include this information next to the vendor personnel's name on the initial applicant listing (see paragraph (a)(1)b.) along with the OF306. CSPS will review the information. If CSPS determines another suitability determination is not required, it will provide a letter to the CPOC and the COR indicating the vendor personnel was previously cleared under another Federal contract and does not need to go through the suitability determination process again.

**(d) Unsuitable Determinations:**

- (1) The vendor must notify the contractor personnel of any unsuitable determinations as soon as possible after receipt of such a determination.
- (2) The vendor must submit requests for clarification for unsuitable determinations in writing within 30 calendar days of the date of the unsuitable determination to the email mailbox or address listed below. Vendor personnel must file their own requests; vendors may not file requests on behalf of vendor personnel.

[dchr.ope.suitclarify@ssa.gov](mailto:dchr.ope.suitclarify@ssa.gov); or, Social Security Administration, Center for Suitability and Personnel Security, Attn: Suitability Program Officer, 6401 Security Boulevard, 2246 Annex Building, Baltimore, MD 21235

**(e) Vendor Notification to Government:**

The vendor shall notify the COR and CSPS within one (1) business day if any vendor personnel is arrested or charged with a crime, or if there is any other change in the status of vendor personnel (e.g., leaves the company, no longer works under the vendor, the alien status changes, etc.) that could affect their suitability determination. The vendor must provide in the notification as much detail as possible, including, but not limited to: name(s) of vendor personnel whose status has changed, SSA vendor number, the type of charge(s), if applicable, date of arrest, the court date, jurisdiction, and, if available, the disposition of the charge(s).

***\*Email Procedures:***

For the contractor's convenience, SSA has included the following instructions to send emails with sensitive documentation or messages containing personally identifiable information (e.g., SSNs, etc.) securely to an SSA email address. Contractor is to consult their local information technology staff for assistance. If the contractor utilizes an alternate secure method of transmission, it is recommended that the contractor contact the recipient to confirm receipt.

***To Encrypt a File using WinZip:***

- i. Save the file to contractor's hard drive
- ii. Open Windows Explorer and locate the file
- iii. Right click on the file
- iv. Select "WinZip"
- v. Select "Add to Zip File"
- vi. An Add box pops up. Near the bottom of the box is an "Options" area
- vii. Click the "Encrypt added files" checkbox
- viii. Click the "Add" button
- ix. Check the "Hide Password" checkbox if not already checked
  - a. Enter a string of characters as a password composed of letters, numbers, and special characters (minimum 8 characters – maximum 64)
  - b. Select the 256-Bit AES encryption radio button
  - c. Click "OK"
- x. The file has been successfully encrypted, and the new Zip file can now be attached to an email.

***Providing the Recipient with the Password:***

Send the password to the intended recipient in a separate email message prior to sending the encrypted file or after sending the encrypted file. Do not send the password in the same email message to which the encrypted file is attached.

If possible, it is recommended to provide the password to the COR-COTR by telephone or establish a predetermined password between the contractor and the COR-COTR.

The COR-COTR should also submit the password in a separate email from the documentation when submitting to ^DCHR OPE Suitability. Due to the large volume of submissions, the COR-COTR must always provide the password to ^DCHR OPE Suitability in a separate email, even if it is a pre-established password for a contract.

***Sending an encrypted Zip File via email:***

1. Compose a new message
2. Attach the Zip File
3. Send message

**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 pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet

- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government.

Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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

If award is predicated on the purchase of production and/or systems equipment, the contractor must provide purchase order(s) with delivery date(s) of equipment to arrive, be installed, and be fully functional at least 90 calendar days prior to the start of live production.

If the Government, during the preaward survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the contractor will be declared non-responsive.

**PREAWARD PRODUCTION PLANS:** As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

Five (5) additional workdays will be permitted to provide a Security Assessment Package, as required. The contractor, at SSA's discretion, may be granted five (5) additional workdays if additional information is required for the Security Assessment Package. The workday after notification to submit will be the first day of the schedule.

**Option Years** - For each option year that may be exercised, the contractor will be required to review their production plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised.

NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

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

NOTE: If the contractor intends to use multiple plants, the preaward survey plans must indicate which plants will be used and the quantity to be produced in each plant. This requirement applies to the Preproduction Press and Mail Run Test in addition to the live production.

Due to PII issues, the Government cannot award the contract until all security requirements are met. If the contractor fails to meet these requirements within 60 workdays of start of live production, the contractor will be declared nonresponsive.

**Information Sheet** – If the contractor is currently producing on other GPO contracts, they must submit an information sheet specifying how the workload(s) on this contract will fit into the pre-existing Government production without hampering the production/delivery schedules for all the contracts. (NOTE: This is a requirement of this program due to the legislated nature of certain GPO contracts.)

At a minimum, the information sheet must include a list of the contracts currently held and the production/delivery schedules for each of those contracts. The sheet must also specify which of those contracts would run concurrently with the projected schedule for this contract.

**Backup Facility** – The failure to deliver the products required under this specification in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said locations for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing the products required under this specification.

Plans for their contingency production must be prepared and submitted to the Contracting Officer as part of the preaward survey. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility.

Part of the plan must also include the transportation of Government materials from one facility to another. SSA has the option to install a data connection into the contractor's backup facility.

NOTE: All terms and conditions of this contract will apply to the backup facility. Due to the time sensitive nature of the notices produced on this contract, the contractor must maintain the original schedule set forth in this contract.

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

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep to document the quality control inspections performed on each run. Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

The quality control plan must account for the number of pieces mailed daily and must also cover the security over the postage meters as well as the controls for the setting of the meters.

**Quality Control Sample Plan** – The plan must provide a description of how the contractor will create quality control samples for periodic samplings to be taken during the production run, provide for backup and re-running in the event of an unsatisfactory sample, and contain control systems that will detect defective, missing, or mutilated pieces.

The plan should include the sampling interval the contractor intends to utilize. The contractor will be required to create two (2) control samples every 4,000 notices.

The samples to be drawn from the production stream at the same time:

- One (1) sample will be drawn, inspected, and retained as part of the contractor's quality assurance records.



- One (1) sample will be drawn for the Social Security Administration, packed with the remaining samples associated with each task order, and shipped to SSA, Printing Management Branch (see Exhibit K).

NOTE: Mailers with low volumes (less than 4,000) will require at least one (1) set of samples to be produced.

The plan shall detail the actions to be taken by the contractor when defects, missing, or mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

The plan shall monitor all aspects of the job, including material handling and mail flow, to assure that the production and delivery of these notices meet specifications and Government requirements. This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

The contractor must maintain quality control samples, inspection reports, and records for a period of no less than 180 calendar days subsequent to the date of the check tendered for final payment by the Government Publishing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

**Computer System Plan** – This plan must include a detailed listing of the contractor's operating software platform and file transfer system necessary to interface with SSA's National File Transfer Management System (FTMS) for electronic transmission of notice files from SSA. The plan must also include the media type on which files from SSA will be received to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor's production facility.

The system plan shall demonstrate the contractor's ability to provide complete hardware and software compatibility with SSA's existing network (see "PREPRODUCTION TESTS, *Transmission Test*" for additional information). The contractor must complete a System Plan (see Exhibit M).

Included with the Computer System Plan shall be a resume for each employee responsible for the monitoring and the programming of the contractor's computer system and file transmissions. If the contractor plans to use a consultant, a resume must still be included.

**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 and International Mail Manuals 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 multi-level USPS presort postal discounts as outlined in the contract.

**Material Handling and Inventory Control** – This plan should explain in detail how the following materials will be handled: incoming raw materials; work-in-progress materials; quality control inspection materials; USPS inspection materials; and all outgoing materials cleared for USPS pickup/delivery.

**Personnel Plan** – This plan should include a listing of all personnel who will be involved with this contract. For any new employees, the plan should include the source of these employees and a description of the training programs the employees will be given to familiarize them with the requirements of this program.

**Production Plan** – The contractor is to provide a detailed plan of the following:

- (a) list of all production equipment and equipment capacities to be utilized on this contract;
- (b) the production capacity currently being utilized on this equipment;
- (c) capacity that is available for these workloads; and,

- (d) if new equipment is to be utilized, documentation of the purchase order, source, delivery schedule, and installation dates are required.

**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 non-Government 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.
- (2) How the disposal of waste materials will be handled.
- (3) 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).
- (4) How contractors classified as Cloud Service Providers (CSP) will adhere to additional FedRAMP security control requirements. CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO) (see Exhibit N). Additional information is also available at: <http://www.gsa.gov/portal/category/102371>.
- (5) The contractor shall submit a System Security Plan which documents how the solution implements security controls in accordance with the designated FIPS 199 security categorization and the Minimum Security Requirements for Federal Information and Information Systems which requires the use of NIST SP 800-53, or the contractor shall provide a Security Assessment Package (SAP) completed by either an independent assessor or another Federal agency (see Exhibit N).

**Materials** – List how all accountable materials will be handled throughout all phases of production.

**Production Area Plan**– The contractor must provide a secure area(s) dedicated to the processing and storage of data for the notices, either a separate facility dedicated to these products, or a walled-in limited access area within the contractor’s existing facility. Access to the area(s) shall be limited to security-trained employees involved in the production of the notices.

Part of the Production Area Plan shall include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations.

Contractor must have in place a building security system that is monitored 24 hours a day, seven (7) days a week, and a badging/keypunch system that limits access to Government materials (data processing center/production facility and other areas where Government materials with PII are stored or are accessible) that is only accessible by approved personnel. Contractor must present this information, in detail, in the production area plan.

**Disposal of Waste Materials** – The contractor is required to demonstrate how all waste materials used in the production of sensitive SSA records (records containing PII information as identified in “SECURITY WARNING”) will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. *Sensitive* records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations.

The contractor, at a minimum, must cross-cut shred all documents into squares not to exceed 1/4 inch. All documents to be destroyed cannot leave the security of the building and must be destroyed at contractor's printing site. The contractor must specify the method planned to dispose of the material.

**UNIQUE IDENTIFICATION NUMBER:** Unique identification numbers will be used to track each individual notice, thereby providing 100% accountability. This enables the contractor to track each notice through completion of the project. The contractor will be required to create a test sample every 4,000 notices. This sample must have a unique number and must be produced on each notice. The contractor will generate a list of the unique identifying numbers for each sample. As samples are pulled, the unique numbers will be marked off the list. This enables the contractor to track which samples have been produced and pulled and what records have been produced.

The contractor may create their own sequence number and run date to facilitate their presorting and inserting process but must maintain the original SSA identification number.

**RECOVERY SYSTEM:** A recovery system will be required to ensure that all defective, missing, or mutilated pieces detected are identified, reprinted, and replaced. The contractor's recovery system must use the unique alpha/numeric identifiers assigned to each piece (including quality control samples) to aid in the recovery and replacement of any defective, missing, or mutilated pieces, and must be capable of tracking and/or locating any individual piece of mail from the time it leaves the press, up to and including when it is off-loaded at the U.S. Postal Service (USPS) facility. An explanation of the contractor's sequential numbering system is required to understand the audit trail required for each and every piece.

**100% ACCOUNTABILITY OF PRODUCTION AND MAILING:** Contractor must have a closed loop process\* to determine that the data from the original print file is in the correct envelope with the correct number of pages and inserts. Notices requiring print regeneration must be reprinted from their original print image with the original job ID and piece ID remaining unchanged as each mailpiece continues through the inserting life cycle. This process will repeat itself (since subsequent reprint runs may yield damages) until all mailpieces from the original print run have been inserted and accounted for.

**\*CLOSED LOOP PROCESSING:** A method for generating a plurality of mailpieces including error detection and reprinting capabilities. The method provides a mail handling process which tracks processing errors with the use of a first and second scan code which obtain information regarding each mailpiece, diverts mailpieces in response to error detection, transmits such errors to a processor, and automatically generates a reconfigured print file to initiate reprints for the diverted mailpieces.

Contractor will be responsible for providing a unique identifying number that will be used to track each individual notice, thereby providing 100% accountability and validating the integrity of every notice produced in all phases of printing, inserting, and mailing and to ensure all notices received from SSA were correctly entered into the U.S. Postal System.

NOTE: Contractor must have all hardware, programming and finalized reports in place to meet this requirement. Any necessary equipment must arrive at least 90 calendar days prior to the start of live production on August 1, 2021. The Government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not complying with any part of this requirement.

Notice integrity shall be defined as follows:

- Each notice shall include all pages (and only those pages) intended for the designated recipient as contained in the print files received from SSA.
- The contractor's printing process must have automated systems which can detect all sync errors, stop printing when detected, and identify, remove, and reprint all effected notices.

Mailing integrity shall be defined as follows:

- All notices received from SSA for each file date were printed, inserted, and entered correctly into the U.S. postal system.

The contractor is responsible for providing the *automated* inserted notice tracking/reporting systems and processes required to validate that 100% of all notices received from SSA were printed, and that all pages for each notice with the correct inserts are accounted for, inserted, and mailed correctly.

The contractor's inserting equipment must have automated systems that include notice coding and scanning technology capable of:

- (a) Uniquely identifying each notice and corresponding notice leaves within each individual file by mailer number and file date.
- (b) Unique identifier to be scanned during insertion to ensure all notices and corresponding notice leaves are present and accounted for.
- (c) Entrance Scanning: A camera system that must electronically track and scan all leaves of each mailpiece as the inserting equipment pulls them into the machine to ensure each mailpiece was produced and inserted. If there is any variance on a mailpiece or if a mailpiece is not verified that all leaves are present, that piece and the piece prior to and immediately following must be diverted and sent back for reprint. All instances of variance must be logged.
- (d) Touch and Toss: All spoilage, diverted, mutilated, or mailpiece that is acted upon directly by a human hand prior to sealing must be immediately recorded, discarded, properly destroyed, and automatically regenerated in a new print file for reprint. *Exception:* Due to inserting equipment limitations, the contractor can divert and insert by hand notices over 50 leaves. These notices, to ensure notice integrity, are to be scanned and collated by an automated process prior to manual handling for inserting. The completed mail package must then be processed through exit scanning. The event log report must show these as "50+ Manual."
- (e) Exit Scanning: A camera system must be mounted just aft of the inserting equipment. This camera system must read a unique code through the window of each mailpiece and be capable of identifying and reporting all missing notices that were lost or spoiled during production for each individual file by mailer number and file date. This system ensures that no missing mailpieces have been inadvertently inserted into another mailpiece. The equipment must check the mailpieces, after insertion, verify that all leaves are accounted for, and divert any suspect product. During exit scanning, if a sequence number is missing, the notice prior to and immediately after must be diverted. The equipment must divert all products that exhibit missing or out of order sequence numbers and any other processing errors. All diverted pieces are to be automatically recorded and regenerated in a new print file for reprint.
- (f) Reconciliation: All notices and the amount of correct finished product must be electronically accounted for after insertion through the use of the audit system that is independent of the inserting equipment as well as independent of the operator. The sequence numbers, for each file, must be reconciled, taking into account any spoilage, duplicate, and/or diverted product. If the reconciliation yields divergent results, corrective action must be taken to locate the mailpieces that are causing any difference between the input and outputs of the inserting process. Therefore, all finished mail for that sequence run must be held in an accessible area until this reconciliation is complete.

- (g) Generate a new production file for all missing, diverted, or mutilated notices (reprint file).
- (h) Contractor must generate an automated audit report from the information gathered from scanning for each mailer number, file date, and each notice (manual inputs are not allowed). This audit report will contain detailed information for each notice as outlined above for each individual file by mailer number and file date. Contractor must maintain this information for a 6-month period after mailing.
- (i) Audit report must contain the following information:
  - 1. Job name
  - 2. Mailer number, file date, and mail date(s)
  - 3. Machine ID
  - 4. Date of production with start and end time for each phase of the run (i.e., machine ID).
  - 5. Start and end sequence numbers in each run
  - 6. Status of all sequence numbers in a run
  - 7. Total volume in run
  - 8. Status report for all incidents for each sequence number and cause (i.e., inserted, diverted, and reason for divert such as missing sequence number, missing leave, mutilated, duplicate, pulled for inspection, etc.).
  - 9. Bottom of audit report must contain total number of records for that run, quantity sent to reprint, number of duplicates, duplicates verified and pulled, and total completed.
  - 10. Audit report must contain the same information for all the reprints married with this report as listed above showing that all pieces for each mailer number and file date are accounted for.
- (j) Contractor must generate a final automated 100% accountability summary report for each individual file by mailer number and file date. This information must be generated directly from the audit report. (Manual inputs are not allowed.) The summary report must contain the following:
  - 1. Job information: Job name, file date, Mailer #, piece quantity, sequence start and end number, if multiple batches for a single file, include number of batches and batch number (i.e., 1 of 4), due date, etc.
  - 2. Volume of sequence numbers associated with an individual file by mailer number and file date that were inserted and date completed.
  - 3. Volume of reprints that were inserted for each file date and when completed.
  - 4. Total volume inserted for each file date and final date that each batch was completed.

A PDF copy of the summary report(s) and matching USPS 3607R and/or GPO 712 form(s) must be submitted to SSA, Printing Management Branch, Baltimore, MD (Exhibit K), for each file date within two (2) workdays of mailing.

Contractor must submit a sample of their Audit and Summary Reports (see Exhibit O) with the required preaward production plans for approval. The audit team must approve the audit and summary reports prior to award. During the term of the contract, NO changes are to be made to the approved audit and summary reports without prior approval from the audit team. The contractor must submit in writing a request to make changes to the audit and summary reports, along with samples of the proposed audit and summary reports for review and approval.

Contractor must generate an automated audit report when necessary showing the tracking of all notices throughout all phases of production for each mailpiece. This audit report will contain all information as outlined in item (i) above. Contractor is required to provide any requested Summary and/or Audit reports within an hour of a request via email in an MS Word, MS Excel, or PDF file.

NOTE: The Government reserves the right to conduct an audit at any time during the term of the contract. The audit team will provide the contractor a minimum of a 24-hour notice prior to audit. If the contractor produces multiple SSA contracts, the audit team will provide a list of contracts and print orders they will require full audit reports, summary reports, and postal documentation for during the audit.

The contractor must provide the required audit reports within one (1) hour of request; the audit team will grant one (1) hour for each report to be pulled. The audit team may request a full tour and demonstration of the accountability process at the time of the audit. A wrap-up meeting will occur at the conclusion of the audit. The audit team will review their findings with the contractor at this time. The contractor will need to provide in writing responses to all findings, questions, and concerns within one (1) week of the wrap-up meeting. If corrections are required to the contractor's audit reports, the Government may grant the contractor 60 calendar days to complete the changes. The audit team must approve the audit and summary report changes prior to the contractor implementing the changes. Once the new report is approved, the contractor must update the sample of the audit and summary provided with the production plans. The Government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not in compliance with any part of this requirement.

All notice tracking/reporting data must be retained in electronic form for 210 calendar days after mailing and must be made available to SSA for auditing of contractor performance upon request.

The contractor must maintain quality control samples, inspection reports, and records for a period of not less than 180 calendar days subsequent to the date of the check tendered for final payment by the Government Publishing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

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

**REQUEST FOR NOTICE PULLS FROM PRODUCTION:** Due to the sensitivity of notices in this contract, the Government may request that the contractor remove individual notices from the production stream. When this occurs, the Government will supply the contractor with a list of notices to be pulled. The list will contain the name and address that appears in the Mail Run Data (MRD) file to identify the notices. The contractor must be able to run a sort to find and eliminate the notice from the production run. If the list is provided after the notice has been produced, the contractor must be capable of identifying the notice and pulling it from the production floor.

**ON-SITE REPRESENTATIVES:** One (1) or two (2) full-time Government representatives may be placed on the contractor's premises on a limited basis or throughout the term of the contract.

NOTE: This requirement applies to all contractor's facilities (i.e., multiple plants) used in the production of all mailers produced on this contract.

The contractor will be required to provide one private office of not less than 150 square feet, furnished with at least one desk, two swivel arm chairs, secure internet access for Government laptop computers, a work table, and two 4-drawer, letter-size file cabinets with combination padlock, and pendaflex file folders or equal.

On-site representative(s) may be stationed at the contractor's facility to: provide project coordination in receipt of transmissions; verify addresses; monitor the printing, imaging, folding, inserting, mail processing, quality control, sample selections, and inspections; and, monitor the packing and staging of the mail.

These representatives will not have contractual authority and cannot make changes in the specifications or in contract terms, but will bring any and all defects detected to the attention of the company Quality Control Officer. The representatives must have full and unrestricted access to all production areas where work on this program is being performed.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Social Security Administration, Baltimore, MD, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**PREPRODUCTION MEETING:** A preproduction meeting covering the printing, imaging, folding, inserting, and mailing shall be held at the contractor's facility after award of the contract to review the contractor's production plan and to establish coordination of all operations. Attending this meeting will be representatives from the Government Publishing Office, Social Security Administration, and U.S. Postal Service. The contractor shall present and explain their final plan for the printing, imaging, folding, inserting, and mailing.

The contractor shall meet with SSA and USPS representatives to present and discuss their plan for mailing. The preproduction meeting will include a visit to the contractor's mailing facility where the contractor is to furnish specific mail flow information.

In addition, the contractor shall be prepared to present detailed production plans, including such items as quality assurance, projected commencement dates, equipment loading, pallet needs, etc. The contractor is to provide the name of the representative responsible for the mailing operation and that individual's backup.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**ASSIGNMENT OF JACKETS, PURCHASE, PRINT, AND TASK 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 daily electronic "Task Order" for each job placed with the contractor. A print order will be issued weekly and will indicate the total number of task orders placed and the total number of notices produced that week. The print order will also indicate any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of weekly print orders supplemented by daily electronic task orders. Orders may be issued under the contract from February 1, 2021 through January 31, 2022, plus for such additional period(s) as the contract is extended. All print orders and task 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 or task order.

Task orders will be "issued" daily for purposes of the contract and shall detail the daily volume of notices required. A print order (GPO Form 2511) will be used for billing purposes, will be issued weekly, and will cover all daily task orders issued that week. A print order or task 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.

**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.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

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

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

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of mailers consisting of personalized English and personalized bilingual Spanish/English notices, English and Spanish pamphlet inserts, and mail-out envelopes, requiring such operations as: receipt and processing of transmitted data; redevelopment of Advanced Function Presentation (AFP, Mixed Mode or Fully Composed) resources; developing Record Specification notices (for UNCOLA notices), composition; printing/imaging; binding; construction; gathering/inserting; and, distribution.

**NOTE:** In addition to the printing of the mail-out envelopes, for Daily/DABA/COMP files, the contractor will be responsible for the variable spraying/imaging of the correct return address extracted from the MRD file of 1,300+ different SSA field offices.

**TITLE:** Title XVI Notices Daily (Supplemental Security Income (SSI) and RASR), DABA, COMP and COLA Notices – Part 1.

**FREQUENCY OF ORDERS/QUANTITY:** Refer to “FREQUENCY OF ORDERS AND QUANTITY FOR THE DAILY/DABA/COMP NOTICES” and “FREQUENCY OF ORDERS AND QUANTITY FOR THE TITLE XVI COLA NOTICES” specified herein.

Total anticipated annual volume for this contract is 16,561,000 notices

**NOTE:** A separate print order will be issued for proofs and for the preproduction tests.

**NUMBER OF PAGES:** Refer to “NUMBER OF LEAVES FOR DAILY/DABA/COMP NOTICES” and “NUMBER OF LEAVES OF TITLE XVI COLA NOTICES” specified herein.

**TRIM SIZE:** Refer to “TRIM SIZES OF DAILY/DABA/COMP NOTICES” and “TRIM SIZES OF TITLE XVI COLA NOTICES” specified herein.

### **GOVERNMENT TO FURNISH:**

Manuscript copy for four (4) mail-out envelopes.

Electronic file (see “ELECTRONIC FILES”) and samples for publications.

“Postage and Fees Paid” mailing indicia.

Camera copy for the recycled paper logo and legend (English and Spanish).

PS Form 3615, Mailing Permit Application and Customer Profile.

Official Government Postage Meters.

CASS Certification Certificate.

A data connection between the contractor’s specified location and the nearest available SSA network interface location or SSA’s National Computer Center in Baltimore, MD.

### **EXHIBITS:**

Exhibit A: Form SSA-301, Contractor Personnel Security Certification.

Exhibit B: SSA External Service Provider Security Requirements

Exhibit C: Security Assessment Report (SAR) Template

- Exhibit D: Risk Assessment Report (RAR) Template
- Exhibit E: SSA (FY17) - “Externally Hosted Information System Plan (ESP)” Template
- Exhibit F: Declaration of Federal Employment (Optional Form 306)
- Exhibit G: Fair Credit Reporting Act (FCRA) Authorization Form
- Exhibit H: Additional Questions for Public Trust Positions Branching
- Exhibit I: Questionnaire for Public Trust Positions (SF85P)
- Exhibit J: Fingerprint Card.
- Exhibit K: Key SSA and GPO Personnel Contact Information
- Exhibit L: Contractor Personnel Rollover Request Form
- Exhibit M: System Plan.
- Exhibit N: 3PAO-Obligations-and-Performance-Guide v1.0
- Exhibit O: Audit and Summary Reports
- Exhibit P: Mail Run Data (MRD) File
- Exhibit Q: MVRP Request Letter
- Exhibit R: Meter Usage Reports
- Exhibit S: Postage Meter Activity Log

**ELECTRONIC FILES:** All files will be electronically transmitted to the contractor and contain a complete record for each notice. Any programming or other format changes necessitated due to the contractor’s method of production will be the full responsibility of the contractor and must be completed prior to SSA’s validation. All files transmitted by SSA will be physical sequential Advanced Function Presentation (Mixed Mode or Fully Composed). Any alteration of the notice content in the file is not permitted. The contractor must not merge file dates and mailers (if applicable) during processing, printing/imaging, and mailing.

NOTE: during the course of this contract, the Government intention is to convert all AFP mixed mode mailers to AFP fully composed. The print contractor will be responsible to ensure they are capable of programming required for AFP fully composed.

Prior to the commencement of production of orders placed under this contract, the Government will furnish preproduction electronic test files shortly after the postaward conference that are to be used in performing the various preproduction tests and validation.

***The contractor must not compress files in processing data for this contract.***

***NOTE:*** On a rare occasion when a COLA does not occur during a year, it is referred to as “UNCOLA.” When an UNCOLA run occurs, the contractor will receive one file for each notice type; notices will be record specification for contractor to complete the build of the notice. Contractor to provide counts to SSA within six (6) hours for verification of counts prior to release for contractor processing.

For all other files, the contractor will receive three (3) files for each print file for Daily (SSI and RASR)/DABA/COMP/COLA files: the Advanced Function Presentation (AFP) file, the Mail Run Data (MRD) file and the Banner (BNR) file. Similar to the following:

AFP file = vendor\*\*\*.SSIAFP.M01xaaaaa.Ryymmdd  
MRD file = vendor\*\*\*.SSIMRD.M01xaaaaa.Ryymmdd  
BNR file = vendor\*\*\*.SSIBNR.M01xaaaaa.Ryymmdd

NOTE: AFP files can be Mixed Mode or Fully composed; contractor must be able to handle both formats.

The notice files for printing are formatted for the AFP printing platform in duplex printing (face and back). For proper processing of AFP, SSA supplies resources used for printing notices in AFP format. The contractor must have software or an operating system, which is 100% compliant with the most recent release of the IBM MVS z/OS operating system accompanied by the most recent release of IBM Print Services Facility (PSF). These compliances relate solely to interpreting and printing files to be provided to the contractor by SSA to ensure that the contractor is able to print the files as provided without alteration of any kind on the part of SSA.

**It is solely the contractor's responsibility to redevelop/reprogram the AFP resources and MRD file to ensure proper printing and inserting in their environment.**

*NOTE: SSA prints 2UP DUPLEX ROLL IN TO ROLL OUT with the file order reversed for insertion. The predominant data file format is AFP (Mixed Mode or Fully Composed); however, any valid AFP format is possible and must be printable at the contractor's location. Each piece of mail will be assigned a unique alpha/numeric identifier for tracking, insertion, location, and recovery processes.*

The MRD file will contain all information relevant to each mailpiece. This would include, for each mailpiece, the unique alpha/numeric identifier (the sequential number of the document), the number of sheets of paper, required inserts and insertion bin selection, recipient's address, return address to be sprayed/imaged on the mailpiece's mail-out envelope for the Daily notices, USPS IMb, the appropriate signature, and any required inserts. (NOTE: Notices contain either the Commissioner of Social Security signature or a fixed "Social Security Administrations" in lieu of a signature. (See Exhibit P for MRD file record layout.)

The BNR file contains information for setting up the intelligent inserters such as file totals, number of mail packets, and bin set up for those items being included in the mail packets, and the total required in each bin.

The contractor will receive an electronic daily task order each morning after transmission with the volumes for notices, leaves, pages, and any inserts required.

***NOTE: Whenever the contractor makes a change in the programming, the contractor will be required to execute a self-certification statement specifying the date of the last programming change. Prior notification of a programming change is required in addition to the self-certification statement for the contractor to schedule a validation test with SSA.***

Prior to the commencement of production of orders placed under this contract, the Government will furnish preproduction electronic test files shortly after the postaward conference that are to be used in performing the various preproduction validation tests and the Daily/COMP Notices and Daily/COLA Notices Preproduction Press and Mail Run Tests.

Files will be in print image format and in ZIP Code sequence. Contractor will be required to sort files as necessary to obtain maximum USPS Postal discounts (i.e., leaf counts or mail weight).

#### **PRINTER RESOURCES: AFP**

#### **Contractor must have programmer(s) capable of handling AFP resources**

SSA will provide the AFP (Mixed Mode or Fully Composed) resources for each AFP notice workload. These resources will be provided via e-mail shortly after the postaward conference. (The test files are to be used in the various preproduction validation tests and the preproduction print/mail run tests. See "PREPRODUCTION TESTS for the following: "Transmission Test (Daily/DABA/COMP/COLA Notices);" "Preproduction Press and Mail Run Tests (Daily/COMP Notices);" and, "Preproduction Press and Mail Run Tests (Daily/COLA Notices.)"

For proper processing of AFP resources supplied to the contractor by SSA (used for printing notices in AFP format), the contractor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS z/OS operating system accompanied by the most recent release of IBM Print Services Facility (PSF). These compliances relate solely to interpreting and printing files to be provided to the contractor by SSA to ensure that the contractor is able to print the files as provided without alteration of any kind on the part of SSA. It is solely the contractor's responsibility to redevelop/reprogram the AFP resources to ensure the proper printing in their environment.

NOTE: SSA prints 2UP DUPLEX, ROLL IN TO ROLL OUT with file order reversed for insertion. The predominant data file format is AFP (Mixed Mode or Fully Composed). However, any valid AFP format is possible and must be printable at the contractor's location.

The contractor will be responsible for maintaining the AFP resources on each system that processes SSA's notices. SSA will provide updated resources electronically, as necessary. When the contractor receives an update to the printer resources, the contractor shall install them immediately and provide SSA with 100 PDF sample documents representative of the workload involved, from the test file, within one (1) workday of receipt thereof.

The Government will approve, conditionally approve, or disapprove the PDF samples within two (2) workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

Contractor is to continue using existing resources while the samples are reviewed. Once the samples are approved, the contractor will be told when to start using the new resources. Whenever testing is required, the contractor will be responsible for performing the test on each printer that processes SSA's notices. Contractor to submit these samples to SSA, Printing Management Branch, Baltimore, MD (Exhibit K).

The contractor is cautioned that there may be a signature change(s) during the term of this contract. If this occurs, SSA will provide the contractor with a new AFP resource file. (See "*Systems Change/Signature Change/2% COLA Test File/New and Existing Notice Files Validation Test.*")

SSA's Printing Management Branch will notify the contractor of these changes as soon as possible. Upon successful testing of the changes, SSA shall transmit the new print resources (if necessary) and resume transmission of the notice file(s).

**Government to provide the following at the postaward conference, or shortly thereafter:**

***Print Resource Library (AFP) via Email:*** Advanced Function Presentation resources including page and form definitions, fonts, page segments, and overlays (if applicable) for page formatting.

NOTE: The resource file will contain all fonts except licensed fonts, required to print this file. SSA will supply any customized fonts. It is the contractor's responsibility to provide all licensed fonts necessary for printing.

***Preproduction Press and Mail Run Test Files for Transmission:*** An AFP formatted print file with the corresponding Mail Run Data File and Banner file will be supplied for workload in the quantities required.

***Revised Resource Library (AFP) via Email (when applicable):*** AFP print resources, overlays, page segments, and non-standard fonts provided shortly after the postaward conference may change during the term of the contract, in which case SSA will provide revised AFP resource file(s) via email to the contractor as a replacement(s).

The contractor is cautioned that there may be a signature change(s) during the term of this contract. If this occurs, SSA will provide the contractor with a new AFP resource file.

Dataset (SSI File Transfer) names for the following items are: Daily, DABA, COMP Notices for Transmission and COLA Notices for Transmission.

**Daily Files:**

<u>Mailer (File Name)</u>	<u>Dataset (SSA File Transfer) Name</u>
Mailer 1 (Reserved):	
Mailer 2 (F6SSIEN.OTH):	SSIAFP.MA2aaaaa.Ryymmdd
Mailer 3 (F6SSISP.OTH):	SSIAFP.MA3aaaaa.Ryymmdd
Mailer 14 (RASR Z24)	Z24AFP.M14aaaaa.Ryymmdd
Mailer 15 (RASR Z25)	Z25AFP.M15aaaaa.Ryymmdd

**DABA Files:**

<u>Mailer (File Name)</u>	<u>Dataset (SSA File Transfer) Name</u>
Mailer 2 (F6DABEN.OTH):	DABAFP.M02aaaaa.Ryymmdd
Mailer 12 (F7DABEN.CRT):	DABAFP.M12aaaaa.Ryymmdd

*NOTE: The contractor will only receive DABA files for Mailers 2 and 12.*

**COMP Files:**

<u>Mailer (File Name)</u>	<u>Dataset (SSA File Transfer) Name</u>
Mailer 2 (F6SSIEN.OTH):	SI1AFP.M02aaaaa.Ryymmdd SI2AFP.M02aaaaa.Ryymmdd SI3AFP.M02aaaaa.Ryymmdd SI4AFP.M02aaaaa.Ryymmdd SI5AFP.M02aaaaa.Ryymmdd
Mailer 3 (F6SSISP.OTH):	SI1AFP.M03aaaaa.Ryymmdd SI2AFP.M03aaaaa.Ryymmdd SI3AFP.M03aaaaa.Ryymmdd SI4AFP.M03aaaaa.Ryymmdd SI5AFP.M03aaaaa.Ryymmdd
Mailer 6 (F2SSIEN.AWD):	SI1AFP.M06aaaaa.Ryymmdd SI2AFP.M06aaaaa.Ryymmdd SI3AFP.M06aaaaa.Ryymmdd SI4AFP.M06aaaaa.Ryymmdd SI5AFP.M06aaaaa.Ryymmdd
Mailer 7 (F2SSISP.AWD):	SI1AFP.M07aaaaa.Ryymmdd SI2AFP.M07aaaaa.Ryymmdd SI3AFP.M07aaaaa.Ryymmdd SI4AFP.M07aaaaa.Ryymmdd SI5AFP.M07aaaaa.Ryymmdd

Mailer 8 (F3SSIEN.DEN):  
SI1AFP.M08aaaaa.Ryymmdd  
SI2AFP.M08aaaaa.Ryymmdd  
SI3AFP.M08aaaaa.Ryymmdd  
SI4AFP.M08aaaaa.Ryymmdd  
SI5AFP.M08aaaaa.Ryymmdd

Mailer 9 (F3SSISP.DEN):  
SI1AFP.M09aaaaa.Ryymmdd  
SI2AFP.M09aaaaa.Ryymmdd  
SI3AFP.M09aaaaa.Ryymmdd  
SI4AFP.M09aaaaa.Ryymmdd  
SI5AFP.M09aaaaa.Ryymmdd

Mailer 10 (F1SSIEN.NPA):  
SI1AFP.M10aaaaa.Ryymmdd  
SI2AFP.M10aaaaa.Ryymmdd  
SI3AFP.M10aaaaa.Ryymmdd  
SI4AFP.M10aaaaa.Ryymmdd  
SI5AFP.M10aaaaa.Ryymmdd

Mailer 11 (F1SSISP.NPA):  
SI1AFP.M11aaaaa.Ryymmdd  
SI2AFP.M11aaaaa.Ryymmdd  
SI3AFP.M11aaaaa.Ryymmdd  
SI4AFP.M11aaaaa.Ryymmdd  
SI5AFP.M11aaaaa.Ryymmdd

Mailer 12 (F7SSIEN.CRT):  
SI1AFP.M12aaaaa.Ryymmdd  
SI2AFP.M12aaaaa.Ryymmdd  
SI3AFP.M12aaaaa.Ryymmdd  
SI4AFP.M12aaaaa.Ryymmdd  
SI5AFP.M12aaaaa.Ryymmdd

Mailer 13 (F6SSISP.CRT):  
SI1AFP.M13aaaaa.Ryymmdd  
SI2AFP.M13aaaaa.Ryymmdd  
SI3AFP.M13aaaaa.Ryymmdd  
SI4AFP.M13aaaaa.Ryymmdd  
SI5AFP.M13aaaaa.Ryymmdd

*NOTE: The contractor will receive COMP files for Mailers 2, 3, and 6 through 13; there are no Mailers 4 and 5.*

*The Government will supply the file names/dataset names to the contractor for each new notice workload (hereinafter specified as Mailer 16) as they are developed.*

*(Throughout the remainder of these specifications, Mailer 12 will be referred to as “CERT ENG” and Mailer 13 will be referred to as “CERT SP/ENG.”)*

**COLA Files:**

<u>Mailer (File Name)</u>	<u>Dataset (SSA File Transfer) Name</u>
Mailer 1 (F1SSIEN.NPA):	COLAFP.M1saaaaa.Ryymmdd (50 Files)
Mailer 2 (F1SSISP.NPA):	COLAFP.M2saaaaa.Ryymmdd (50 Files)
Mailer 3 (CERTIFIED/REGISTERED):	COLAFP.M3saaaaa.Ryymmdd (3 Files)
Mailer 4 (F6SSIEN.OTH):	COLAFP.M4saaaaa.Ryymmdd (50 Files)
Mailer 5 (F6SSISP.OTH):	COLAFP.M5saaaaa.Ryymmdd (50 Files)

*Vendor* = is the vendor identifier. This is assigned when the transmission connectivity is installed.

*aaaaa* = is the order ID assigned by Control-M at run time. This is used to build the unique identifier for the file.

*yymmdd* = is the year, month, and day of the file being transmitted. This is also referred to as the run date.

*M* = is the mailer identifier. (Mailer # is the two digits that follow the M, except for COLA notices where it is only the next digit.

NOTE: For COLA notices, *s* = segment number. There are five (5) files for Mailers 1, 2, 4, and 5 consisting of 10 segments in each file. The segments for COLA are coded as K through T for a total of 50 files per mailer. Mailer 3 will consist of three (3) files.

**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.

Contractor must have programmer(s) capable of handling AFP (Mixed Mode or Fully Composed) resources.

**TRANSMISSIONS:** Upon award of this contract, the Government will determine the connectivity method between SSA and the contractor. Internet Protocol (IP) will be the connection protocol for the transmissions. At the Government’s option, the Government will either place an order for a dedicated circuit data connection to be installed (within 60 calendar days) between the contractor’s location(s) and SSA’s network interface location or the connectivity method will be through the Internet using an encrypted VPN tunnel. The connection method is at the sole discretion of the Government. The Government shall not be responsible for installation delays of data connections due to any external influences such as employee strikes, weather, supplies, etc., which are conditions beyond the control of the Government.

If the Government selects a VPN Internet connection method, the contractor must have an Internet ready VPN IP security (IPsec) capable device. The Government will not be responsible for any cost associated with the VPN Internet connection that the contractor may incur.

If the Government selects a dedicated circuit transmission, SSA will determine the appropriate bandwidth for the connection. The cost of this connection will be borne by the Government. The contractor shall immediately provide a complete delivery address with nearest cross-street, contact name, and phone number for installation of data transmission services and equipment. The contact person at the contractor’s site will be available for delivery of services at the specified location. The Government shall not be responsible for incorrect or lack of address information, nor for non-availability of contact person at the delivery site. SSA will provide the necessary dedicated data connection, including a router, modem, and firewall at the contractor’s specified location(s).

The contractor shall provide adequate rack space for securing the router and firewall and a dedicated analog dial-up line within eight (8) feet of the router. This dedicated analog dial-up line will be used for router management and access for troubleshooting. The line must be in place and active prior to the installation of the circuit/router and equipment.

The contractor must provide capability to utilize the capacity of the connection(s) to fulfill the intended purposes of this contract. The contractor shall provide a suitable environment for installation of the equipment. Power specifications for the router(s) are: AC Power Dissipation (280W maximum) and AC input voltage (100 to 240VAC). The cabinet specifications are: 36U enclosure; frame (72” H x 24” W x 36” D); 23-19 inch appropriate revsa rails (10-32 tapped); louvered side panels; Plexiglas locking front door; solid locking rear door; heavy duty lockable dual width casters; top fan assembly (4 fans); 10- or 12-outlet 20-amp power strip; 19” width slide-out shelf; cable management (wire loops); appropriate cabinet grounding for installation; or equivalent to previous specifications.



Any reprogramming and/or reformatting of data supplied by transmission or VPN Internet transmission necessitated due to the contractor's method of production shall be the responsibility of the contractor and done at no cost to the Government.

**FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS:** The contractor shall provide the capability to interface with SSA's National File Transfer Management System (FTMS) for electronic transmission of notice files from SSA to the production facility. SSA will provide the necessary data connection into the contractor's location. At the discretion of SSA, the line speed may be either increased or decreased depending on utilization. The contractor must provide, at their expense, the equipment and operating software platform, and the file transfer software required at their location. The contractor assumes all responsibility for configuration, maintenance, and troubleshooting of their equipment and software.

SSA utilizes, and the contractor must provide compatibility with, Managed File Transfer (formerly known as Cyberfusion Integration Suite) software from TIBCO. The contractor may implement the Managed File Transfer Platform Server that has embedded software encryption capable of being enabled. The personal computers/servers must have the capability to run Managed File Transfer software with encryption enabled using IP protocols on Windows, UNIX (i.e., IBM's AIX, SUN or HP), or z/OS platforms.

SSA will not permit any private class A, B, or C IP addresses, i.e., 10.xxx.xxx.xxx type IP addresses from external users on its network. At connection time to SSA, the contractor will be provided a suitable IP address for access to SSA's network via a firewall. SSA will provide the necessary subnet(s) for connection at the remote site. The contractor will be responsible for their own name/address translation to fulfill the intended purpose of data transfers. SSA will provide Managed File Transfer node information to the contractor as required to accomplish file transfers.

The contractor may determine the media type on which files from SSA will be received, to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor's production facility. Simultaneous multiple transmission sessions must be possible on the contractor's equipment. All files transmitted by the SSA will be written as Physical Sequential or "flat" files at the contractor's location and will be distinguished with a "run date" in the contractor's file name. Virtual Storage Access Method files and Generation Data Groups, supported by IBM/MVS or IBM z/OS operating systems are not permitted under this contract. The contractor's storage format must not preclude the availability of the Managed File Transfer software Checkpoint/Restart feature.

*NOTE: The contractor may not use VM/VSE/ESA on a mainframe system, as this hampers automated file transmission.*

The contractor's FTMS software shall be operational for the receipt of data files 24 hours per day, 7 days per week, unless otherwise specified by the Government. The communications protocol between SSA and the contractor shall be the Internet Protocol (IP). The contractor must specify the type of Local Area Network (LAN) connection that will be used at the location where the SSA connection is to be installed. The contractor is responsible for providing complete hardware and software compatibility with SSA's existing network. Production file transfers will be established according to SSA's standard procedures for transmission control, dataset naming, and resource security. The contractor's file management system must accommodate multiple file transmission sessions without intervention at either end. The contractor must have sufficient capacity to support the number of concurrent transmission file sessions as dictated by SSA.

The contractor will be required to provide server(s) to ensure the successful and uninterrupted simultaneous transmission of both the Daily and COLA files. This server(s) must be of a size large enough to handle each workload.

The following are the average size for each complete transmission:

- Daily/DABA files – 1 to 2 Gigabytes
- COMP files – 12 to 15 Gigabytes
- COLA files – 175 Gigabytes

Prior to award, the contractor must demonstrate their ability to handle these workloads without interruption. After award and prior to live production, the contractor will be required to receive simultaneous transmissions of the Daily and COLA files. If during this demonstration, the contractor is unable to successfully receive simultaneous and uninterrupted transmissions of the Daily and COLA files, the Government may terminate for default the contract immediately. If the contractor is awarded multiple SSA notice workloads, there must be sufficient capacity at the contractor's production facility to accept transmission of all files according to their schedules.

It is the contractor's responsibility to notify SSA in the event that any transmission cannot be processed due to media problems, link problems, or data transmission circuit/connection outages, the contractor shall immediately notify SSA's HELP DESK operations (available 24/7) at (877) 697-4889 and report required observations and findings.

All data provided by the Government or duplicates made by the contractor and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract.

Any duplicate data and any resultant printouts must be destroyed by the contractor. Data provided to the contractor must be retained for 21 workdays after mailing.

**SECURE FILE TRANSFER PROTOCOLS (SFTP) SITE:** Immediately after award, the contractor is required to set up, establish, and maintain an SFTP site that multiple users at SSA can access for passing PDF notice validation samples containing PII to SSA and back. Contractor can send PDF notices with PII via email but they must be zipped and encrypted.

**MAKE-UP OF MAILERS:** A record will be transmitted for each mailing address (MRD File). The records will contain all the data relevant for the mailing of an associated mailpiece. Unique alpha/numeric identifiers will be part of the record to ensure accuracy in the insertion process. All files transmitted by SSA will be physical sequential Advanced Function Presentation (Mixed Mode or Fully Composed) with the exception of an UNCOLA run. Any alteration of the notice content in the file is not permitted.

**FOR QUALITY CONTROL AND AUDITING PURPOSES:** For quality control and auditing purposes, the contractor must not merge different file dates or mailers with different mailing schedules during processing, printing, and mailing prior to Government approval to do so.

**MAKE-UP OF DAILY NOTICE MAILERS:**

Mailer 1 (RESERVED)

Mailer 2 (F6SSIEN.OTH): Personalized English Forms SSA-L8100/L8151/L8165/L8166/L8199  
English pamphlet (SSA Publication No. 05-10076) (as required)  
Mail-out envelope with variable return address

Mailer 3 (F6SSISP.OTH):	Personalized Bilingual Spanish/English Forms SSA-L8100/L8151/L8165/ L8166/ L8199 English pamphlet (SSA Publication No. 05-10076) (as required) Spanish pamphlet (SSA Publication No. 05-10976) (as required) Mail-out envelope with variable return address
Mailer 6 (F2SSIEN.AWD)	Personalized English Form SSA-L8025 English pamphlets (SSA Publication No. 05-11011 and No. 05-10076) (as required) Mail-out envelope with variable return address
Mailer 7 (F2SSISP.AWD)	Personalized Bilingual Spanish/English Form SSA-L8025 English pamphlets (SSA Publication No. 05-11011 and No. 05-10076) (as required) Spanish pamphlets (SSA Publication No. 05-11024 and No. 05-10976) (as required) Mail-out envelope with variable return address
Mailer 8 (F3SSIEN.DEN)	Personalized English Form SSA-L8030 Mail-out envelope with variable return address
Mailer 9 (F3SSISP.DEN)	Personalized Bilingual Spanish/English Form SSA-L8030 Mail-out envelope with variable return address
Mailer 10 (F1SSIEN.NPA)	Personalized English Form SSA-L8155 English pamphlet (SSA Publication No. 05-10076) (as required) Mail-out envelope with variable return address
Mailer 11 (F1SSISP.NPA)	Personalized Bilingual Spanish/English Form SSA-L8155 English pamphlet (SSA Publication No. 05-10076) (as required) Spanish pamphlet (SSA Publication No. 05-10976) (as required) Mail-out envelope with variable return address
Mailer 12 (CERT ENG)	Personalized English Notices English pamphlets SSA Publication No. 05-11011 and No. 05-10076) (as required) Mail-out envelope with variable return address
Mailer 13 (CERT SP/ENG)	Personalized Bilingual Spanish/English Notices English pamphlets (SSA Publication No. 05-11011 and No. 05-10076) (as required) Spanish pamphlets (SSA Publication No. 05-11024 and No. 05-10976) (as required) Mail-out envelope with variable return address
Mailer 14 (RASR 24 ENG)	Personalized English Notices Mail-out envelope with variable return address
Mailer 15 (RASR 25 ENG)	Personalized English Notices Mail-out envelope with variable return address
Mailer 16 (New Notice)	Personalized English only or Bilingual Spanish/English Notices (File Names(s)) When required, any of the following: English-only pamphlet, Spanish and English pamphlets Mail-out envelope with variable return address (to be determined)

**TRIM SIZES OF DAILY/DABA/COMP NOTICES:**

Notices: 8-1/2 x 11” flat size (folding down to 8-1/2 x 5-1/2”).

Pamphlets: 5-1/4 x 8”. (Pamphlets consist of SSA Publications 05-10076, 05-10976, 05-11011, and 05-11024.)

Mail-out Envelopes: 6-1/8 x 9-1/2”, plus flap; 9 x 12”, plus flap (single window).

**NUMBER OF LEAVES FOR DAILY/DABA/COMP NOTICES AND INSERTS:**

Notices: Approximately 1 to 75 *leaves* per notice.

Pamphlets:

- SSA Publication 05-10076: Approximately 24 pages.
- SSA Publication 05-10976: Approximately 24 pages.
- SSA Publication 05-11011: Approximately 36 pages.
- SSA Publication 05-11024: Approximately 40 pages.

Mail-out Envelopes: Face and back (after manufacture).

**FREQUENCY OF ORDERS AND QUANTITY FOR THE DAILY/DABA/COMP NOTICES:**

The Government will issue a print order weekly and will indicate the total number of task orders placed and total number of copies produced that week. The print order will also indicate any other information pertinent to the particular task orders.

Combined Total for Daily/DABA/COMP Notices (Mailers 2 through 15): Approximately 11,730,000 notices per year.

During the term of this contract, the Government expects to develop new notice workloads with the same requirements as the mailing packages described by these specifications. All terms and conditions in these specifications will apply to any future notice workloads. The Government may add one (1) to three (3) new notice workloads during the term of this contract.

The Government reserves the right to increase or decrease the quantity by up to 20% of the total notices ordered annually. This 20% includes the additional notices occasioned by the one (1) to three (3) new notice workloads developed during the term of this contract.

Exact quantities will not be known until each run is electronically transmitted to the contractor. **NO SHORTAGES WILL BE ALLOWED.**

The figures indicated below are estimates based on historical data of past production runs. The figures show: minimum and maximum quantities, and of those, the minimum and maximum quantities over 10 leaves for each run required DAILY, if applicable.

Transmission schedule for DAILY Runs is each morning, Tuesday through Saturday. Transmission schedule for DABA runs is the second Saturday in February, May, August, and November. Transmission schedule for COMP runs is the fourth Saturday of each month. NOTE: This is the anticipated schedule; delays and changes to schedule may occur. Contractor must be prepared to receive files 24/7/365.

Notices that range from 1 to 10 leaves are to be inserted into a 6-1/8 x 9-1/2” envelope. Notices that exceed 10 leaves are to be inserted into a 9 x 12” envelope.

Mailers 2 through 13 all use a single window envelope with sprayed/imaged return address. All pamphlet inserts are variable as described above.

Mailer 2 (F6SSIEN.OTH) (English Notices)	Daily Minimum	3,000
	Daily Maximum	52,000
	Daily over 10 leaves	88 to 330
	COMP Minimum	200,000 (only 75,000 for November)
	COMP Maximum	300,000
	COMP over 10 leaves	0 to 8
	DABA Minimum	50,000 per run
	DABA Maximum	55,000 per run
	DABA over 10 leaves	0
	Printed Pages	2 to 100
	Leaves	1 to 50
	Insert (variable)	English Pamphlet (05-10076)
	Folding	Bifold or flat
Mailer 3 (F6SSISP.OTH) (Bilingual Spanish/ English Notices)	Daily Minimum	150
	Daily Maximum	11,600
	Daily over 10 leaves	10 to 1,500
	COMP Minimum	13,000 (only 6,000 for November)
	COMP Maximum	21,000
	COMP over 10 leaves	330 to 3,150
	Printed Pages	4 to 130
	Leaves	2 to 65
	Insert (variable)	English and Spanish Pamphlets (Pub. Nos. 05-10076 and 05-10976)
Folding	Bifold or flat	
Mailer 6 (F2SSIEN.AWD) (English Notices)	COMP Minimum	80
	COMP Maximum	180
	COMP over 10 leaves	1 to 8
	Printed Pages	8 to 40
	Leaves	4 to 20
	Insert (variable)	English Pamphlets (Pub. Nos. 05-11011 and 05-10076)
	Folding	Bifold or flat
Mailer 7 (F2SSISP.AWD) (Bilingual Spanish/ English Notices)	COMP Minimum	20
	COMP Maximum	55
	COMP over 10 leaves	20 to 50
	Printed Pages	12 to 60
	Leaves	6 to 30
	Insert (variable)	English and Spanish Pamphlets (Pub. Nos. 05-11011, 05-10076, 05-11024, and 05-10976)
	Folding	Bifold or flat

Mailer 8 (F3SSIEN.DEN) (English Notices)	COMP Minimum COMP Maximum COMP over 10 leaves Printed Pages Leaves Insert Folding	0 30 0 4 to 20 2 to 10 None Bifold or flat
Mailer 9 (F3SSISP.DEN) (Bilingual Spanish/ English Notices)	COMP Minimum COMP Maximum COMP over 10 leaves Printed Pages Leaves Insert Folding	0 5 0 to 25 8 to 30 4 to 15 None Bifold or flat
Mailer 10 (F1SSIEN.NPA) (English Notices)	COMP Minimum COMP Maximum COMP over 10 leaves Printed Pages Leaves Insert (variable) Folding	107,000 (only 2,887 for November) 245,000 2 4 to 20 2 to 10 English Pamphlet (05-10076) Bifold or flat
Mailer 11 (F1SSISP.NPA) (Bilingual Spanish/ English Notices)	COMP Minimum COMP Maximum COMP over 10 leaves Printed Pages Leaves Insert (variable) Folding	5,000 (only 534 in November) 18,000 700 to 2,500 8 to 30 4 to 15 English and Spanish Pamphlets (Pub. Nos. 05-10076 and 05-10976) Bifold or flat
Mailer 12 (CERT ENG) (English Notices)	COMP Minimum COMP Maximum COMP over 10 leaves DABA Minimum DABA Maximum DABA over 10 leaves Printed Pages Leaves Insert (variable) Folding	90 (0 in November) 180 0 15 35 0 4 to 20 2 to 10 English Pamphlets (05-11011 and 05-10076) Bifold or flat

Mailer 13 (CERT SP/ENG) (Bilingual Spanish/ English Notices)	COMP Minimum COMP Maximum COMP over 10 leaves Printed Pages Leaves Insert (variable)  Folding	10 (0 in November) 20 0 to 10 4 to 30 2 to 15 English and Spanish Pamphlets (Pub. Nos. 05-11011, 05-10076, 05-11024, and 05-10976) Bifold or flat
Mailer 14 (RASR 24 ENG) (English Notices)	Daily Minimum Daily Maximum Printed Pages Leaves Insert Folding	22 7,300 2 to 4 1 or 2 None Bifold
Mailer 15 (RASR 25 ENG) (English Notices)	Daily Minimum Daily Maximum Printed Pages Leaves Folding	20 7,200 2 to 4 1 or 2 Bifold
Mailer 16 (New Notice Workloads) (File name(s) TBD English Notices or Bilingual Spanish/English Notices)	Minimum Maximum Over 10 leaves Printed Pages Leaves Insert (variable)  Folding	50 30,000 1 to 100 1 to 60 1 to 30 When required: English Only Pamphlets Spanish and English Pamphlets Bifold or flat

NOTE: See “GATHERING AND INSERTING” for folding instruction for the Daily Notices.

**DAILY/DABA/COMP RUN VOLUMES:** Based on historical data, the Daily, DABA, and COMP volumes are described below.

**Daily Volumes:** The Notices total Daily volume (Mailers 2, 3, 14, and 15 combined) per day is as follows:

- Minimum 3,410 and maximum 71,500 notices
- Leave count minimum 8,500 and maximum 220,000
- Total number of notices over 10 leaves per day: minimum 140 and maximum 800 notices

**DABA Volumes:** The Title XVI total DABA volume (Mailers 2 and 12) per quarterly run is as follows:

- Minimum 51,000 and maximum 55,000 notices
- Leave count minimum 88,000 and maximum 110,000
- No DABA notices over 10 leaves

**COMP Volumes:** The Title XVI total COMP volume (Mailers, 2, 3, and 6 through 13 combined) per month is as follows:

(Except November COMP which has a reduced volume of approximately 80,000 notices due to COLA.)

- Minimum 350,000 and maximum 580,000 notices
- Leave count minimum 1,300,000 and maximum 2,500,000
- Total number of notices over 10 leaves per run: minimum 1,600 and maximum 5,600 notices

NOTE: On occasion, the COMP volume may reach a maximum total volume of 2,000,000 notices.

**PREMIUM PAYMENT FOR DAILY/DABA/COMP NOTICES:**

**Daily Run:** When the volume of a daily run exceeds the maximum volume of 71,500 notices and/or 220,000 leaves, the contractor will receive a “Premium Payment.”

**DABA Run:** When the volume of a DABA run exceeds the maximum volume of 50,025 notices and/or 100,050 leaves, the contractor will receive a “Premium Payment.”

**COMP Run:** When the volume of a COMP run exceeds the maximum volume of 560,000 notices and/or 2,500,000 leaves, the contractor will receive a “Premium Payment.”

Contractor will receive a premium payment of 20% for those notices and/or leaves over the maximum volume (as described above), on the bid prices offered as specified in the “SCHEDULE OF PRICES.” The premium payment of 20% will apply to line item V.1.(b) only for printing and to line items VII.1.(a) and (b) for inserting. No additional time will be allowed for the mailing of those extra notices. Premium payments are forfeited if the contractor fails to meet the schedule as specified in this contract, as applicable.

**MAKE-UP OF TITLE XVI COLA NOTICE MAILERS\*:**

Mailer 1 (F1SSIEN.NPA)	Personalized English Form SSA-L8155 Mail-out envelope (double window)
Mailer 2 (F1SSISP.NPA)	Personalized Bilingual Spanish/English Form SSA-L8155 Mail-out envelope (double window)
Mailer 3 (CERTIFIED/ REGISTERED):	Personalized English only or Bilingual Spanish/English Form SSA-L8155 Mail-out envelope (single window, same as the COMP Mailers 12 and 13, with sprayed/imaged return address)
Mailer 4 (F6SSIEN.OTH)	Personalized English Form SSA-L8100/L8151/L8166 (as required) Mail-out envelope (double window)
Mailer 5 (F6SSISP.OTH)	Personalized Bilingual Spanish/English Form SSA-L8100/L8151/L8166 (as required) Mail-out envelope (double window)

\*NOTE: Due to future uncertain economic conditions, some years may result in no COLA mailers. When this occurs, SSA will send out a 1- to 4-leaf static UNCOLA notice (up to four (4) different versions). SSA will provide the name and addresses as a record layout. The contractor must be able to program and set up the notices for this situation.

Estimated total notice volumes will remain relatively unchanged.



**TRIM SIZES OF TITLE XVI COLA NOTICES:**

Notices: 8-1/2 x 11” flat size (folding down to 8-1/2 x 5-1/2”).  
Mail-out Envelopes (Mailers 1, 2, 4, and 5): 6-1/8 x 9-1/2”, plus flap (double window).  
Mail-out Envelope (Mailer 3): 6-1/8 x 9-1/2”, plus flap (single window).

**NUMBER OF LEAVES OF TITLE XVI COLA NOTICES:**

Notices: Approximately 2 to 10 *leaves* per notice.  
Envelopes: Face and back (after manufacture).

**FREQUENCY OF ORDERS AND QUANTITY FOR THE TITLE XVI COLA NOTICES:**

The quantities listed below are estimates only, and the Government reserves the right to increase or decrease the quantity stated by up to 20% of the total notices.

The Government will transmit a 2% COLA test file each year, no later than the first week of November. The contractor will need to breakdown the notice volumes, page counts, and leave counts from each of these files to estimate each year’s run. Exact quantities will not be known until each run is electronically transmitted to the contractor. NO SHORTAGES WILL BE ALLOWED.

Combined Total for Title XVI COLA Mailers 1 through 5 for the first year run: Based on historical data, the Government anticipates a volume of 4,831,000 notices consisting of approximately 21,200,000 leaves and 42,400,000 pages.

NOTE: The Government anticipates the COLA volume will increase by up to 5% year to year. Contractor must be able to meet these increases within the contracted schedule.

Mailer 1 (F1SSIEN.NPA) (English Notices)	Minimum	130,000
	Maximum	180,000
	Printed Pages	4 to 10
	Leaves	2 to 5
	Insert	None
	Folding	Bifold
Mailer 2 (F1SSISP.NPA) (Bilingual Spanish/ English Notices)	Minimum	11,000
	Maximum	25,000
	Printed Pages	8 to 20
	Leaves	4 to 10
	Insert	None
	Folding	Bifold
Mailer 3 (CERTIFIED/ REGISTERED) (English Only or Bilingual Spanish/ English Notices)	Minimum	2,500
	Maximum	3,000
	Printed Pages	4 to 18
	Leaves	2 to 9
	Insert	None
	Folding	Bifold

Mailer 4 (F6SSIEN.OTH) (English Notices)	Minimum	4,000,000
	Maximum	4,500,000
	Printed Pages	4 to 12
	Leaves	2 to 6
	Insert	None
	Folding	Bifold
Mailer 5 (F6SSISP.OTH) (Bilingual Spanish/ English Notices)	Minimum	350,000
	Maximum	450,000
	Printed Pages	8 to 20
	Leaves	4 to 10
	Insert	None
	Folding	Bifold

**COLA VOLUMES:** Based on historical data, the Title XVI COLA total volumes for each year for the following three sets are as follows:

***Mailers 1 and 2:***

- Minimum 140,000 and maximum 200,000 notices
- Leave count minimum 675,000 and maximum 1,000,000

***Mailer 3:***

- Minimum 2,500 and maximum 3,000 notices
- Leave count minimum 12,500 and maximum 13,250

***Mailers 4 and 5:***

- Minimum 4,300,000 and maximum 4,900,000 notices
- Leave count minimum 18,000,000 and maximum 21,000,000

**NOTE:** Due to uncertain economic conditions, some years may result in no COLA. When this happens, SSA will send out a 1- to 3-leaf static UNCOLA notice (up to four (4) different versions). Total COLA volumes will remain unchanged but total leave count will fall to a maximum of 12,000,000.

**PREMIUM PAYMENTS FOR COLA NOTICES:** Contractor will receive a premium payment of 20% on the bid prices offered as specified in the “SCHEDULE OF PRICES”, for only those notices and/or leaves over the maximum volumes for that set(s) as described above under “COLA VOLUMES.” The Premium payment of 20% will apply to line item V.2.(b) only for printing and to line items VII.2.(a), (b), and (c) for inserting. No additional time will be allowed for the mailing of those extra notices except as outlined in the schedule. Premium payment(s) are forfeited if the contractor fails to meet the schedule specified in this contract, as applicable. For an UNCOLA run, premium payments will occur after volumes reach 5,200,000 notices and 11,000,000 leaves

**PREPRODUCTION TESTS:** Prior to the commencement of production of orders placed under this contract, the contractor will be required to demonstrate their ability to perform to the contract requirements by performing the following tests:

- Transmission Test (Daily/DABA/COMP/COLA Notices)
- COLA Validation Test
- Preproduction Press and Mail Run Test (Daily/COMP and Daily/COLA Notices)

The Government will furnish electronic test files at the postaward conference, or shortly thereafter, to be used in performing a Transmission Test, COLA Validation Test, and a Preproduction Press and Mail Run Test.

Failure of the contractor to perform any of the tests listed above satisfactorily is grounds for immediate default.

The Government reserves the right to waive the requirements of any of these tests. Contractor will be notified at the postaward conference if any test(s) is to be waived.

**Transmission Test (Daily/DABA/COMP/COLA Notices):** After the appropriate bandwidth connection has been installed and the EPS security clearances have been approved, and prior to receiving transmission of live production data files, the contractor will be required to perform a transmission test. SSA will conduct this test on a date and time at SSA's choosing due to other schedules. It is anticipated that this test will occur on a weekend and start during the night.

The contractor will be required to receive within one (1) workday up to 780,000 Daily/DABA/COMP notices and up to 5,500,000 COLA notices. These workloads will be sent concurrently, and the contractor will need to demonstrate their ability to receive them simultaneously.

The contractor will be required to perform a record count verification within one (1) workday after the complete transmission of all notice test files.

The contractor will be required to copy the files to their own system and provide SSA, Printing Management Branch, Baltimore, MD (Exhibit K) with the exact counts received (broken down by dataset name) before proceeding with any other processing.

The SSA will provide verification within one (1) workday of receipt thereof.

When the record count verification have been successfully completed, the contractor will be required to process the test files and provide SSA within 10 workdays, 20 sample notices from the transmission test for each of the Daily/DABA/COMP mailers (Mailers 2 through Mailer 15) and for each of the COLA mailers (Mailers 1 through Mailer 5).

Transmission test notices (Daily/DABA/COMP/COLA Notices) do not require inserts and envelopes. (See "PREPRODUCTION TEST SCHEDULE, *Daily/DABA/COMP/COLA Notice Transmission Test.*")

The Government will approve, conditionally approve, or disapprove the samples from the Daily/DABA/COMP/COLA Notice Transmission Test within two (2) workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

**NOTE:** If errors are found, 20 additional samples of each Daily/DABA/COMP notice (Mailers 2 through Mailer 15) and each COLA notice (Mailers 1 through Mailer 5) will be required until such time as the validation produces no errors.

**COLA Validation:** Within four (4) hours of receipt of the first live COLA files, the contractor will provide 40 PDF samples and 10 printed and inserted validation samples for each mailer. If the contractor is printing and inserting at more than one approved location, the contractor must provide samples from each site.

NOTE: Contractor to provide the 40 PDF samples via SFTP or via a zipped and encrypted email (password to be provided in a separate email). The 10 printed/inserted samples are for the on-site SSA representative.

The Government will approve, conditionally approve, or disapprove, the samples within five (5) workdays of receipt. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

NOTE: If errors are found, 40 additional samples (combination of PDF and printed samples) of each mailer will be required until such time as the validation produces no errors.

***Preproduction Press and Mail Run Tests (12- and 24-Hour Tests):*** The contractor will be required to run two separate Preproduction and Mail Run tests. The first will test the contractor's ability to handle the Daily and COMP runs concurrently; the second will test the contractor's ability to handle the Daily and COLA runs concurrently.

The Government will issue a print order to the contractor for each Preproduction Press and Mail Run test.

***NOTE: Part 2 of these mailers will be produced under a separate contract (728-S). Should the same contractor be awarded both contracts, the contractor will be required to perform the Preproduction Press and Mail Run Tests (12- and 24-Hour Tests) for both contracts simultaneously. No additional time will be allowed for either contract. If the contractor fails to meet all requirements of the tests, they will not be reimbursed for any associated costs.***

Upon successful completion of all test requirements, the contractor will be reimbursed for all applicable costs for a production run, in accordance with "SECTION 4. - SCHEDULE OF PRICES." If the contractor fails to meet all test requirements, they will not be reimbursed for any associated costs.

Contractor must perform each of the preproduction press and mail run tests in a continuous 12- or 24-hour period as required to prove to the Government representatives that the contractor can satisfactorily complete the requirements of this contract during live production.

The contractor will be required to have all composition, proofing, envelopes, pamphlets, scanning equipment, and reports for 100% accountability of production and mailing, completed, available, and ready for production prior to beginning the test.

For each test run, the contractor is to produce all notices in accordance with contract requirements consisting of the processing of the electronically transmitted test files; the duplex printing and imaging of notices; gathering; folding; inserting of notices and any required inserts; manifesting; presorting; and, preparing finished notices for delivery to the USPS. To simulate actual production conditions, the notices must be produced in accordance with all contract specifications and all USPS regulations.

Contractor is required to provide the necessary audit and summary reports for 100% accountability of production and mailing within one (1) hour after each test is completed.

The 12- or 24-hour period for the printing process will begin when an "O.K. to Print" is given by the Government representative on site. The 12- or 24-hour period for the inserting and mailing process will begin within two (2) hours after the start of the printing to allow the contractor to print sufficient materials to begin the inserting process. See "SCHEDULE" for the Preproduction Press and Mail Run Test. (See "PREPRODUCTION TEST SCHEDULES, Daily/COMP Notice Preproduction Press and Mail Run Test (12-Hour)" and "Daily/COLA Notice Preproduction Press and Mail Run Test (24-hour).")

Samples of each preproduction press and mail run test will be brought back to SSA for validation.

The Government will approve, conditionally approve, or disapprove the validation output within seven (7) workdays of receipt thereof.

Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

The contractor must perform the preproduction press and mail run tests in their facilities and on their equipment using their personnel. The tests must be performed on the printing equipment and inserting machines with required scanning equipment that will be used in live production. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

*Preproduction Press and Mail Run Test (Daily/COMP Notices):*

The contractor will be required to perform a 12-hour preproduction press and mail run test. The Daily files transmitted during the Daily/COLA Transmission Test will be utilized for this 12-hour preproduction press and mail run test. The contractor will be required to print and prepare for mailing the Daily notices as follows:

<u>Daily Notices</u>		<u>COMP Notices</u>	
Mailer 2	26,000	Mailer 2	32,000
Mailer 3	800	Mailer 3	2,000
Mailer 14	2,700	Mailer 6	177
<u>Mailer 15</u>	<u>2,700</u>	Mailer 7	55
Total	32,200	Mailer 8	22
		Mailer 9	4
		Mailer 10	25,000
		Mailer 11	1,400
		Mailer 12	30
		<u>Mailer 13</u>	<u>20</u>
		Total	60,708

*Preproduction Press and Mail Run Test (Daily/COLA Notices):*

The contractor will be required to perform a 24-hour preproduction press and mail run test. The Daily/COLA files transmitted during the Daily/COLA Transmission Test will be utilized for this 24-hour preproduction press and mail run test.

The contractor will be required to print and prepare for the COLA notices and the Daily notices as follows:

<u>Daily Notices</u>		<u>COLA Notices</u>	
Mailer 2	31,000	Mailer 1	34,200
Mailer 3	1,200	Mailer 2	4,600
Mailer 14	4,700	Mailer 3	580
<u>Mailer 15</u>	<u>4,600</u>	Mailer 4	273,250
Total	41,500	<u>Mailer 5</u>	<u>26,500</u>
		Total	339,130

NOTE: The volumes (as specified above) for the Daily, COMP, and COLA Notices are the anticipated quantities for each mailer. The quantity for any of the mailers may change, however, the overall total volumes will remain the same.

***Systems Change/Signature Change/2% COLA Test File/New and Existing Notice Files Validation Test:*** When required, the Government will furnish test files for transmission that are to be used in performing a Systems Change/Signature Change/2% COLA test file/New and Existing Notice Files Validation Test. This test is required whenever SSA initiates a systems/programming change, when 2% COLA test files, or a new notice workload is developed or existing notice workload is changed.

The contractor shall furnish the 100 PDF samples via SFTP within two (2) workdays of receipt of test files.

The Government will approve, conditionally approve, or disapprove the validation output within two (2) workdays of receipt thereof.

Once approved, the contractor will provide the same PDF samples printed and inserted in envelopes with all required inserts for each Mailer within two (2) workdays of receipt of approval.

Contractor to submit these samples to SSA, Printing Management Branch, Baltimore, MD (Exhibit K).

The Government will approve, conditionally approve, or disapprove the samples within two (2) workdays of receipt thereof.

The Systems Change/Signature Change/2% COLA test file/New and Existing Notice Files Validation Test shall occur without a break in production of other SSA notices being produced by the contractor. The Government will inform the contractor in advance when the regular daily transmissions will contain the systems changes.

#### **COMPOSITION:**

Contractor will be required to set type for four (4) envelopes. Helvetica or similar typeface will be utilized.

AFP Century Schoolbook, Sonoran Serif, or equivalent fonts are to be used for producing the notices. Contractor must provide the font for USPS IMb bar code.

Social Security Administration will provide the required font numbers. The contractor will be required to validate that they have the proper licenses for each. SSA cannot provide licensed fonts to the contractor; contractor will be required to provide.

#### **PROOFS:**

Proofs will be required with the initial order and any time that a copy change is required during the term of the contract.

NOTE: SSA uses many of the same booklets, leaflets, fact sheets, and forms in several of its print contracts. To reduce the proofing requirements for any revisions, if it is determined that after award that the contractor is responsible for the production of any other SSA workloads containing the same publications and/or forms required for this program, then the revisions may be proofed under one of these other programs.

#### ***Envelopes –***

One (1) press quality Adobe Acrobat (most current version) PDF soft proof (for content only – showing all elements) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Proofs must show all margins and dimensions, indicate trim marks, show flap, and window size and placement.

*Pamphlets –*

Three (3) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor's option, three (3) sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found at: [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qjsamples6f200c30b44a64308413ff00001d133d.pdf>. Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

*If there is a change to the text of the Pamphlets –*

One (1) press quality Adobe Acrobat (most current version) PDF soft proof (for content only – showing all elements) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Proofs must show all margins and dimensions and indicate trim marks.

***SSA reserves the right to make changes to all proofs. The Government may require one (1) or more sets of revised proofs before rendering an "O.K. to Print." Author's Alterations (AA's) may be required.***

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

The contractor must not print prior to receipt of an "O.K. to Print."

**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. 13” dated September 2019.

Government Paper Specification Standards No. 13 - [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

***Daily/DABA/COMP and COLA Notices –***

***Personalized Notices:*** White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60; or, at contractor’s option, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code D10.

***Pamphlets:*** White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

***Mail-out Envelopes (6-1/8 x 9-1/2” and 9 x 12”):*** White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22”, equal to JCP Code V20; or, at contractor’s option, White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

**PRINTING/IMAGING:** The Government reserves the right to make changes to the envelopes or the format(s)/text of the pamphlets at any time during the term of the contract. Notification of a proposed change will be given with sufficient time for the contractor to allow for the change and submit proofs to the Government. Therefore, the contractor should not preprint or maintain more than a \*90-day surplus/inventory of any of the components required for the Daily runs on this contract. The Government shall not be required to purchase from the contractor the surplus/inventory of any component remaining on hand in excess of what was authorized when an envelope or format/text change is implemented.

***\*Based on historical data, the anticipated annual Daily/DABA/COMP Notice volumes are as follows:***

- *6-1/8 x 9-1/2 Single Window Envelope (Mailers 2 through 13): Approximately 9,700,000*
- *6-1/8 x 9-1/2 Single Window Envelope (Mailers 14 and 15): Approximately 1,900,00*
- *9 x 12” Single Window Envelope: Approximately 130,000*
- *Pamphlet 05-10076: Approximately 100,500*
- *Pamphlet 05-10976: Approximately 5,100*
- *Pamphlet 05-11011: Approximately 1,710*
- *Pamphlet 05-11024: Approximately 375*

***Notices:*** Contractor will be required to convert furnished data from electronic transmission for either laser or ion deposition-imaging. All printing/imaging of notices shall have a minimum resolution of 600 x 600 dpi.

All notices are duplex printed (face and back, head to head) and one-side only (when an odd page is required) in black ink only.

NOTE: The contractor must maintain a thorough quality assurance program to guarantee that digital imaging is securely fused to the paper; and is clear and legible.

***Address Keyline:*** Contractor is to produce a keyline that appears above the mailing address and shows through the mail-out envelope window. The keyline must contain the following information: workload (“SSI” for Daily Mailers 2 and 3; “RSR” for Daily Mailers 14 and 15; “DAB” for DABA; “SI” for COMP; or, “COL” for COLA, depending on the run), mailer number, file date (mm/dd) and 3-digit office code (for example, SSI M2 03/26 A26).

**Notices must appear exactly as approved during validation. Absolutely no deviation will be accepted.**



Spanish notices consist of two (2) parts: The first part is the Spanish notice; the second part is the same notice in English.

**Pamphlets:** Print head-to-head in two ink colors. Printing consists of text and line matter and screens. Match Pantone number as indicated on furnished copy. Self-covers contain bleeds on one side.

**Mail-out Envelopes (6-1/8 x 9-1/2" and 9 x 12"):** Contractor will be required to convert furnished data from electronic transmission (i.e., from the MRD file) for printing/imaging the return address on the mail-out envelopes.

Envelopes print face and back (after manufacture) in black ink. Contractor to use copy furnished at the postaward conference, or shortly thereafter. Printing consists of text and line matter (including Government furnished indicia) on the face of envelope (after manufacture) and text matter on envelope flap.

Printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

Single window mail-out envelopes require spraying/imaging in black ink on face of envelope (after manufacture) using only one return address. All spraying/imaging of return addresses shall have a minimum resolution of 300 x 300 dpi.

Each Daily/DABA/COMP Mailer and COLA Mailer 3 mail-out envelope will be variable sprayed/imaged with one of approximately 1,300+ different SSA field office return addresses, using the MRD file. Contractor is to add the 3-digit office code to the right of the return address field for a visual match against the office code contained in the keyline that shows through the mail-out envelope window.

Mail-out envelopes require a security tint (lining is acceptable) printed on the inside (back – before manufacture) in black ink. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

#### **RECYCLED PAPER LOGO:**

If recycled paper is used, the recycled paper logo and legend must print in black ink on the notices and envelopes. If the pamphlets are printed on recycled paper, the recycled paper logo and legend must print in the same Pantone ink color as the text.

**Notices:** The recycled paper logo/legend must be digitized by the contractor and imaged in the bottom right corner aligned with the contractor's control number on the first page of each notice. For bilingual Spanish/English notices, the logo will appear on the Spanish copy only.

**Pamphlets:** The SSA furnished camera copy/electronic file(s) will already contain the recycled paper logo/legend in either English or Spanish (as applicable).

**Envelopes:** The logo/legend must print on the back (after manufacture) of all envelopes in the bottom left hand corner.

**PRESS SHEET INSPECTION:** Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

*Viewing Light:* Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009. A viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

NOTE: When a press sheet inspection is required, the Government will notify the contractor. A press sheet inspection may be required at the contractor's facility before production begins on any new workload.

**BINDING:**

***Daily/DABA/COMP Notices:*** Each leaf trims four sides.

***COLA Notices:*** Each leaf trims four sides.

***Pamphlets:*** Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

**CONSTRUCTION (Envelopes):** The Government reserves the right to make changes to the size and position of the Daily/DABA/COMP and COLA mail-out envelope window openings during the term of the contract to comply with the USPS new Intelligent Mail Barcode (IMb).

Notification of a proposed change will be given with sufficient time for the contractor to allow for the change and submit proofs to the Government. Therefore, the contractor should not preprint or maintain more than a 90-day surplus/inventory of any of the Daily/DABA/COMP mail-out envelopes required on this contract. Contractor should order COLA envelopes each year, prior to the run. The Government shall not be required to purchase from the contractor the surplus/inventory of any of the mail-out envelopes remaining on hand in excess of what was authorized when an envelope change is implemented.

***Daily/DABA/COMP and COLA Mailer 3 Mail-out Envelopes:***

***6-1/8 x 9-1/2" Mail-out Envelope –***

Envelope must be open side, with gummed fold-over flap for sealing with high-cut side or diagonal seams, at contractor's option. Flap depth is at the contractor's option but must meet all USPS requirements and must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient.

Face of envelope to contain one (1) die-cut window (1-1/2 x 4-1/4" in size) with rounded corners. Die-cut window is to be located 1-3/4" from the bottom edge of the envelope and 3/4" from the left edge of the envelope. (The long dimension of the window is to be parallel to the long dimension of the envelope.) Contractor has the option to adjust the size and position of the window opening (subject to Government approval), providing the visibility of the computer-generated mailing address and IMb barcode on the form is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

Window is to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's readability standard/requirements.

***9 x 12” Mail-out Envelope –***

Envelope must be open side, with gummed fold-over flap for sealing with high-cut side or diagonal seams, at contractor’s option. Flap depth is at the contractor’s option but must meet all USPS requirements and must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient.

Face of envelope to contain one (1) die-cut window (1-1/2 x 5” in size) with rounded corners. Die-cut window is to be located 3” from top edge of envelope and 7/8” from left edge of the envelope (vertical placement - the long dimension of the window is to be parallel to the short dimension of the envelope). Contractor has the option to adjust the size and position of the window opening (subject to Government approval), providing the visibility of the computer-generated mailing address and IMb barcode on the form is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

Window is to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service’s readability standard/requirements.

***COLA 6-1/8 x 9-1/2” Mail-out Envelope (Mailers 1, 2, 4, and 5) –***

Envelope must be open side, with gummed fold-over flap for sealing and contain high-cut side or diagonal seams, at contractor’s option. Flap depth is at the contractor’s option, but must meet all USPS requirements and must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient.

Face of envelope to contain two (2) die-cut address windows, as follows:

- SSA field office return address window – One die-cut window (1-1/4 x 3-1/4” in size) with rounded corners. Die-cut window is to be located 4-3/8” from the bottom edge of the envelope and 3/4” from the left edge of the envelope.
- Recipient’s mailing address window – One die cut window (1-5/8 x 4-1/4” in size) with rounded corners. Die-cut window is to be located 1-3/8” from the bottom edge of the envelope and 3/4” from the left edge of the envelope.

The long dimension of each window is to be parallel to the long dimension of the envelope. Contractor has the option to adjust the size and position of the return address window opening (subject to Government approval), providing the visibility of the computer-generated SSA field office return address on the form is not obscured, and other extraneous information is not visible when material is inserted into the envelope. Contractor has the option to adjust the size and position of the mailing address window opening (subject to Government approval), providing the visibility of the computer-generated mailing address, field office code, keyline above address field and IMb barcode on the form is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

Windows are to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service’s readability standard/requirements.

**GATHERING AND INSERTING:** Gather and insert the notices and appropriate insert(s) (as specified below) into the appropriate mail-out envelope. Seal all mail-out envelopes.

**Daily/DABA/COMP Notices:** Gather all pages of a notice in numerical sequence. Notices are to be nested together with all faces forwarded. Insert into correct mail-out envelope (with variable return address) with recipient's name and address on first page facing out for visibility through window envelope. Fold notices as follows:

- For notices that are from 1 to 10 leaves, the contractor shall fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2", title out, and insert into a 6-1/8 x 9-1/2" mail-out envelope.
- For notices that exceed 10 leaves, the contractor shall insert the 8-1/2 x 11" notices flat into a 9 x 12" mail-out envelope.

*NOTE: Bilingual Spanish/English notices consist of two (2) parts. The first part is a Spanish notice; the second part is the same notice in English.*

It is the contractor's responsibility to assure that only the computer-generated address and IMb barcode on the notice will be visible through the window in the envelope and that only one notice is inserted into each envelope.

When required, pamphlet(s) should be inserted behind the notice (when viewed from the window side of the envelope). In the case of bilingual Spanish/English notices, the recipient's name and address on the Spanish notice should be visible through the window envelope. The English notice should be inserted behind the Spanish notice (when viewed from the window side of the envelope).

**COLA Notices:** Gather all pages of a notice in numerical sequence. Notices are to be nested together with all faces forward. Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2", with mailing address and return address on first page facing out for visibility through their respective window on the mail-out envelope.

*NOTE: Bilingual Spanish/English notices consist of two (2) parts. The first part is a Spanish notice; the second part is the same notice in English.*

It is the contractor's responsibility to assure that only the computer-generated address, field office code, and IMB barcode on the notice will be visible through the bottom window in the mail-out envelope and that only one notice is inserted into each envelope.

It is also the contractor's responsibility to assure that only the SSA field office return address on the notice will be visible through the top window of the mail-out envelope.

In the case of bilingual Spanish/English notices, the recipient's name and address on the Spanish notice should be visible through the bottom window of the mail-out envelope. (The Spanish notice will be in front with the English notice inserted behind the Spanish notice (when viewed from the window side of the envelope).)

**PRODUCTION INSPECTION:** Production inspection(s) may be required at the contractor's/subcontractor's plant for the purpose of ensuring that the receipt of transmitted files, printing of pamphlets and/or envelopes, imaging, collating, folding, inserting, and mailing is being accomplished in accordance with contract quality attributes and requirements.

A production inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run. When a production inspection is required, the Government will notify the contractor.

**DISTRIBUTION:** Mail f.o.b. contractor's city each individual mailer to both domestic and foreign addresses. Domestic mailing is nationwide, including the American Territories/Possessions. Contractor is responsible for all costs associated with transporting notice packages to the USPS.

NOTE: The contractor must maintain a thorough quality assurance program to guarantee that a copy of the finished product is mailed to all addresses contained in the furnished files.

**Domestic First-Class Letter-Size Mail:** The contractor is required to prepare domestic First-Class letter-size mail, in accordance with appropriate USPS rules and regulations, including USPS Domestic Mail Manual and Postal Bulletins, in effect at time of mailing. The contractor is required to obtain the maximum postage discount allowed, by USPS, in accordance with appropriate USPS rules and regulations; including the USPS Domestic Mail Manual, and Postal Bulletins on Automation Compatible First Class Domestic Mail, (automated and non-automated), discount structure in effect at time of mailing.

The Government requires the use of a permit imprint. The contractor must use SSA's "Postage and Fees Paid First Class Mail" permit imprint mailing indicia printed on each mail piece. Permit imprint mailings must contain at least 200 pieces or 50 pounds.

Each mail piece sent under this payment method must bear a permit imprint indicia showing that postage is paid.

The contractor is cautioned to use the permit imprint only for mailing material produced under this contract.

Contractors are strongly encouraged to apply for an exception in the Domestic Mail Manual, Section 604.5.1.2, called the Minimum Volume Reduction Provision (MVRP) through their local Business Mail Entry Unit (BMEU). (See Exhibit Q for MVRP Request Letter for local BMEU.)

The MVRP provides an exception to the "200 pieces or 50 pounds" rule for Permit Imprint mailings (including certified and foreign mail). With the MVRP exception, contractors will be allowed to mail pieces under the 200 pieces or less than 50 pounds on a permit imprint eliminating metering (this includes certified and foreign mail). Mailers must submit USPS postal paperwork electronically, including piece level barcode information. Contractor will be required to contact USPS, prior to any MVRP expiration date (if specified by USPS). All MVRP agreements must be current.

This workload contains various weight pieces. The contractor is strongly encouraged to use manifest mail when postal regulations allow. The contractor must have a Manifest Mailing System (MMS) for First-Class Mail, which has been approved by USPS to document postage charges for this mailing. Each mail piece must be identified with a unique identification number or with a keyline containing a unique identification number and rate information about the piece. Requirements for the MMS are contained in Publication 401, "USPS Guide to the Manifest Mailing System," in effect at the time of the mailing.

NOTE: A copy of the USPS approval for the MMS must be presented at the postaward conference.

**If a Government meter is required:** All meter equipment and supplies must be borne by the contractor. SSA will provide an Official Government Postage Meter head only, but will not supply the meter mail machine. SSA will fund the postage for meters through the USPS' Official Mail Accounting System (OMAS). The Government will only supply a meter head to one facility. If the contractor is using multiple facilities, the contractor must incorporate the Minimum Volume Reduction Provision (MVRP), as stated above, in those facilities. The Government will not reimburse for postage on any workloads.

The contractor is responsible for the security of the Government postage meters, and access is to be restricted to authorized personnel only. The contractor is to advise all staff there is a penalty for the private use of official Government postage meters (39USC3203).

The contractor should always maintain sufficient postage on the Government meter. The contractor should contact SSA if they are not sure of how much postage to load or frequency.

The contractor is required to submit spoiled postage/postage error envelope(s)/meter strip(s) and prepare a Postal Service Form 3533, Application for Refund of Fees, Products and Withdraw of Customer Accounts. Forms are not obtainable from the USPS website since they contain a barcode making each form unique. The contractor must go to local Post Offices, postal retail units, or Bulk Mailing Units to obtain the hard copy version of the revised PS Form 3533. USPS will credit the postage refund to SSA through the Official Mail Accounting System. SSA requires the contractor to submit a copy of Form 3533 along with the associated print order in which the spoilage occurred and all other postal documentation to the SSA Program Lead.

The contractor must have approval from SSA's Postage Meter Accountability Team for turn-in of postage meter(s) to the meter manufacturer (e.g., excess meter, defective meter, etc.). If the contractor requires a replacement postage meter, USPS credits any remaining postage to SSA through the USPS' Official Mail Accounting System, or the meter manufacturer may transfer the remaining postage from the old meter to the new meter. The contractor should be sure to document the last meter reading (postage remaining amount) before the meter is checked out of service. The contractor may receive a PS Form 3601-C, Postage Meter Activity Report, from the meter manufacturer. The contractor is to forward a copy of this report to SSA within three (3) workdays of the transaction.

The Government reserves the right to request the contractor to upload funds at any time. These uploads are in addition to any routine meter replenishments. As a result of the postage uploads, the contractor may receive a Postage Meter Reset Activity Report Statement from the meter manufacturer. If received, the contractor should retain this documentation for 12 months.

Contractor is not to relocate any Government postage meter containing SSA postage funds to any other building. Contractor is required to contact the SSA Program Lead before any movement of a Government postage meter containing SSA postage funds.

The contractor is required to prepare all metered mail in accordance with the rules and regulations in USPS's Domestic Mail Manual and International Mail Manual.

Contractors should not receive invoicing for meter rentals. If an invoice is received, the contractor is to contact the SSA Program Lead immediately.

***“Official Government” Postage Meters with Automated Reporting Capability (Detailed):*** Postage meters with “Detailed Account Reporting” are capable of providing detailed meter usage reports (see Exhibit R). If the contractor utilizes meters with the detailed account reporting, the contractor is required to provide copies of detailed meter usage reports to SSA with each print order. The detailed report must be contract/print order specific.

When setting up the detail report for SSA, the contractor must set up the meter to record usage via contract program number, mailer number, and file date. The contractor may have to utilize the account and sub-account feature in order to capture the contract program number, mailer number, and file date.

If the contractor utilizes detailed reporting, the contractor will be required to utilize the postage meter account feature for each SSA print program that the contractor is producing. If the contractor requires assistance with set-up and operation of the “accounting” features of the postage meters, they are to contact SSA along with the meter manufacturer.

***Contractor Sites Using an SSA Postage Meter Activity Log (Manual Process):*** If the contractor is using mailing equipment that cannot support a postage meter with an internal accounting feature and/or capable of providing SSA with the detailed reporting, they will be required to complete an SSA Postage Meter Activity Log (see Exhibit S). Contractor must submit a copy of the Postage Meter Activity Log to SSA with each print order. The Postage Meter Activity log must be contract/print order specific.

NOTE: If the contractor produces multiple SSA contracts, they must submit a separate SSA Postage Meter Activity Log for each contract and each print order.

Every field must contain an entry or an “N/A” if the field does not apply. SSA will return incomplete or incorrect activity logs to the contractor for correction. NOTE: If a primary meter fails, and a backup or replacement meter is needed to complete the workload, the contractor will need to document the primary meter log in the note field (i.e., meter failed) and create a new activity log documenting the necessary fields to use with the backup or replacement meter.

The contractor is required to obtain the maximum USPS postage discounts possible in accordance with the USPS First-Class Domestic Mail automated and nonautomated mail discount structure in effect at the time of mailing: (a) Automation (5-digit); (b) Automation (3-digit); (c) Automation (AADC); (d) Automation (Mixed AADC); (e) Nonautomation (Presorted); and, (f) Nonautomation (Single Piece).

Mail addressed to United States possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, U.S. Virgin Islands, and Wake Island) and Military Overseas Addresses (APO/FPO mail) is Domestic Mail, not International Mail, and should be included in the discount sorting above.

To maximize automation discounts, Intelligent Mail Barcode barcoding, delivery address placement, and envelopes used for the mailing are among the items that must comply with USPS requirements for automation compatible mail in effect at the time of the mailing.

Contractor will be required to produce and use a USPS Intelligent Mail Barcode Full-Service option and achieve the maximum postage discounts available with this option. The contractor will be required to comply with USPS requirements and place the IMB on all mail pieces of this workload. The contractor is required to be capable of achieving the postage discounts available with the Full-Service option of the IMB program. The Full-Service option requires the contractor to use Postal One.

SSA will provide the contractor with a 6-digit Mailer Identifier (MID) for the mailing. The Mailer Identifier is a field within the Intelligent Mail barcode that is used to identify the owner of the mail.

USPS uses a verification procedure called a “tap” test. This test is used to screen all mailings with barcoded inserts for proper barcode spacing within the envelope window. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125 inch between the barcode and the left and right edges of the window and at least 0.028-inch clearance between the Intelligent Mail Barcode and the top and bottom edges of the window.

All letters in a mailing must pass the “tap” test in order to obtain the maximum postal discounts for the agency. The contractor will be responsible for payment of any additional postage resulting from a loss of postage discounts due to failure to pass the “tap” test because of inaccuracy or failure to conform to USPS specifications.

The contractor should be aware that USPS uses the Mail Evaluation Readability Look-up Instrument (MERLIN) to evaluate barcodes. If MERLIN is in effect in the contractor's geographic area, the contractor must ensure that all barcoded mail meets the new barcode standards. The contractor will be responsible for payment of any additional postage resulting from a loss of such discounts due to failure of the contractor-generated barcodes to pass the MERLIN test because of inaccuracy or failure to conform to USPS specifications.

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

Permit Imprint is to be used for International Mail providing the mailing consists of at least 200 pieces. Permit imprint may not be used if the mailing is less than 200 pieces. Instead, the mail must be metered and any Permit Imprint must be covered/concealed by a meter strip. The contractor will be reimbursed for the metered postage by submitting a properly completed Postal Service form (or equivalent). All meter supplies must be borne by the contractor.

If the mailing meets the qualifications for International Priority Airmail (IPA), it must be processed through IPA in accordance with USPS rules and regulations in effect at the time of the mailing. Contractor must prepare mail pieces in accordance with the shape-based requirements of First-Class Mail International service listed in the USPS International Mail Manual and the additional requirements for IPA as specified in the most recent IMM.

The contractor is required to sort the mail to achieve the maximum postage discounts available with the IPA program. To maximize postage savings, the contractor shall sort to the IPA Rate Groups 1 through 15. Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items.

The complete address of the sender, including ZIP Code and country of origin, should be shown in the upper left corner of the address side of the envelope. International Mail return addresses must show as the last line of the address "UNITED STATES OF AMERICA," or "USA," all in upper-case letters. 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.

NOTE: International mail cannot contain a presort endorsement. Again, mail addressed to United States possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palua, Puerto Rico, Virgin Islands, and Wake Island), and Military Overseas addresses (APO/FPO mail) is Domestic Mail, NOT International Mail.

***National Change of Address (NCOA) and Coding Accuracy Support System (CASS):*** The contractor shall run all addresses through NCOA and CASS software for address accuracy. The contractor cannot change the addresses, but if an address fails CASS or NCOA or requires a NCOA move update, the contractor shall sort those pieces into a separate file and mail at the non-automated presort rate or full postage rate as to avoid any USPS fines for failure to meet address accuracy rules imposed by USPS. If contractor fails to meet this requirement, the Government will not reimburse for any USPS imposed fines.

Contractor must use mailing envelopes with the "ADDRESS SERVICE REQUESTED" endorsement in accordance with USPS for National Change of Address (NCOA) in a location approved by USPS with the exception of RASR, Mailers 14 and 15, they **DO NOT** contain an ancillary.

*Contractor cannot at any time change the SSA supplied address prior to receipt by the USPS.*



**USPS Certified Mail:** The domestic mailpieces included in these mailings may be required to be mailed using USPS Certified Mail. The contractor will prepare these mailpieces according to USPS regulations contained in the Domestic Mail Manual (DMM) under Section 503.3.0, Certified Mail. Notices associated with the certified mail file shall be inserted into envelopes and processed as certified mail. The contractor must place the current Postal Service Form 3800 (20-digit certified number and barcode) on the envelope.

Permit imprint may not be used if the mailing is less than 200 pieces. Instead, the mail must be metered.

**USPS International Registered Mail:** The mailpieces included in these mailings may be required to be mailed using USPS International Registered Mail. The contractor will prepare these mailpieces according to USPS regulations contained in the International Mail Manual (IMM) under Section 330, Registered Mail.

Notices associated with the registered mail file shall be inserted into envelopes and processed as international registered mail. The contractor must place the current Postal Service Form 3806 (Receipt for Registered Mail) and PS Label 200 (13 digit registered number and barcode) on the envelope.

NOTE: For Certified/Registered Mail, the contractor may add printing to the envelope, with Government approval, to meet USPS and production requirements but must not remove/change the Government printing required.

**Mailing Documentation:** The contractor shall provide SSA with complete copies of all documents used by USPS to verify and accept the mail (e.g., computer records of presort ZIP+4, barcode breakdown, press runs, etc.) including USPS 3607R and/or GPO's Form 712 (Certificate of Conformance) and/or Certificate of Bulk mailing, etc., each noted with file date and mailer number.

**Certificate of Conformance:** When using Permit Imprint Mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement(s) supplied by the USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

The contractor must supply USPS with the Federal Agency Code 276-00023 on all USPS mailing documents. All copies must be legible and include both obverse and reverse side.

Within three (3) workdays of completion of each print order, the contractor shall provide PDF copies of all mailing documentation and 100% Accountability Summary reports to SSA, Printing Management Branch, Baltimore, MD (see Exhibit K). All copies must be legible and include required information so SSA and GPO can discern which mailer #, file date, and run (Daily/DABA/COMP or COLA) that the post documents match to from the task order.

Upon termination of this contract, the contractor must destroy all furnished manuscript copy/camera copy/electronic file(s).

All expenses incidental to picking up and destroying furnished materials (as applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt and verification of the accuracy of counts/files from the daily task order or receipt of the print order (GPO Form 2511), as applicable. *NOTE: If contractor should not receive the electronic task order, they must notify SSA's Printing Management Team immediately.*

For each option year exercised, the amount of time in the schedule will remain the same. The contractor must not deviate from the specified mailing schedule or the quantity to be mailed. In the event that the contractor is to deviate from the specified mail-out date or the quantity to be mailed, the SSA's Printing Management Team must be notified immediately.

Furnished material (as applicable) must be picked up from: SSA, Printing Management Branch, Baltimore, MD (Exhibit K).

Hard copy proofs must be delivered to and picked up from: SSA, Printing Management Branch, Baltimore, MD (Exhibit K). Manuscript and/or camera copy must be returned with hard copy proofs.

PDF soft proofs are to be furnished via email.

**The first task order for actual production will transmit on the morning of August 1, 2021.**

**PROOF SCHEDULE:** The following schedule begins the workday after notification of availability of print order and furnished materials; the workday after notification will be the first workday of the schedule.

- Contractor to submit all required proofs for envelopes and pamphlets within seven (7) workdays of receipt of furnished materials.
- Proofs will be withheld no more than five (5) workdays from receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.) (For PDF soft proofs of envelopes, the ordering agency will furnish changes/corrections/“O.K. to Print” via email.)
- When required due to AA’s, contractor to submit revised proofs within five (5) workdays of receipt of the author’s alterations.
- Revised proofs will be withheld no more than three (3) workdays from receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.) (For revised PDF soft proofs of envelopes, the ordering agency will furnish changes/corrections/“O.K. to Print” via email.)

**PREPRODUCTION TEST SCHEDULES:** Prior to receiving transmission of live production data files, the contractor will be required to perform the following tests:

(NOTE: Contractor will be issued a print order for each of these tests.)

**Notice Transmission Test (Daily/DABA/COMP and COLA):** The contractor will be required to perform this test within one (1) week after installation of the appropriate bandwidth connection and approval of EPS security clearances.

- The contractor will be required to receive up to approximately 780,000 Daily/DABA/COMP notices and up to approximately 5,500,000 COLA notices within one (1) workday. (NOTE: These workloads will be sent simultaneously.)
- The contractor will be required to perform a record count verification within one (1) workday of receipt of complete transmission of all notice test files and furnish the Government with the exact counts.
- The Government will provide verification within one (1) workday of receipt thereof.
- The contractor will be required to furnish 20 sample notices each for Daily/DABA/COMP Mailers 2 through 15, and from each of the COLA Mailers 1 through 5 within 10 workdays of receipt of Government verification of record counts.
- The Government will approve, conditionally approve, or disapprove within two (2) workdays of receipt thereof.

***COLA Validation Test:***

- Contractor to submit 40 PDF samples and 10 printed/inserted validation samples for each mailer within four (4) hours of receipt of the first live files.
- The Government will approve, conditionally approve, or disapprove within five (5) workdays of receipt thereof.

***Daily/COMP Notice Preproduction Press and Mail Run Test (12-Hour Test):***

- The Daily/COMP Notice 12-Hour Preproduction Press and Mail Run Test is to be performed within seven (7) workdays after the Transmission Test has been successfully completed and the Transmission Test samples have been approved by SSA.
- The contractor must produce a total of 32,200 Daily notices (include RASR #s) and 60,708 COMP notices in a continuous 12-hour period.
- The Government will approve, conditionally approve, or disapprove within seven (7) workdays of receipt thereof.

NOTE: Contractor must notify the GPO of the date and time the Daily/COMP notice preproduction press and mail run test will be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the tests.

***Daily/COLA Notice Preproduction Press and Mail Run Test (24-Hour Test):***

- The COLA/Daily Notice 24-Hour Preproduction Press and Mail Run Test is to be performed within seven (7) workdays after the Transmission Test has been successfully completed and the Transmission Test samples have been approved by SSA.
- The contractor must produce a total of 41,500 Daily notices (include RASR #s) and 339,130 COLA notices in a continuous 24-hour period.
- The Government will approve, conditionally approve, or disapprove within seven (7) workdays of receipt thereof.

NOTE: Contractor must notify the GPO of the date and time the Daily/COLA preproduction press and mail run test will be performed. In order for proper arrangements to be made, notification must be given at least five (5) workdays prior to the tests.

***Systems Change/Signature Change/2% COLA Test File/New and Existing Notice Files Validation Test:***

- When required, contractor must submit required notice samples within three (3) workdays of receipt of test files.
- The Government will approve, conditionally approve, or disapprove within two (2) workdays of receipt thereof.

## **PRODUCTION SCHEDULE:**

**Workday** – The term “workday” is defined as Monday through Friday\* each week, exclusive of the days on which Federal Government holidays are observed.

Federal Government Holidays are as follows: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

*\*NOTE: The contractor’s FTMS software shall be operational for the receipt of data files 24 hours a day, seven (7) days a week, unless otherwise specified by the Government. (See “FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS” for additional information).*

Live production files will be transmitted on a daily basis Tuesday through Saturday for the Daily notices. Files will transmit on a Federal holiday for the previous workday but nothing will transmit the day after a Federal holidays (i.e., when a Federal holiday falls on a Friday, production files will be transmit that day but no daily files will transmit that Saturday).

**Anticipated Transmission Schedule:** Task orders transmit the morning after transmission is complete.

- Daily files, Mailers 2 and 3, and electronic task orders transmit each morning Tuesday through Saturday.
- Daily files, Mailers 14 and 15, and electronic task orders transmit each morning Tuesday through Sunday.
- DABA Files, Mailers 2 and 12, and electronic task orders transmit quarterly on the morning of the second Saturday of the month for February, May, August, and November.
- COMP files, Mailers 2, 3, and 6 through 13, and electronic task orders transmit the morning of the fourth Saturday of the month, except November where a small file will transmit either Saturday or Sunday before Thanksgiving. If an UNCOLA and normal COMP, run will occur the fourth Saturday.
- COLA files, Mailers 1 through 5, and electronic task orders will transmit the Saturday morning before Thanksgiving.

The schedule above is the anticipated transmission schedule; delays and changes to schedule may occur. Contractor must be prepared to receive files 24/7/365.

*NOTE: Contractor must not proceed with processing a transmission until counts are verified against the task order. If a discrepancy is found, the contractor must call SSA’s Scheduling Helpline immediately at (877) 697-4889 and the SSA, Printing Management Branch, Baltimore, MD (Exhibit K).*

## **PRODUCTION SCHEDULES FOR DAILY/DABA/COMP NOTICES:**

**Mailers 2 through 9, 14 and 15 (Daily/DABA/COMP Runs)** – Contractor must complete production and mailing within five (5) workdays of receipt of each transmitted file. (For example, transmissions received on Tuesday must be mailed by the close of business the following Tuesday; transmissions received on Friday, Saturday, or Sunday must be mailed by the close of business the following Friday.)

**Mailers 10 through 13 (Daily/DABA/COMP Runs)** – Contractor must complete production and mailing within three (3) workdays of receipt of each transmitted file. (Transmissions received on the weekend must mail by Wednesday)

*NOTE: Transmission delays of 24 hours or more will not constitute a backlog. Premium Payments for Daily volume may be used if the next day’s transmission exceeds total daily maximums.*

## **PRODUCTION SCHEDULE FOR COLA NOTICES:**

**Contractor is to provide SSA and GPO with a production schedule by November 1<sup>st</sup> of each year, outlining their anticipated schedule for each day for printing/imaging, inserting, and mailing. The report must show how they will meet the required schedule. Contractor must provide updates to the schedule, within 12 hours of Government request, as necessary throughout the run.**

After the contractor receives COLA files, the contractor will be required to provide a daily update of work completed for printing/imaging, inserting, and mailing of each mailer for the prior day using a supplied SSA COLA Production Excel spreadsheet. The contractor must email the report to SSA, Printing Management Branch, Baltimore, MD (Exhibit K), by 10:00 a.m., each calendar day (including weekends and holidays).

**Transmission of COLA Files:** The schedule of live production files is to start transmitting the Saturday prior to Thanksgiving but no later than the Monday prior to Thanksgiving of each year.

**COLA Schedule:** The schedule for ALL COLA notices begins the day after Thanksgiving each year. Contractor does not need to wait for all files to transmit prior to start of production; production can start upon receipt of the first full-verified file.

Mailers 1 through 5 are to be produced and mailed on a flow basis with priority to Mailers 1 through 3.

**Mailers 1, 2, and 3** – Contractor must complete mailing within five (5) workdays (with a minimum of 25% of the notices to mail each day beginning with the second workday (25% per day completed for workdays 2 through 5)).

**Mailers 4 and 5** – Contractor must complete mailing within 16 workdays (with a minimum of 10% of this total to mail each day beginning with the 7<sup>th</sup> workday (10% per day completed for workdays 7 through 16). If the total number of notices for Mailers 4 and 5 surpasses 5,500,000 notices, the contractor will be granted one (1) additional workday to complete the mailing.

Contractor is encouraged to start mailing as soon as they are ready, which counts towards the delivery schedule as outlined above.

NOTE: If an UNCOLA should occur, the contractor will follow the schedule for Mailer 3 (Certified Mail) and Mailers 4 and 5 (for the balance of the notices).

The contractor must notify the GPO of the date and time the press sheet and production inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401, or telephone area code (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, prevailing Eastern Time. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. postal service.

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov), via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

### 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 the one (1) year’s production requirements 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 under this contract for a like period.

**PREMIUM PAYMENTS FOR DAILY/DABA/COMP NOTICES:** Orders that exceed the Daily, DABA, COMP total maximum for that day will receive a “Premium Payment” for those notices over the maximum as specified in SECTION 2. Failure of the contractor to deliver work at the time specified will result in disallowance of all premium payments anticipated for that file date and the contractor will not list such items on his billing invoice.

**PREMIUM PAYMENTS FOR COLA NOTICES:** Orders that exceed the COLA volume for the following combinations: Mailers 1 and 2, Mailer 3, or, Mailers 4 and 5, will receive a “Premium Payment” for those notices, over the maximum, for the combinations as specified in SECTION 2. Failure of the contractor to deliver work at the time specified will result in disallowance of all premium payments and the contractor will not list such items on his billing invoice.

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

I.	21
II.	4
III. (a)	1
(b)	1
IV. (a)	3
(b)	372
(c)	124
V. 1. (a)	266
(b)	40,153
(c)	2,610
(d)	11,603
(e)	130
(f)	11,733
2. (a)	16
(b)	21,200
(c)	4,828

VI. (a) 61,353  
(b) 1,305  
(c) 16,431  
(d) 130

VII. 1.(a) 11,728  
(b) 2

2.(a) 200  
(b) 3  
(c) 4,628

VIII. 5



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**SECTION 4. – SCHEDULE OF PRICES**

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

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared 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), NA (Not Applicable), 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 invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

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

Saddle-Stitched Pamphlets: A charge will be allowed for each page whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

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

**I. PROCESSING/FORMATting FILES:** The contractor will be allowed only one (1) charge per mailer for the term of the contract to process and/or format the Advanced Function Presentation (AFP) files, AFP resources, and the Mail Run Data Files supplied necessary to print and mail the package.

Processing/Formatting Files.....per mailer.....\$ \_\_\_\_\_

**II. COMPOSITION FOR ENVELOPES:** Prices offered must be all-inclusive and must include the cost of all materials and operations necessary for the composition in accordance with these specifications.

Envelopes.....per envelope.....\$ \_\_\_\_\_

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

**III. PREPRODUCTION TESTS:** Price offered must include all costs incurred in performing the Transmission Tests, and COLA Validation Test as specified in these specifications. These costs shall cover but are not limited to: machine time, personnel, all required materials, transmissions, films, plates, paper, printing, imaging, collating, inserting, mail preparation, and any other operations necessary to produce the required quantities of the product in the time specified and in accordance with specifications.

(a) Transmission Test (Daily/COLA Notices)..... per test.....\$ \_\_\_\_\_

(b) COLA Validation Test ..... per test.....\$ \_\_\_\_\_

**IV. PROOFS:**

(a) Envelopes: PDF Soft Proof .....per envelope.....\$ \_\_\_\_\_

(b) Pamphlets: Digital One-piece Composite Laminated  
Halftone Proof ..... per trim/page-size unit.....\$ \_\_\_\_\_

(c) Pamphlets: PDF Soft Proof ..... per trim/page-size unit.....\$ \_\_\_\_\_

**V. PRINTING/IMAGING, BINDING, AND CONSTRUCTION:** Prices offered must be all inclusive and include the cost of materials and operations necessary for the printing/imaging, binding, and construction listed in accordance with these specifications.

**1. Daily/DABA/COMP Notices –**

(a) \*Daily Makeready/Setup Charge .....\$ \_\_\_\_\_

\*Contractor will be allowed only one (1) makeready/setup charge per workday (maximum five (5) per print order). This combined charge shall include all materials and operations necessary to makeready and/or setup the contractor’s equipment for all mailers run each day. Invoices submitted with more than one makeready/setup charge per workday will be disallowed.

(b) Notices:  
Printing/imaging in black, including binding ..... per 1,000 leaves.....\$ \_\_\_\_\_

(c) Pamphlets:  
Printing in two ink colors, including binding ..... per 1,000 pages.....\$ \_\_\_\_\_

(d) Mail-out Envelope (6-1/8 x 9-1/2”):  
(including COLA Mailer 3): Printing in black ink,  
including construction..... per 1,000 envelopes.....\$ \_\_\_\_\_

(e) Mail-out Envelope (9 x 12”):  
Printing in black ink, including construction ..... per 1,000 envelopes.....\$ \_\_\_\_\_

(f) Spraying/Imaging of SSA Field Office Addresses  
on Mail-out Envelopes (including COLA Mailer 3)..... per 1,000 envelopes.....\$ \_\_\_\_\_

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

2. COLA Notices –

NOTE: The cost of COLA Mailer 3 Envelope is to be charged under line item V.1.(d).

(a) \*Daily Makeready/Setup Charge .....\$ \_\_\_\_\_

\*Contractor will be allowed only one (1) makeready/setup charge per workday (total of 16) for the duration of the COLA schedule, as outlined in the contract. This combined charge shall include all materials and operations necessary to makeready and/or setup the contractor’s equipment for the five (5) mailers run each day. Invoices submitted with more than one makeready/setup charge per workday will be disallowed.

(b) Notices:  
Printing/imaging in black, including binding ..... per 1,000 leaves .....\$ \_\_\_\_\_

(c) Mail-out Envelope (6-1/8 x 9-1/2”) (Mailers 1, 2, 4, and 5):  
Printing in black ink, including construction ..... per 1,000 envelopes .....\$ \_\_\_\_\_

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

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

- Notices (8-1/2 x 11”): A charge will be allowed for each page-size leaf.
- Pamphlets (5-1/4 x 8”): A charge will be allowed for each page-size leaf.
- Mail-out Envelope (6-1/8 x 9-1/2”): One leaf will be allowed for each envelope.
- Mail-out Envelope (9 x 12”): One leaf will be allowed for each envelope.

Per 1,000 Leaves

(a) Notices:  
White Uncoated Text (50-lb.); or at contractor’s option, White Writing (20-lb.) .....\$ \_\_\_\_\_

(b) Pamphlets:  
White Uncoated Text (60-lb.) .....\$ \_\_\_\_\_

(c) Mail-out Envelopes (6-1/8 x 9-1/2”):  
White Writing Envelope (24-lb.); or,  
at contractor’s option, White Uncoated Text (60-lb.) .....\$ \_\_\_\_\_

(d) Mail-out Envelopes (9 x 12”):  
White Writing Envelope (24-lb.); or,  
at contractor’s option, White Uncoated Text (60-lb.) .....\$ \_\_\_\_\_

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

**VII. INSERTING AND MAILING:** Prices offered must include the cost of all required materials and operations necessary for the mailing of the notices including cost of gathering (collating) notices (single or multiple leaves) in proper sequence, folding (if applicable) to required size in accordance with these specifications, insertion of notice(s) and appropriate pamphlet inserts as required into appropriate mail-out envelope, and mailing in accordance with these specifications.

**1. Daily/DABA/COMP Notices –**

(a) Mailers 2 through 11:  
Personalized notice, single-window mail-out envelope,  
with variable return address, and any required inserts..... per 1,000 mailers.....\$ \_\_\_\_\_

(b) Mailers 12 and 13:  
Personalized Notice (Certified and Registered Mail file),  
single-window mail-out envelope with variable return address, and  
any required inserts..... per 1,000 mailers.....\$ \_\_\_\_\_

**2. COLA Notices –**

(a) Mailers 1 and 2:  
Personalized Notice and double-window mail-out envelope..... per 1,000 mailers.....\$ \_\_\_\_\_

(b) Mailer 3:  
Personalized Notice (Certified and Registered Mail file)  
and single-window mail-out envelope with variable  
return address..... per 1,000 mailers.....\$ \_\_\_\_\_

(c) Mailers 4 and 5:  
Personalized Notice and double-window mail-out envelope..... per 1,000 mailers.....\$ \_\_\_\_\_

**VIII. CERTIFIED/REGISTERED MAIL:** Prices offered must include the cost of any and all additional materials (i.e., paper, envelopes, printing, labels, etc.) and operations necessary to complete the Certified/Registered mail. This price is in addition to the “SCHEDULE OF PRICES,” Items I. through VII.

Certified/Registered mailing.....per 1,000 complete mailers.....\$ \_\_\_\_\_

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

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

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

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

**SHIPMENTS:** Shipments will be made from: City \_\_\_\_\_ State \_\_\_\_\_.

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

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent \_\_\_\_\_ Calendar Days. See Article 12 “Discounts” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_.

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

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

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

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

Bidder \_\_\_\_\_  
(Contractor’s Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Signature and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Printed Name) (Telephone Number)

\_\_\_\_\_  
(Email) (Fax Number)

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)