

<b>Program</b>	209-S					
<b>Term::</b>	May 20, 2024 to April 30, 2025					
<b>Title:</b>	DLA On-Site Document Conversion and Scanning					
			<b>IRON MOUNTAIN</b>		<b>VASTEC, INC.</b>	
			<b>Boston, MA</b>		<b>Tampa, FL</b>	
<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>I.</b>	<b>Document Preparation and Clean-Up:</b>					
(a)	Document Preparation-----per leaf-----	10,069,499	0.052	523,613.95	0.0473	476,287.30
(b)	Document Organization/Re-assembly in same order/manner as received)-----per leaf-----	3,081,267	0.007	21,568.87	0.0162	49,916.53
(c)	Document Organization/Re-assembly (other than order/manner received)-----per leaf-----	302,085	0.048	14,500.08	0.2335	70,536.85
(d)	Clean-up Operations-----per leaf-----	7,857,584	0.071	557,888.46	0.0172	135,150.44
(e)	<b>Redacting Data-</b>					
1.	Up to and including five (5) redactions -----per page-----	147,330	0.243	35,801.19	0.0248	3,653.78
2.	Over five (5) redactions-----per page-----	49,110	0.243	11,933.73	0.0298	1,463.48
(f)	Rebinding-----per publication/book-----	250	5.933	1,483.25	41.16	10,290.00
<b>II.</b>	<b>SCANNING:</b>					
<b>A.</b>	<b>Documents:</b>					
(a)	<b>Scanning Black-</b>					
1.	Up to and including 300 dpi-----per printed page	6,506,585	0.068	442,447.78	0.0977	635,693.35
2.	At 600 dpi-----per printed page-----	383,606	0.102	39,127.81	0.1271	48,756.32
(b)	<b>Scanning Grayscale-</b>					
1.	Up to and including 300 dpi-----per printed page	1,846,612	0.069	127,416.23	0.1026	189,462.39
2.	At 600 dpi-----per printed page-----	97,191	0.103	10,010.67	0.1334	12,965.28
(C)	<b>Scanning Color-</b>					
1.	Up to and including 300 dpi-----per printed page	923,306	0.069	63,708.11	0.1231	113,658.97
2.	At 600 dpi-----per printed page-----	48,595	0.103	5,005.29	0.1601	7,780.06
(d)	Indexing (file names)-----per file-----	28,547	0.225	6,423.08	0.2949	8,418.51
(e)	<b>Indexing (for other than file names)</b>					
1.	Up to and including five (5) units----per field---	1,202,009	0.056	67,312.50	0.0342	41,108.71
2.	Over five (5) units -----per field-----	300,502	0.056	16,828.11	0.0376	11,298.88
<b>B</b>	<b>Engineering Drawings and Maps:</b>					
(a)	<b>Scanning Black -</b>					
1.	Up to and including 300 dpi-----per printed page	11,137	1.463	16,293.43	0.0977	1,088.08
2.	At 600 dpi-----per printed page-----	517	2.326	1,202.54	0.1271	65.71
(b)	<b>Scanning Grayscale -</b>					
1.	Up to and including 300 dpi-----per printed page	2,806	1.536	4,310.02	0.1026	287.90
2.	At 600 dpi-----per printed page-----	148	2.459	363.93	0.1334	19.74
(c)	<b>Scanning Color -</b>					
1.	Up to and including 300 dpi-----per printed page	1,403	1.536	2,155.01	0.1231	172.71
2.	At 600 dpi-----per printed page-----	74	2.459	181.97	0.1601	11.85
(d)	Indexing (file names)-----per file-----	42,024	0.225	9,455.40	0.2949	12,392.88
(e)	<b>Indexing (for other than file names)</b>					
1.	Up to and including five (5) units per field-----	3,903	0.063	245.89	0.0342	133.48
2.	Over five (5) units -----per field-----	976	0.063	61.49	0.0376	36.70
<b>C.</b>	<b>Microfilm/Microfiche and Aperture Cards:</b>					
(a)	<b>Scanning Microfilm/Microfiche-----</b>					
	per imaged film/fiche-----	1,572,784	1.968	3,095,238.91	0.0622	97,827.16
(b)	Aperture Card-----per imaged card-----	196,440	0.438	86,040.72	0.0746	14,654.42
<b>III.</b>	<b>PDF HYPERLINKING AND BOOKMARKING:</b>					
	<b>PDF HYPERLINKING AND BOOKMARKING:</b>					
	PER LINK-----	98,220	0.345	33,885.90	0.3423	33,620.71
<b>IV.</b>	<b>OUTPUT MEDIA:</b>					
(a)	Optical Media (CD, DVD, Blue-ray)----per disc	18	5.980	107.64	9.43	169.74
(b)	External Hard Drive (1 TB)-----per hard drive	5	89.760	448.80	295.00	1,475.00
(c)	Uploading to Content Management System per terabyte-----	3	40.130	120.39	140.00	420.00
<b>V.</b>	<b>ADDITIONAL OPERATIONS:</b>					
(a)	<b>Destruction of Government Furnished Materials</b>					
	per bankers box/container-----	2,995	NC	NC	8.85	26,505.75
(b)	On-Site Project Management-----per hour	500	114.340	57,170.00	45.95	22,975.00
<b>VI.</b>	<b>PACKING AND DISTRIBUTION:</b>					
(a)	<b>Packing and sealing shipping containers</b>					
	per container-----	2,417	NC	NC	8.00	19,336.00
(b)	Palletizing-----per pallet-----	50	NC	NC	305.00	15,250.00
	<b>CONTRACTOR SUBTOTAL</b>			5,252,351.15		-----
	<b>CONTRACTOR SCANNING TOTAL</b>			3,993,828.89		-----
	<b>FADGI GUIDELINES</b>		20.00%	798,765.78	15.00%	-----
	<b>PERCENTAGE INCREASE</b>		0.00%	0.00		-----
	<b>SUBTOTAL PLUS PERCENTAGE INCREASE</b>			5,252,351.15		-----
	<b>DISCOUNT</b>		0.00%	0.00	0.00%	-----
	<b>DISCOUNTED TOTAL</b>			5,252,351.15		-----
Abstract reviewed 5/3/24 - TS						
This is a new term contract						

awarded Iron Mountain 06/04/24 - TS



April 1, 2024

This is Amendment No. 1. The specifications in our invitation for bids on Program 209-S, scheduled for opening at 11:00 a.m. on April 3, 2024, are amended as follows:

1. The bid opening date is changed to April 5, 2024.
2. On page 2 of 29, under “JOINT VENTURE,” add the following statement:

NOTE: If the contractor plans to enter into a joint venture, all employees of all parties that will be performing on this contract must have a favorable background adjudication as required under “SECURITY CLEARANCES.”

3. On pages 4 and 5 of 31, delete the section entitled “SECURITY CLEARANCES” in its entirety, and replace with the following:

**SECURITY CLEARANCES: See “BID RESTRICTIONS” specified on page 1 of these specifications.**

**All contractor/subcontractor employees performing on this contract must be U.S. citizens and may be required to show proof of citizenship prior to commencement of work.**

It is estimated that five (5) to seven (7) orders per year will involve classified document conversion and will require the operators to have a security clearance up to SECRET level. The majority of the orders issued will contain Sensitive But Unclassified (SBU), PII, and/or Controlled Unclassified Information (CUI).

This contract is categorized as classified at the SECRET level and requires the contractor to have and maintain a favorable Facility (Security) Clearance (FCL) at the same or higher level of classification. The contractor must have a facility clearance (DD Form 254) at least as high as the classification indicated for each facility used in the performance of this contract. Additional information can be found at: <https://www.dcsa.mil/Industrial-Security/Entity-Vetting-Facility-Clearances-FOCI/Facility-Clearances/>.

NOTE: Prior to the bid opening date specified on page 1, the prospective contractor shall have the necessary number of employees that are already cleared to handle and process the volume of SECRET level work anticipated (see “BID RESTRICTIONS” specified on page 1 for more information).



All costs incurred in obtaining the above required security clearance(s) must be borne by the contractor.

After award, all employees performing on this contract are required to have completed the following:

*NOTE: The below requirements are for employees other than those employees required to have the SECRET level clearance at time of bid opening – see “BID RESTRICTIONS” on page 1.*

- A fully adjudicated Tier III (formally ANACI) or Tier III background investigation. This background investigation must be completed prior to personnel placement and access to information, data, and/or records furnished by DLA.
- *If applicable*, the contractor may also be required to obtain a Common Access Card (CAC) or Installation Access Badge for each contractor employee in accordance with procedures established by DLA and or the DoD. When a CAC is required, the Contracting Officer will ensure that the contractor follows the requirements of Homeland Security Presidential Directive 12 and any other CAC-related requirements in the contract. The contractor shall provide, on a monthly basis, a listing of all personnel working under the contract that have CACs.

It is the contractor’s responsibility to have in their employment the necessary number of employees to process the volume of work as specified in these specifications. (See “CONTRACTOR TO FURNISH.”)

If the contractor hires additional employees after award, the new employees will be required to go through and have obtained the above-specified clearances prior to performing on this contract.

An “Unfavorable” or “No Determination” adjudication of the contractor employee’s investigation will result in immediate termination of access to Government-furnished information, data, and/or records.

All costs incurred in obtaining the above required security clearances must be borne by the contractor.



4. On page 13 of 31, under “FREQUENCY OF ORDERS,” add the following statement:

NOTE: More than one print order may be issued on the same day requiring the same or different schedules (see “SCHEDULES” for more information); however, the print orders issued on the same day may not be for the same Government site. Based on historical data, the average period of performance for a print order is less than 12 months.

All other specifications remain the same.

Amended bid or acknowledgement of amendment must be submitted using the method specified in the solicitation for bid submission. Telephone or facsimile submission is not acceptable.

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

Sincerely,

**William A.  
Burbano**

Digitally signed by  
William A. Burbano  
Date: 2024.04.01  
11:58:04 -04'00'

WILLIAM BURBANO  
Contracting Officer



April 2, 2024

This is Amendment No. 2. The specifications in our invitation for bids on Program 209-S, scheduled for opening at 11:00 a.m. on April 5, 2024, are amended as follows:

1. The bid opening date remains the same.
2. As specified in Amendment No. 1, dated April 1, 2024, under “SECURITY CLEARANCES,” on the referenced DD Form 254, in box 8 (“ACTUAL PERFORMANCE”), bidder is to specify “TBD” for the location.
3. For information purposes only, more information can be found at the following websites:
  - <https://www.dcsa.mil/Industrial-Security/Entity-Vetting-Facility-Clearances-FOCI/Facility-Clearances/>
  - <https://www.dcsa.mil/Industrial-Security/Entity-Vetting-Facility-Clearances-FOCI/>

All other specifications remain the same.

Amended bid or acknowledgement of amendment must be submitted using the method specified in the solicitation for bid submission. Telephone or facsimile submission is not acceptable.

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

Sincerely,

 Digitally signed by Edris  
Rhinehart  
Date: 2024.04.02 15:47:05  
-04'00'

**EDRIS L. RHINEHART**  
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*DLA On-Site Document Conversion and Scanning Services*

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

Defense Logistics Agency (DLA)

Single Award

**CONTRACT TERM:** The term of this contract is for the period beginning Date of Award (for May) and ending April 30, 2025, plus up to four (4) optional 12-month extension periods that may be added in accordance with the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be opened virtually at 11:00 a.m., prevailing Washington, DC Time, on April 3, 2024, at the Government Publishing Office.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@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 the bid opening date and time specified above will not be considered for award.*

**BID RESTRICTIONS:** Due to time constraints, bidders must possess the required security clearances as specified under “SECURITY CLEARANCES” prior to the bid opening date specified above in order to be eligible for award of this contract. This requirement includes the necessary number of employees that are already cleared to handle and process the anticipated volume of SECRET level work.

NOTE: Bidders will be required to show proof of the required SECRET level security clearances with their bid. If bidders do not have the required clearances prior to the bid opening date specified above and have not furnished with their bid, then the bidder will be declared non-responsive. (NOTE: All costs incurred in obtaining the required security clearances must be borne by the contractor.)

**THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.**

For information of a technical nature, contact Tim Sankey at [tsankey@gpo.gov](mailto:tsankey@gpo.gov) or (202) 512-0488.

## 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 Microforms (GPO Publication 310.3, effective August 31, 1988 (Rev. 02-17)).

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

GPO QATAP for Microforms (GPO Publication 310.3) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/310-3-contract-terms-microforms262f0930b44a64308413ff00001d133d.pdf>.

**SUBCONTRACTING:** No subcontracting is allowed.

NOTE: Any reference to “subcontractor” or “subcontracting” throughout these specifications is to be disregarded.

**JOINT VENTURE:** 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. 2/24).

**FADGI:** All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI):\_May 2023 Technical Guidelines for Digitizing Cultural Heritage Materials, Third Edition: [https://www.digitizationguidelines.gov/guidelines/FADGI%20Technical%20Guidelines%20for%20Digitizing%20Cultural%20Heritage%20Materials\\_3rd%20Edition\\_05092023.pdf](https://www.digitizationguidelines.gov/guidelines/FADGI%20Technical%20Guidelines%20for%20Digitizing%20Cultural%20Heritage%20Materials_3rd%20Edition_05092023.pdf).

Depending on the ordering agency’s end use, each order may require the scanning to be in accordance with following FADGI levels, as specified on the print order:

- One Star
- Two Star
- Three Star

NOTE: It is anticipated that approximately 20% of all orders issued will require FADGI. (For additional information, see “PREMIUM PAYMENTS” in SECTION 3.)

**SCANNER IMAGING PERFORMANCE AND MONITORING:** Scanner performance and consistency during production shall be evaluated daily prior to scanning by the contractor with the DICE Device Level Target (available as the Golden Thread target from Image Science Associates). Contractor is responsible for obtaining targets and evaluation software.

If scanner performance drops below the required minimum FADGI level specified, the contractor shall stop all scanning and address the deficiency. Failure by the contractor to address the deficiency may require the contractor to re-scan documents at no expense to the Government. No extra time can be allowed for this re-scanning; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor shall capture a digital image of the DICE Device Level Target for each scanner being used at the start of each day’s production and provide the file(s) to DOCON PMO at: [contact.DOCONPMO@dla.mil](mailto:contact.DOCONPMO@dla.mil). Additionally, if any changes are made to the scanner(s) (e.g., maintenance, calibration, and/or repair), the contractor shall capture digital images of the targets prior to scanning and provide them to DOCON PMO at: [contact.DOCONPMO@dla.mil](mailto:contact.DOCONPMO@dla.mil). In the event of an issue identified by the ordering agency, the ordering agency will provide the files to the GPO for evaluation.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through April 30, 2025, 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 January 31, 2024 called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**SECURITY REQUIREMENTS:** Protection of Sensitive and Personally Identifiable Information (PII):

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.”

- (a) The contractor shall comply with all applicable Federal, state, and local laws and ensure performance is secure while protecting material, equipment, and supplies from damage, theft, and loss.



- (b) The contractor shall restrict access to all information obtained 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 information for performance of the contract will be determined at the postaward conference, or shortly thereafter, between the Contracting Officer, DLA, and the responsible contractor representative.
- (c) The contractor shall process all information obtained 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.
- (d) The contractor shall inform all personnel with access to the information in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (e) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor's 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 Government.
- (f) The contractor shall ensure that each contractor employee with access to 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.
- (g) All information obtained for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (h) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of information, if applicable.

**SECURITY CLEARANCES: See "BID RESTRICTIONS" specified on page 1 of these specifications.**

**All contractor employees performing on this contract must be U.S. citizens and may be required to show proof of citizenship prior to commencement of work.**

It is estimated that five (5) to seven (7) orders per year will involve classified document conversion and will require the operators to have a security clearance up to SECRET level. The majority of the orders issued will contain Sensitive But Unclassified (SBU), PII, and/or Controlled Unclassified Information (CUI).

After award, all employees performing on this contract are required to have completed the following:

- A fully adjudicated Tier III (formally ANACI) or Tier III background investigation. This background investigation must be completed prior to personnel placement and access to information, data, and/or records furnished by DLA.
- *If applicable*, the contractor may also be required to obtain a Common Access Card (CAC) or Installation Access Badge for each contractor employee in accordance with procedures established by DLA and or the DoD. When a CAC is required, the Contracting Officer will ensure that the contractor follows the requirements of Homeland Security Presidential Directive 12 and any other CAC-related requirements in the contract. The contractor shall provide, on a monthly basis, a listing of all personnel working under the contract that have CACs.

It is the contractor's responsibility to have in their employment the necessary number of employees to process the volume of work as specified in these specifications. (See "CONTRACTOR TO FURNISH.")

**NOTE: Prior to the bid opening date specified on page 1, the prospective contractor shall have the necessary number of employees that are already cleared to handle and process the volume of SECRET level work anticipated (see "BID RESTRICTIONS" specified on page 1 for more information).**

If the contractor hires additional employees after award, the new employees will be required to go through and have obtained the above-specified clearances prior to performing on this contract.

An "Unfavorable" or "No Determination" adjudication of the contractor employee's investigation will result in immediate termination of access to Government-furnished information, data, and/or records.

All costs incurred in obtaining the above required security clearances must be borne by the contractor.

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands. The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work or which are generated as a result of this contract.

Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed. (See "PREAWARD PRODUCTION PLANS, *Disposal of Waste Materials Plan*" for additional information.)

**DATA RIGHTS:** All data/content and materials furnished and/or produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data/content/materials in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

The contractor must protect against the destruction and/or misplacement of all information produced under this contract, unless otherwise directed/addressed in writing by DLA Document Services. This includes both hard and soft copies of data.

The contractor shall not release any information (including, but not limited to, photographs, files, public announcements, statements, denials, or confirmations) on any part of the subject matter of this contract or any phase of any program hereunder without the prior written approval of the Contracting Officer.

The contractor agrees to the following:

- (a) That the records, computer data, lists, and other information therein are, and shall remain, the exclusive property of the Government, and such data shall not be utilized or disclosed to any person or entity.
- (b) The contractor agrees to return to the Government any and all material utilized during the course of this project, unless otherwise specified.
- (c) The contractor further agrees that neither they nor any of their directors, officers, employees, consultants, or agents will disclose, rent, lease, sell, or enter into joint ownership agreement concerning any records, lists, information, updates, or enhancements of the Government's data in any form or for any purpose.
- (d) Upon completion of the print order, the contractor will return or destroy all copies of Government data, unless otherwise specified, and the contractor will not thereafter revive, retain, or use any Government data in any fashion or for any purpose whatsoever.

**INFORMATION CUSTODIAL LANGUAGE:**

1. Information made available to the contractor or subcontractor by Government for the performance or administration of this contract or information developed by the contractor/subcontractor in performance or administration of the contract shall be used only for those purposes and shall not be used in any other way without the prior written agreement of the Government.
2. Prior to termination or completion of this contract, contractor/subcontractor must not destroy information received from DLA or gathered/created by the contractor in the course of performing this contract without prior written approval by the DLA. Any data destruction done on behalf of DLA by a contractor/subcontractor must be done in accordance with National Archives and Records Administration (NARA) requirements. Self-certification by the contractor that the data destruction requirements above have been met must be sent to the assigned primary point of contact within 30 calendar days of termination of the contract.
3. The contractor/subcontractor must receive, gather, store, back up, maintain, use, disclose, and dispose of DLA information only in compliance with the terms of the contract and applicable Federal and DLA information confidentiality and security laws, regulations, and policies. If Federal or DLA information confidentiality and security laws, regulations, and policies become applicable to the DLA information or information systems after execution of the contract or if NIST issues or updates applicable FIPS or Special Publications (SP) after execution of this contract, the parties agree to negotiate in good faith to implement the information confidentiality and security laws, regulations, and policies in this contract.
4. The contractor/subcontractor shall not make copies of DLA information except as authorized and necessary to perform the terms of the agreement. If copies are made for restoration purposes, after the restoration is complete, the copies must be appropriately destroyed.
5. If DLA determines that the contractor has violated any of the information confidentiality, privacy, and security provisions of the contract, it shall be sufficient grounds for DLA to withhold payment to the contractor or third party or terminate the contract for default.
6. The contractor/subcontractor must store, transport, or transmit DLA sensitive information (as applicable to the requirements of this contract) in an encrypted form, using DLA approved encryption tools that are, at a minimum, FIPS 140-2 validated.
7. Except for uses and disclosures of DLA information authorized by this contract for performance of the contract, the contractor/subcontractor may use and disclose DLA information only in two other situations: (1) in response to a qualifying order of a court of competent jurisdiction or (2) with DLA's prior written approval. The contractor/subcontractor must refer all requests for, demands for production of, or inquiries about, DLA information and information systems to the DLA Contracting Office for response.
8. For service that involves the storage, generating, transmitting, or exchanging of DLA sensitive information but does not require certification and accreditation or a Memorandum of Understanding – Interservice Agreement (MOU-ISA) for system interconnection, the contractor/subcontractor must complete a Contractor Security Control Assessment (CSCA) on a yearly basis and provide it to the assigned primary point of contact.

**LIQUIDATED DAMAGES FOR DATA BREACH:** Consistent with the requirements of 38 USC §5725, a contract may require access to sensitive personal information. If so, the contractor is liable to DLA for liquidated damages in the event of a data breach or privacy incident involving any Personally Identifiable Information (PII), Sensitive Personal Information (SPI), or Protected Health Information (PHI), the contractor/subcontractor processes or maintains under this contract.

The contractor/subcontractor shall provide immediate notice to DLA of a “security incident.” Upon such notification, DLA must secure from a non-Department entity or the DLA Office of Inspector General an independent risk analysis of the data breach to determine the level of risk associated with the data breach for the potential misuse of any sensitive personal information involved in the data breach. The term “data breach” means the loss, theft, or other unauthorized access or any access other than that incidental to the scope of employment, to data containing sensitive personal information, in electronic or printed form, that results in the potential compromise of the confidentiality or integrity of the data. Contractor shall fully cooperate with the entity performing the risk analysis. Failure to cooperate may be deemed a material breach and grounds for contract termination.

Each risk analysis shall address all relevant information concerning the data breach, including the following:

- a. Nature of the event (loss, theft, unauthorized access).
- b. Description of the event, including:
  - i. Date of occurrence.
  - ii. Data elements involved, including any PII, SPI, or PHI such as full name, social security number, date of birth, home address, account number, disability code, etc.
- c. Number of individuals affected or potentially affected.
- d. Names of individuals or groups affected or potentially affected.
- e. Ease of logical data access to the lost, stolen, or improperly accessed data in light of the degree of protection for the data (e.g., unencrypted, plain text).
- f. Amount of time the data has been out of DLA control.
- g. The likelihood that the sensitive personal information will or has been compromised (made accessible to and usable by unauthorized persons).
- h. Known misuses of data containing sensitive personal information, if any.
- i. Assessment of the potential harm to the affected individuals.
- j. Whether credit protection services may assist record subjects in avoiding or mitigating the results of identity theft based on the sensitive personal information that may have been compromised.

Based on the determinations of the independent risk analysis, the contractor shall be responsible for paying to the DLA liquidated damages in an amount per affected individual to cover the cost of providing credit protection services to affected individuals consisting of the following:

- a. Data breach analysis.
- b. Notification.
- c. One (1) year of credit monitoring services consisting of automatic daily monitoring of at least three (3) relevant credit bureau reports.
- d. Fraud resolution services, including writing dispute letters, initiating fraud alerts and credit freezes, to assist affected individuals to bring matters to resolution.
- e. One (1) year of identity theft insurance with \$20,000.00 coverage at \$0.00 deductible.
- f. Necessary legal expenses the subjects may incur to repair falsified or damaged credit records, histories, or financial affairs.

**WARRANTY:** Contract Clause 15, “Warranty,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 calendar days to one (1) year from the date the check is tendered as final payment. All other provisions remain the same.

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

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)

These 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 the contractor's personnel plan, security control plan, and disposal of waste material plan as required by these specifications.

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-responsible.

**PREAWARD PRODUCTION PLANS:** As part of the preaward survey, the contractor must 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 below 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.

**Option Years:** For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. The contractor should be prepared to submit these plans to GPO within five (5) workdays of notification of the option year being exercised. If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer a statement confirming that the current plans are still in effect.

***The following 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: Once the Preaward Production Plans are approved by the Government, the contractor is not allowed to deviate from the approved plans without written consent from the Contracting Officer.***

***For the purpose of this contract, "on site" is defined as performing at DLA/Government facility(ies). See "BACKGROUND" in SECTION 2 for more information.***

NOTE: The Preaward Production Plans must be formatted so that each plan, as specified below, is its own section and all information required for that plan is specified in that section. At contractor's option, each plan can be a separate document or one document with each plan separately identified.

**Personnel Plan** – This plan must include a listing of all personnel who will be involved with this contract. The list of personnel must also include which employees that have the SECRET clearance and which employees have received a favorable background adjudication.

The plan must include a description of the training programs that any new employee(s) will receive to familiarize them with the requirements of this program.

For any new employee(s) added after award, the contractor must submit an updated personnel plan and receive approval from the Government prior to that employee(s) commencing work on this contract.

**Security Control Plans** –The contractor shall maintain, in operation, an effective security system where items by these specifications are produced and/or stored (awaiting distribution or disposal) to assure against theft and/or the product 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.

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

The security control plans must address in detail, at a minimum, the following –

- How all accountable materials will be handled throughout all phases of production.
- How the disposal of waste materials will be handled, if required. (See “*Disposal of Waste Materials Plan.*”)
- How all applicable Government-mandated security/privacy/rules and regulations, as cited in this contract, shall be adhered to by the contractor.

**Disposal of Waste Materials Plan** –The contractor may be required to assist the ordering agency in the disposal of waste materials. The contractor is required to demonstrate how all waste materials used in the production of sensitive records will be definitively destroyed (i.e., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records are records that are exempted from disclosure by statute, including the Privacy Act or regulation. Contractor required to show proof of disposal.

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate their ability to perform the functions required in these specifications by completing a preaward test. The Government may waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully perform the functions required.

For the preaward test, a job (consisting of approximately 2 or 3 boxes/containers) representative of the functions to be performed under these specifications will be provided on the same media and in the same manner stipulated in the specifications. (NOTE: Ordering agency will ship the test materials to the contractor. Upon receipt, contractor must immediately notify the ordering agency and GPO.)

The scanned/digitized content is to be provided to the ordering agency via DoD Secure Access File Exchange (SAFE) (details to regarding DoD SAFE to be provided at time of testing) and to GPO at [apsdc@gpo.gov](mailto:apsdc@gpo.gov) within three (3) workdays of receipt of the furnished preaward test materials. (NOTE: The furnished materials must be returned via secure transportation (e.g., FedEx, UPS, or USPS) at contractor’s expense.)

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit additional test samples if so notified by the Contracting Officer.

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

Failure to perform the preaward test functions in accordance with these specifications may be reason for a determination of non-responsibility. In addition, the contractor's failure to successfully complete this test within three (3) workdays may also result in a determination of non-responsibility. The Contracting Officer may grant a period in excess of three (3) workdays, if in their opinion, there is reason to believe that the contractor is making great progress in meeting the contract specifications.

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

**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, immediately after award. The postaward conference will be held via teleconference.

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

**ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through April 30, 2025, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

### PRIVACY ACT

(a) The contractor agrees:

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

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

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

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his 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:** Prior to submitting billing invoices to GPO for payment, the contractor must submit an itemized billing invoice (as specified below) to the ordering agency (agency contact information to be provided after award) for verification, approval, and signature. Additionally, on the same day as submitting the ordering agency for review, contractor must also email a copy to Tim Sankey at [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

The contractor is to submit a monthly billing invoice for all work completed during the previous month. Invoices for payment must include the following information:

- Contractor's name, address, and phone number
- Purchase, program, and print order numbers
- Month and year of service for invoice submitted
- Line item prices being invoiced
- Breakdown of hours charged for on-site project management (see "CONTRACTOR PERSONNEL AND MANAGEMENT")
- Total invoice amount

Monthly billing invoices must be submitted to the ordering agency no later than the 15<sup>th</sup> of the month following the month for which the invoice is being submitted (e.g., May's monthly invoice must be submitted no later than June 15<sup>th</sup>).

*NOTE: Invoices with any incorrect or incomplete information will be returned to the contractor for resubmission.*

After agency verification/approval, contractor must submit the signed billing invoice, including print order, to the U.S. Government Publishing Office.

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:

<https://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: <http://www.gpo.gov/finance/index.htm>.

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

**MODIFICATIONS:** If any additional costs are incurred during the production of any print order under this contract due to Government action, contractor is REQUIRED to contact the GPO publishing specialist in writing for approval BEFORE proceeding. (Refer to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) for additional information.)

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover on-site document conversion services requiring such operations as document preparation and clean-up, scanning, OCR/ICR conversion, 508 compliance, naming/indexing, saving to various output media, packing, and distribution.

**TITLE:** DLA On-Site Document Conversion and Scanning Services.

*For the purpose of this contract, “on site” is defined as performing at DLA/Government facility(ies).*

**BACKGROUND:** The Defense Logistics Agency Document Services’ mission includes being the preferred provider for document automation services to the Department of Defense (DOD). These services include the electronic conversion, retrieval, production, and distribution of both digital and electronic data to customers at approximately 15 to 20 Government locations throughout the Continental United States (CONUS) and approximately two (2) to five (5) Government overseas locations (OCONUS). The OCONUS locations will consist of Alaska, Hawaii, and U.S. Territories. NOTE: Government locations may be a DLA site or a Government site other than DLA.

DLA has a requirement to obtain professional support services in support of document conversion from legacy document media (paper, microfilm, microfiche, aperture cards, etc.), into standard electronic files (e.g., PDF, XML) and media (CD, DVD, Blu-Ray, External Hard Drive (EHD), Electronic Upload).

The process of document conversion involves state-of-the-art scanning of the original document’s text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive document conversion services are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings/maps, legal instruments, etc.) in whatever media they currently exist (hard copy, soft copy (electronic), microfiche/microfilm, and/or aperture cards) onto a new delivery/storage media (see “OUTPUT MEDIA” specified herein) in PDF image files required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete document conversion services will be used for Classified, Unclassified, Sensitive But Unclassified (SBU), PII, and/or Controlled Unclassified Information (CUI) documents using DLA/Government facilities.

**FREQUENCY OF ORDERS:** It is impossible to predetermine the number or frequency of orders which will be placed during the term of this contract. However, based on historical data, it is anticipated that up to approximately 25 orders will be issued per year, with up to an estimated 10 orders being multiple-year efforts.

**NUMBER OF IMAGES:** Approximately 1,000 to 9,000,000 images per order.

NOTE: Multiple functions may be required on the same print order requiring the same schedule.

The Government reserves the right to increase or decrease by up to 25% the total number of images ordered annually for each item.

### **GOVERNMENT TO FURNISH:**

Print order (GPO Form 2511) with each order. Attachments with additional instructions/information for that order may be furnished with the print order. All attachments are to be considered part of the print order. (See “ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS” and “ORDERING” specified herein.)

Furnished materials will be located and furnished in an organized fashion in bankers boxes, standard shipping containers, file cabinets, etc.

Hard copy documents, soft copy (electronic), microfiche, and/or microfilm may be furnished. Hard copy documents consist of, but are not limited to, singles-leaf documents, bound documents, engineering drawings, maps, and aperture cards.

Majority of furnished hard copy documents (approximately 95%) are 8-1/2 x 11", one and two-sided, and are in good to fair condition; the balance of furnished hard copy documents are sizes other than 8-1/2 x 11" and may be fragile documents (e.g., carbon copies) (see "DOCUMENT CONVERSION AND SCANNING for more information).

***Review of Furnished Materials*** – Within two (2) workdays of receipt of furnished materials, contractor must perform an initial review and inventory all the materials received (number of boxes/containers/file cabinets, etc.). Contractor must notify both DLA and GPO, in writing, of any discrepancy between what is received and what is specified on the accompanied print order.

During the production of the print order, the contractor must maintain a running manifest of the received materials as the contractor is going through each box/container/file cabinet, etc., and must identify and document what each box/container/file cabinet, etc., consists of. The contractor must notify DLA/GPO, in writing, of any issues with the furnished materials as they are discovered or if any requirement falls outside of the scope of the contract. See "CONTRACTOR TO FURNISH" and "DOCUMENT PREPARATION AND CLEAN-UP" for additional information.

**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.

Immediately upon award, contractor must provide the ordering agency with a main point of contact (POC) and a backup POC to handle all communications with DLA Document Services (including all the various locations).

The contractor shall be responsible for employing technically qualified personnel to perform the work required under this contract. The contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements.

***It is the contractor's responsibility to determine and maintain the qualified staffing needed to complete each order in accordance these specifications. The contractor will not be relieved of any responsibility in meeting the mutually agreed upon schedule because of the contractor's failure to maintain the necessary staffing.***

***If, at any point during the term of the contract or during the production of an individual print order, the specifications change, the contractor, to the best of their ability, will work with DLA and GPO to affect the change. The required change and any mutually agreed upon price and/or schedule adjustments will be authorized via a GPO-issued modification.***

The contractor shall be certified, bonded, and insured.

The contractor shall provide a written schedule of the days and times of anticipated performance at the facility listed on the print order. Any changes to the schedule shall be approved in advance. The contractor shall work during normal business hours which are between 7:30 a.m. and 4:00 p.m. (see "HOURS OF OPERATIONS").

The DLA Technical Point of Contact (TPOC) will conduct an initial orientation to the contractor of the facility and location of where the contractor will work.

The contractor shall have a quality control program to assure the requirements of this contract are provided as specified. When requested, the contractor must provide a copy of their quality control program.

**PRODUCTION MEETINGS:** The contractor and DLA will meet monthly to discuss various topics, to include, but not limited to: current orders and their progress; upcoming orders; issues with current or previous orders and how contractor will resolve the issues.

In addition to the monthly meetings, the Government may request ad hoc meetings.

The contractor is responsible for setting up the monthly and any ad hoc meetings, hosting the meeting, and taking the notes/minutes of the meeting. After the meeting, the contractor will provide the notes/minutes to both DLA and GPO via email in either a Word document or PDF file, at contractor's option.

These meetings will be held via teleconference.

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

**TRAVEL REIMBURSEMENT:** The contractor shall not be reimbursed for travel and per diem costs incurred directly and specifically in the performance of this contract. All travel/per diem costs for providing on-site personnel and transporting equipment/resources to and from DLA sites will be borne by the contractor.

**WORK AREA RESTRICTIONS:** All contractor employees shall observe the Government regulations regarding trespassing into areas outside of those authorized for their work, such as security areas (see "HOURS OF OPERATION" and "CONTRACTOR PERSONNEL AND MANAGEMENT" for more information).

Information gained through the work to be performed shall not be divulged outside of the ordering agency or used for personal gain.

Contractor will not have access to DLA's Wi-Fi nor will they have wired networked access using Government connectivity while onsite. Contractor is allowed to create "hot spots" for their own usage.

Contractor will have use of on-site workspace. The size of the workspace varies for each location and is dependent upon the size/complexity of the order. Contractor will have use of standard office furniture.

**HOURS OF OPERATION:** Unless otherwise specified, all contract work is to be performed during regular administrative working hours of 7:30 a.m. to 4:00 p.m., local time (includes 30-minute lunch period), Monday through Friday.

Any work at the Government site shall not take place on Federal holidays, weekends, or Federal Government shutdown days, unless directed by the Contracting Officer. (See "SCHEDULE, *Workday*" for more information.)

There are 11 Federal holidays set by law, as follows:

Under current definitions, five (5) holidays are set by date:

New Year's Day: January 1  
Independence Day: July 4  
Veterans Day: November 11  
Christmas Day: December 25  
Juneteenth Day: June 19

If any of the above holidays fall on a Saturday, then Friday shall be observed as the holiday; if any of the above holidays fall on a Sunday, then Monday shall be observed as the holiday.

The remaining six (6) holidays are set by a day of the week and month:

Martin Luther King's Birthday: Third Monday in January  
Washington's Birthday: Third Monday in February  
Memorial Day: Last Monday in May  
Labor Day: First Monday in September  
Columbus Day: Second Monday in October  
Thanksgiving: Fourth Thursday in November

**CONTRACTOR PERSONNEL AND MANAGEMENT:** Contractor employees performing on site shall be controlled, directed, and supervised at all times by management personnel of the contractor. Contractor management shall ensure that employees properly comply with the performance work standards as specified in this contract. Contractor employees shall perform their duties independent of, and without the supervision of, any Government official. The tasks, duties, and responsibilities set forth in this contract may not be interpreted or implemented in any manner that results in, but is not limited to, any contractor employee creating or modifying Federal policy, obligating the appropriated funds of the United States Government, overseeing the work of Federal employees, and/or providing direct personal services to any Federal employee. The Government will control access to the facility and will perform the inspection and acceptance of the completed work.

***On-Site Project Management:*** At the request of the Government, the contractor shall provide on-site project management support services as needed to include, but are not limited to, attending/presenting interim program reviews, program management meetings, custom ad hoc reporting requirements, program oversight during absence of on-site Government representative. The number of hours is specific to the size of the requirement and the availability of an on-site Government representative.

An employee performing on-site services may act as the Project Manager for attending/presenting interim program reviews, program management meetings, custom ad hoc reporting requirements, program oversight during absence of on-site Government representative.

Prior to an on-site employee acting as Project Manager, approval must be received from the on-site Government representative for that employee to act as Project Manager.

NOTE: The contractor may only bill for the hours when the employee is acting as the Project Manager at the Project Manager rate.

In accordance with the requirements under "REPORTING" and "PAYMENT," for each billing invoice per print order, the contractor must provide a breakdown of the hours being charged for on-site project management (line item V.(b) in the "SCHEDULE OF PRICES.")

***Qualifications:*** The contractor shall be responsible for employing technically qualified personnel to perform the work required under these specifications. The contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements.

The work history of each contractor employee must contain experience directly related to the task and functions they are intended to perform under this contract. The Government reserves the right, during the life of the contract, to request work histories on any contractor employee for the purposes of verifying compliance with the above requirements. Additionally, the Government reserves the right to review resumes of contractor personnel proposed to be assigned. Personnel assigned to, or utilized by, the contractor in performance of work shall be fully capable of performing the requirements contained in these specifications in an efficient, reliable, and professional manner.

**Specific Personnel Qualifications Requirements:** Personnel assigned to or utilized by the contractor in the performance of this contract shall, as a minimum:

- Be aged 18 or over.
- Currently possess, or have the ability to obtain, a favorable National Agency Check with Inquiry (NACI) (background check – see “SECURITY CLEARANCES”).
- Specialized Experience: The contractor shall have specialized experience in document indexing and scanning of paper records.
- Must be U.S. citizens. Employees may be required to show proof of citizenship prior to beginning contract work.

**Training:** Contractor personnel is responsible for training the assigned DLA on-site personnel how to use contractor furnished equipment (CFE), scanners, and other provided resources (e.g., scanner equipment, computer equipment, software).

**Government Badges:** The DLA TPOC will coordinate the issuance of required access badges to contractor personnel. Contractor personnel shall wear laminated identification badges provided by the Government at all times when performing on site at the Government facility. Badges shall be worn on the outer garment, attached to the outer shirt or jacket pocket by a button or clip or worn around the neck secured by an appropriate identification card lanyard.

Government-issued identification badges remain the property of the Government and shall be returned to the issuing office or other designated Government personnel within seven (7) workdays (along with the corresponding DLA CAC turn-in form, completed by the contractor) of completion of the contract or if an employee is no longer working for the contractor.

**Contractor Badges:** Notwithstanding the requirement to wear a Government furnished badge, contractor personnel shall also wear a laminated, contractor identification badge at all times when performing services under this contract, including when on Government directed travel. The badge will contain a personal picture, name of employee, and contractor’s name. Badges shall be worn on the outer garment attached to the outer shirt or jacket pocket by a button or clip or worn around the neck secured by an appropriate identification card lanyard.

All contractor personnel attending meetings, answering Government telephones, and/or working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public or Congress that they are Government officials. They must also ensure that all documents or reports produced by contractor personnel are suitably marked as contractor products or that contractor participation is appropriately disclosed.

**Safety/Security Requirements:** The contractor shall comply with all applicable Federal, state, and local laws and ensure performance is secure while protecting material, equipment, and supplies from damage and loss.

Government security personnel shall have the express right to inspect for security violations at any time during the term of the contract.

**Protection of Sensitive and Personally Identifiable Information (PII):** Contractor must be in compliance with the requirements as specified under “SECURITY REQUIREMENTS” as specified herein.

All assigned personnel who will have access to Government furnished computers will observe all local Automated Information System (AIS) security policies and procedures. AIS security training will be provided at no cost to assigned personnel. Violations of local AIS security policy will be evaluated on a case-by-case basis and could result in disciplinary actions. All personnel performing work on this contract are required to be U.S. citizens and must have a favorably adjudicated background investigation prior to commencing work (see “SECURITY CLEARANCES” specified herein).

***Standards of Conduct:*** Contractor personnel shall conduct themselves in a professional manner (i.e., timeliness, communication (spoken and written), etc.). The Contracting Officer may require the contractor to remove from the job site any employee working under this contract for reasons of suspected misconduct, a suspected security breach, or suspected to be under the influence of alcohol, drugs, or any other incapacitating agent. Contractor employees shall be subject to dismissal from the premises upon determination by the Contracting Officer that such action is necessary in the interests of the Government.

The DLA TPOC has the authority to bar individuals from the Government facility. The removal from the job site or dismissal from the premises shall not relieve the contractor of the requirement to provide sufficient personnel to perform the services as required by this performance work statement. The Government shall not reimburse the contractor for travel and other expenses associated with the removal of personnel.

Contractor personnel are not authorized to carry or possess personal weapons to include, but are not limited to, firearms and knives with a blade length in excess of three inches, while assigned under this contract.

***Working Attire and Appearance:*** Contractor personnel shall present a professional appearance commensurate with standards delineated for Government civilian personnel acting in similar capacities. The normal manner of dress is business casual.

The Government reserves the right to review contractor personnel qualifications. Upon request, resumes shall be provided to the Contracting Officer prior to clearance approval, for review and acceptance by DLA. The intent is verification purpose and not for the Government to become the hiring authority.

**KEY PERSONNEL REPLACEMENT AND SUBSTITUTION:** Requests for approval of substitutions shall be in writing and shall provide a detailed explanation of the circumstances necessitating the proposed substitutions. The request shall contain a complete resume for the proposed substitute, and any other information requested or required by the Contracting Officer to approve or disapprove the request. Proposed substitutes shall have qualifications that are equal to or higher than the personnel being augmented. The Contracting Officer or his/her authorized representative shall evaluate such requests and promptly notify the contractor in writing whether the proposed substitution is acceptable.

The contractor shall replace any absent individual for any period greater than one (1) workday so as to leave a full complement of trained qualified personnel at all times with no disruption of services.

**DOCUMENT PREPARATION AND CLEAN-UP:** The contractor shall provide document preparation services to include pre- and post-document handling services and document reconstruction services. These services may include, but are not limited to: disassembling documents, removing binding (staples, wire coils, etc.), removing sticky/post-it type notes, unfolding, taking materials out of folders or binders, taking out of envelopes, organizing/re-assembling in the originally furnished order, organizing/re-assembling in a different order than received, re-binding as originally furnished, re-inserting in originally furnished folders/binders/envelopes, etc. Contractor may be required to organize furnished materials/files in chronological order or in the order specified on the print order before returning to DLA.

It is impossible to specify in this contract all the pre- and post-document services that may be required on any print order. Any services determined to be needed after receipt of furnished materials that are not specified above are to be brought the attention of DLA/GPO. If it is determined that those services do not fall within scope of this contract or per industry standards for document preparation/clean-up, the contractor must be willing to work with DLA/GPO to provide the requested service. (See "CONTRACTOR TO FURNISH" for additional information.)

The requirements will vary. The print order will specify any handling/reconstruction requirements.

The print order will specify if the contractor is allowed to remove the binding from furnished books/publications.

The level of handwork intervention required for scanning the furnished document(s) is specified below:

*No Intervention:* Approximately 5% of the total furnished source materials that shall be ready to be inserted into the automated document scanner requiring no deconstruction. (For example, looseleaf documents that are all one size.)

*Light Intervention:* Approximately 15% of the total furnished source materials that shall require slight deconstruction before being inserted into the automatic document scanner. (For example, all one standard size documents that are rolled, stapled, or paper clipped.)

*Medium Intervention:* Approximately 70% of the total furnished source materials that shall require moderate deconstruction before being inserted into the automatic document scanner and consist of light intervention. (For example, documents of various standard sizes; may include folder tabs and/or tab dividers; sticky notes to be removed and replaced.)

*Heavy Intervention:* Approximately 5% of the total furnished source materials that shall require difficult deconstruction before being inserted into the automatic document scanner and consist of light and/or medium intervention. (For example, documents of various standard sizes; may include pages that are folded, torn, or stuck together.)

*Glass Work:* Approximately 5% of the total furnished source materials that consist of originals that can only be scanned manually on the scanner glass and may include, but are not limited to, receipts, half-pages, envelopes, onion skin or thermal facsimile paper, odd-sized originals, checks, permanently bound books, two-sided spiral bound publications, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

Hard copy documents may be furnished loose, bound, or in binders or folders. Contractor will be required to separate each page for scanning/conversion. Some preparation prior to scanning will be required. The contractor will remove staples, paper clips, and any other binding that will prevent the document from being scanned. The documents can be machine fed.

When required, reconstruction may include, but is not limited to, putting the documents back in bindings (staples, acco, spiral, perfect bind, etc.) or simply putting back in binders or folders, or rubber banding.

Documents may be fragile. The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor is to contact DOCON PMO at: [contact.DOCONPMO@dla.mil](mailto:contact.DOCONPMO@dla.mil).

Contractor must exercise reasonable care to ensure that the integrity of the material is preserved. Where materials are stapled, or otherwise fastened or bound, care must be used in taking the materials apart to ensure that part of the document is not obliterated or that the authenticity of the document becomes questionable.

After scanning, the contractor may be required to re-assemble or re-bind furnished documents in the same order or manner as received. An occasional order may require the contractor to organize and/or re-assemble in a different order or manner than received (e.g., organizing furnished materials in chronological order). When required, the requirements will be specified on the print order.

The contractor shall provide document clean-up services to include, but are not limited to, de-speckling, line straightening, basic thresholding, cropping images, background removal, correction of linear distortion, drop out, and limited line removal, as specified on the print order or furnished materials.



Redacting of data may be required. Contractor to redact data as specified on the print order. Outside of standard redactions (e.g., SSNs, credit card numbers), DLA will provide specific requirements for what is to be redacted. NOTE: Redacting may not be required on all orders.

**DOCUMENT CONVERSION AND SCANNING:** Contractor shall be responsible for verification of all scanned documents ensuring that the contractor is meeting all requirements in accordance with these contract specifications.

***The contractor shall supply 100% of all necessary equipment for conversion, scanning, and indexing records (e.g., automated scanners, flatbed scanners).***

The contractor shall have a quality control program to assure the requirements of this contract are provided as specified.

Contractor shall scan all documents as furnished (i.e., black only documents in black only (bitmap); grayscale only documents in grayscale; color documents in color). For color documents, the color mode to be RGB or CMYK, as specified.

Contractor shall perform scanning and indexing of paper containing personal, confidential, and proprietary information with high speed, compatible, scanning devices.

Saved files are to be optimized for Web viewing only, read-only, or high-resolution or low-resolution printing, as ordered.

Contractor to compress files to lossless PDF (with OCR) and TIFF files, as specified.

Scanned/converted documents are to be text searchable.

Contractor to return scanned/converted documents as a single or multiple page PDF with OCR, and/or single page TIF, as ordered.

NOTE: The ordering agency may require that the contractor make available the furnished documents (or a small subset of the furnished documents) that have already been provided to the contractor and are still being scanned/converted.

If the file being requested was furnished electronically or the hard copy file has already been scanned, the contractor may email the file to the ordering agency. If an email copy cannot be furnished, the contractor must make available the original furnished hard copy file to the ordering agency.

When required, the contractor must email the file or make available the furnished hard copy file to an authorized representative of the ordering agency within three (3) workdays of the initial request. A list of authorized agency personnel will be provided to the contractor after award of the contract.

If furnished materials that have not yet been scanned are being requested by a location other than the location for which the contractor is providing on-site services, the contractor must ship the requested materials f.o.b. contractor's city (reimbursable) within three (3) workdays of the request. Contractor will be reimbursed for shipping costs upon submission of all shipping receipts with their monthly billing invoice.

***Paper Documents:*** The contractor shall provide paper document conversion services to include, but not limited to, scanning hard copy documents to digital format and then converting the digital documents to desired formats (up to and including 300 dpi or at 600 dpi) as specified on the print order.

Sizes range from 3 x 3" sticky/post-it type notes to 11 x 17". Approximately 95% of the paper documents are 8-1/2 x 11".

*Engineering Drawings/Maps:* The contractor shall provide drawing and map conversion services to include, but not limited to, conversion of drawings and maps to raster images, and scanning and conversion to desired formats (up to and including 300 dpi or at 600 dpi) as specified on the print order. Sizes range from 11" to 48" in width and up to 176" in length. An estimated 40% of sites will include engineering drawings.

Documents scanned are to have blank pages removed; be de-skewed; and be cropped to eliminate excess over scan.

*Microfilm/Microfiche:* The contractor shall provide microfilm/microfiche to digital media to formats (300 or 600 dpi) as specified on the print order.

NOTE: Approximately 5% to 10% of all furnished materials will include microfilm/microfiche.

*Aperture Cards:* The contractor shall provide aperture cards to digital media to formats (up to and including 300 dpi or at 600 dpi) as specified on the print order.

**OPTICAL/INTELLIGENT CHARACTER RECOGNITION (OCR/ICR)/INTELLIGENT CONVERSION OR KEY STROKING:** The contractor shall provide OCR/ICR with a high standard accuracy level, in accordance with these contract specifications. (NOTE: No handwritten documents furnished will require OCR/ICR.)

When required, the scanned documents must be converted using Optical Character Recognition (OCR). The OCR target format is PDF Image + text and PDF Normal, as ordered.

All furnished files must be 508 compliant in accordance with the Federally mandated requirements which can be found at: <https://www.dla.mil/508/>.

**INDEXING:** Contractor must use the file naming convention and index file names as specified on the print order. Each file name may be up to 45 characters.

Additional indexing for other than file names may be required. When ordered, contractor is required to index up to five (5) fields per file. Fields to be specified on each print order. Each field may be comprised of multiple units. Each unit may be up to 45 characters. When indexing of fields is required, the Government will provide an electronic database.

When indexing is required, the contractor may be required to provide an Excel file of the indexes.

**PORTABLE DOCUMENT FORMAT (PDF) AND WORD PROCESSING CONVERSION:** The contractor shall provide hard copy and digital source file (containing text and graphics) to PDF to include, but not limited to, image only, image plus edited text, hyperlinking, bookmarking, editing services, and file cataloging services equal to the source with retained fonts and formats.

The contractor must determine a method to extract required information from documents. The delivered PDF content shall be generated using the most recent version of Adobe Acrobat software. The delivered PDF file must be text searchable.

A PDF Normal is a PDF that would be of industry standard and requires no editing. A PDF image plus editing is an image that does not meet industry standard and needs to be enhanced or edited to bring it to industry standard.

**OUTPUT MEDIA:** The contractor shall provide output media services to include, but not limited to, Compact Disc (CD), Digital Versatile Disc (DVD), Blu-ray, Universal Serial Bus (USB) External Hard Drive (EHD), and electronic upload as specified on the print order. The contractor is responsible for providing the output media specified above.

When saving to a CD/DVD/Blu-ray, as ordered, DLA may require information (title, date, etc.) to be printed on the disc. When required, the contractor may print directly on the disc or print and apply an adhesive label to face of disc (at contractor's option). All inks and adhesives (if applicable) used shall not damage the lacquer layer or negatively impact usability.

A few orders will require files to be uploaded to a content management system. In order to support this upload, the contractor will be required to furnish an accompanying XML load file. The load file must contain all metadata.

**PACKING:** When required, the contractor shall provide product shipment and packing in suitable, uniform quantities or as specified. If required, the contractor is responsible for providing all packing materials (shipping containers, shrink-film wrap, pallets, etc.).

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

If not requested to be destroyed, all documents will be returned to their original files and placed back into the box/container/cabinet, etc., in which they were furnished.

**LABELING AND MARKING:** When required, the contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**DISTRIBUTION:** Distribution of the output media will be determined by DLA and the contractor.

On occasion the contractor may be required to ship f.o.b. contractor's city to domestic addresses nationwide, including Alaska, Hawaii, APO/FPO, and American Territory addresses.

**NOTE:** *Shipments must be made direct to the destination stated on the print order.*

Contractor is to ship (reimbursable) by traceable means. Contractor will be reimbursed for all shipping costs by submitting shipping receipts with billing invoice for payment.

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

No definite schedule for placement of orders can be predetermined. NOTE: Contractor must be capable of accepting orders immediately upon award.

*Workday* - The term "workday" is defined as Monday through Friday each week, exclusive of the days on which Federal Government holidays are observed or the Government is closed due to inclement weather, as applicable to each individual DLA office. (See "HOURS OF OPERATION" for more information.)

To the best of the Government's ability, the Government will notify the contractor approximately five (5) workdays in advance of an order; however, there may be orders when the notification is less than five (5) workdays.

Because of varying degrees of size and complexity of each order, the schedule requirements for each individual print order will be determined jointly by the Government and the contractor based on the amount of work involved and the time that can be allowed for that order. The schedule must be agreed upon prior to the ordering agency issuing the print order, and the ship/delivery date must be indicated on the print order for payment.

On print orders where 20 or more boxes/containers/cabinets, etc., are furnished, the contractor must submit a Plan of Action and Milestones (POAM) detailing how the production will be managed throughout the mutually agreed upon schedule. Contractor must submit the POAM within 10 workdays of receipt of the print order as either a Word document or PDF file, at contractor's option, to the ordering agency contact as specified on the print order.

If applicable, the ship/deliver date indicated on the print order is the date products ordered for shipping f.o.b. contractor's city must be picked up by the small package carrier.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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 must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at: [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

**DATA BACKUP:** The contractor shall maintain a backup copy of all converted data to accommodate corrections to converted data as required. The backup copy shall be maintained for a period of six (6) months (unless otherwise specified for a lesser period) of completion of the order and the official agency signatures for the destruction or return of the content. All backup data shall then be returned to the Government at the end of the six (6) months or the lesser period. The contractor shall provide to the Government a data storage method and a confirmation method that all data has been returned within the appropriate timeframe and none has been kept in the contractor's possession.

**DESTRUCTION OF GOVERNMENT FURNISHED MATERIALS:** When ordered, the contractor shall provide media destruction services to include, but not limited to, the secure shredding of paper documents which may contain SBU data such as privacy act, PII, CUI, contracting, or financial information.

Furnished materials must be definitively destroyed (i.e., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are exempted from disclosure by statute, including the Privacy Act or regulation.

Destruction of specified furnished materials may be accomplished by commercial means. Contractor is required to show written, signed proof of destruction.

Destruction of furnished materials are for those materials specified by the ordering agency to be destroyed, not disposal of waste materials used/created in the scanning/conversion process. (See "PREAWARD PRODUCTION PLANS, *Disposal of Waste Materials Plan*" specified in SECTION 1.)

Contractor will be allowed a charge for destruction of furnished materials specified by the ordering agency in accordance with the "SCHEDULE OF PRICES." Contractor will not be allowed a charge for disposal of waste materials.

**REPORTING:** The contractor shall provide a monthly production operations report for each print order issued of services with a breakout of cost per service. Contractor must submit a monthly report each month for each individual print order until the print order is completed, and the contractor has been paid.

The reports shall be provided in a routine checklist format (developed by the contractor) and coordinated with the contractor's accounting/billing department. At a minimum, the monthly update will include, but not be limited to, the following:

- Date of report
- All services rendered to date
- Funds expended since last report
- Total funds expended to date
- Any problems encountered in the month
- Actions required to be taken by DLA
- Work performed – quantities of each line item completed in the period
- Work anticipated to be completed during the next month.
- Project management hours charged for.

The contractor shall maintain an accurate report that summarizes pages scanned daily and total scanned to date and make such report available upon request to the ordering agency at any time during the course of the print order performance (in addition to the monthly report). Such report must also be submitted with each monthly invoice to the ordering agency for certification (see "PAYMENT").

On the same day as emailing the monthly reports to DLA, the contractor must also email a copy to Tim Sankey at: [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

### SECTION 3. - DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

**PREMIUM PAYMENTS:** Orders requiring scanning in accordance with FADGI Guidelines will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all line items included under Item II., "SCANNING" in the "SCHEDULE OF PRICES."

It is estimated that 20% of the orders placed on this contract will require scanning in accordance with FADGI Guidelines. Premium payments will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for in the "SCHEDULE OF PRICES," (Item VII.). Percentage increase will be added to all items under Item II., "SCANNING."

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

- I. (a) 10,069,499
- (b) 3,081,267
- (c) 302,085
- (d) 7,857,584
- (e) 1. 147,330
- 2. 49,110
- (f) 250

- II. A. (a) 1. 6,506,585
- 2. 383,606
- (b) 1. 1,846,612
- 2. 97,191
- (c) 1. 923,306
- 2. 48,595
- (d) 28,547
- (e) 1. 1,202,009
- 2. 300,502

- B. (a) 1. 11,137
- 2. 517
- (b) 1. 2,806
- 2. 148
- (c) 1. 1,403
- 2. 74
- (d) 42,024
- (e) 1. 3,903
- 2. 976

- C. (a) 1,572,784
- (b) 196,440

III. 98,220

IV. (a) 18  
(b) 5  
(c) 3

V. (a) 2,995  
(b) 500

VI. (a) 2,417  
(b) 50

**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.

Billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

**I. DOCUMENT PREPARATION AND CLEAN-UP:** Prices offered shall be all-inclusive to prepare documents for scanner processing in accordance with these specifications and must include the cost of all required operations and materials necessary for document preparation and clean-up services as defined in “SECTION 2. – SPECIFICATIONS.”

The cost for line item I.(b) is for organizing/re-assembling the furnished documents in the same order or manner as received. The cost for line item I.(c) is for organizing/re-assembling the furnished documents in a different order or manner than received but as specified on the print order.

The cost for line item I.(d) is for each leaf regardless of the number of operations required per leaf to include, but not limited to, de-speckling, line straightening, basic thresholding, cropping images, background removal, correction of linear distortion, drop out, and limited line removal, as specified on the print order or furnished materials in accordance with these specifications.

A leaf is defined as a single sheet of paper. A page is defined as one side of a leaf.

(a) Document Preparation ..... per leaf .....\$\_\_\_\_\_

(b) Document Organization/Re-assembly (in same order/manner as received)..... per leaf .....\$\_\_\_\_\_

(c) Document Organization/Re-assembly (other than order/manner received) ..... per leaf .....\$\_\_\_\_\_

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



(d) Clean-up Operations..... per leaf.....\$ \_\_\_\_\_

(e) Redacting Data –

1. Up to and including five (5) redactions ..... per page.....\$ \_\_\_\_\_

2. Over five (5) redactions ..... per page.....\$ \_\_\_\_\_

(f) Rebinding ..... per publication/book.....\$ \_\_\_\_\_

**II. SCANNING:** Prices must include the cost of all required materials and operations to scan pages up to 8-1/2 x 11” at 300 or 600 dpi in accordance with these specifications. Blank backsides removed; images de-skewed at the page level and cropped to eliminate excess over scan; and images rotated to ensure proper viewing.

Prices must include the cost of PDF conversion and OCR/ICR/Keystroking.

A scanned image is defined as each scanned page.

A page is defined as one side of a leaf. Contractor will be allowed to charge for each 8-1/2 x 11” printed page, or portion thereof. For double-sided documents, contractor will be allowed a charge for each side. Contractor will not be allowed a charge for blank pages. Items larger than 8-1/2 x 11” will be billed in multiples of 8-1/2 x 11”, or portion thereof (e.g., contractor will be allowed to charge for two printed pages for an 11 x 17” drawing.)

A. Documents:

(a) Scanning Black –

1. Up to and including 300 dpi ..... per printed page.....\$ \_\_\_\_\_

2. At 600 dpi..... per printed page.....\$ \_\_\_\_\_

(b) Scanning Grayscale –

1. Up to and including 300 dpi ..... per printed page.....\$ \_\_\_\_\_

2. At 600 dpi..... per printed page.....\$ \_\_\_\_\_

(c) Scanning Color –

1. Up to and including 300 dpi ..... per printed page.....\$ \_\_\_\_\_

2. At 600 dpi..... per printed page.....\$ \_\_\_\_\_

(d) Indexing (file names).....per file.....\$ \_\_\_\_\_

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

(e) Indexing (for other than file names)

- 1. Up to and including five (5) units.....per field.....\$ \_\_\_\_\_
- 2. Over five (5) units .....per field.....\$ \_\_\_\_\_

B. Engineering Drawings and Maps:

(a) Scanning Black –

- 1. Up to and including 300 dpi ..... per printed page .....\$ \_\_\_\_\_
- 2. At 600 dpi..... per printed page .....\$ \_\_\_\_\_

(b) Scanning Grayscale –

- 1. Up to and including 300 dpi ..... per printed page .....\$ \_\_\_\_\_
- 2. At 600 dpi..... per printed page .....\$ \_\_\_\_\_

(c) Scanning Color –

- 1. Up to and including 300 dpi ..... per printed page .....\$ \_\_\_\_\_
- 2. At 600 dpi..... per printed page .....\$ \_\_\_\_\_

(d) Indexing (file names).....per file.....\$ \_\_\_\_\_

(e) Indexing (for other than file names)

- 1. Up to and including five (5) units.....per field.....\$ \_\_\_\_\_
- 2. Over five (5) units .....per field.....\$ \_\_\_\_\_

C. Microfilm/Microfiche and Aperture Cards:

(a) Scanning Microfilm/Microfiche .....per imaged film/fiche.....\$ \_\_\_\_\_

(b) Aperture Card ..... per imaged card.....\$ \_\_\_\_\_

**III. PDF HYPERLINKING AND BOOKMARKING:** Prices must be all-inclusive and include the cost of all required materials and operations necessary, in accordance with these specifications.

PDF hyperlinking and bookmarking.....per link..... \$ \_\_\_\_\_

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

**IV. OUTPUT MEDIA:** Prices offered for each of the following line items must be all-inclusive and include the cost of all required materials and operations necessary, in accordance with these specifications.

The price offered for line item IV.(a) shall be inclusive for the printing on the disc, when required. For line item IV.(c), contractor will allowed to charge for each terabyte, or portion thereof.

- (a) Optical Media (CD, DVD, Blue-ray) .....per disc.....\$ \_\_\_\_\_
- (b) External Hard Drive (1 TB).....per hard drive.....\$ \_\_\_\_\_
- (c) Uploading to Content Management System..... per terabyte.....\$ \_\_\_\_\_

**V. ADDITIONAL OPERATIONS:**

- (a) Destruction of Government Furnished Materials .....per bankers box/container.....\$ \_\_\_\_\_
- (b) On-Site Project Management .....per hour.....\$ \_\_\_\_\_

**VI. PACKING AND DISTRIBUTION:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; shipping containers; all necessary wrapping and packing materials; labeling and marking; and distribution in accordance with these specifications.

Line items VI.(a) and (b) are for the distribution of the final product (output media), as required, or the return or distribution of furnished materials, if required.

- (a) Packing and sealing shipping containers ..... per container.....\$ \_\_\_\_\_
- (b) Palletizing ..... per pallet.....\$ \_\_\_\_\_

**VII. PREMIUM PAYMENT:** A percentage increase will be added to all orders that contain furnished materials that are to be scanned in accordance with FADGI Guidelines.

Percentage increase..... %

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

**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. *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 email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *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 \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number)

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

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**THIS SECTION FOR GPO USE ONLY**

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

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