

Program:	439-S					
Term:	[Date of Award] to March 31, 2020					
Title:	SSA Modular Disability Folders					
			S & W MANUFACTURING		CURRENT CONTRACTOR	
		BASIS OF	FLORENCE, SC		IFS FILING SYSTEMS LLC	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION:					
	Per Folder.....					
(1)	Makeready and/or Setup	3	\$245.00	\$735.00	No Charge	\$0.00
(2)	Running Per 1,000 Copies	49	\$1,900.00	\$93,100.00	\$1,550.00	\$75,950.00
	CONTRACTOR TOTALS			\$93,835.00		\$75,950.00
	DISCOUNT		1.00%	\$938.35	5.00%	\$3,797.50
	DISCOUNTED TOTALS			\$92,896.65		\$72,152.50
				AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
SSA Modular Disability Folders

as requisitioned from the U.S. Government Publishing Office (GPO) by the
Social Security Administration (SSA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **March 31, 2020**, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on **April 15, 2019**

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC. Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: *This program is formerly Program 766-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to: (1) GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 01-18)*. Prospective bidders should carefully read this publication, as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions; and, (2) The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

DISPLAY SAMPLE: A previously printed sample comparable to those to be produced on this contract will be available for inspection by bidders at the GPO. To arrange for inspection, contact David Love between the hours of 9:00 a.m. and 3:00 p.m., Monday through Friday, until the bid opening date. While these samples are representative of the printing and construction, and other operations required for the major part of the work to be ordered on this contract, occasional orders may include additional requirements as provided for in these specifications.

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

For information of a technical nature, contact **David Love** at (202) 512-0310 or email aps-team1@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf?sfvrsn=2>

SUBCONTRACTING: The predominant production function of this contract is printing. Bidders who must subcontract this operation will be declared non-responsible.

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheet
P-9. Solid and Screen Tint Color Match	O.K. Press Sheet

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

- P-7. O.K. prior to production samples; O.K. proofs; manuscript copy; furnished sample.
- P-9. Pantone Matching System.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** to **March 31, 2020**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **December 31, 2018**, 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.

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

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor’s representatives at the GPO, Washington, DC, immediately after award.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **March 31, 2020**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor 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.

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

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

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

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

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of multi-leaf expansion-type file folders requiring such operations as composition, printing, construction, packing, and distribution.

TITLE: SSA Modular Disability Folders.

FREQUENCY OF ORDERS: Approximately 2 to 6 orders per year.

QUANTITY: Approximately 10,000 to 35,000 copies per order.

NUMBER OF PAGES: 4 leaves per folder.

TRIM SIZES:

Front Leaf: 9-1/4 x 11-3/4".

Back Leaf: 9-3/4 x 11-3/4" (includes 1/2" lip).

Inner Leaves: 9-1/8 x 11-1/2" (includes 1/2" lip).

GOVERNMENT TO FURNISH: Furnished materials will be provided to the contractor at the beginning of the contract to be held for reuse for all orders throughout the term of the contract.

Manuscript copy consisting of text matter. (See Exhibit A.)

Previously printed sample.

Exhibit A – The facsimiles sample pages shown as Exhibit A are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

Exhibit B (attached) – Barcode Marking Requirements

Exhibit C (attached) – Customer Random Copies – Yellow Label

Exhibit D (attached) – Certificate of Selection of Yellow Label Random Copies

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the furnished copy, must not print on the finished product.

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

COMPOSITION: Contractor to set type for the printing on the folders using the furnished manuscript. Contractor to match furnished manuscript copy for typestyle and size. (See Exhibit A.)

DIGITAL DELIVERABLE (*upon completion of the first order and anytime a change is made to the text throughout the term of the contract*): Contractor to furnish an Adobe Acrobat PDF file (current version) of the file product. The digital deliverable must be an exact representation of the final printed product. The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats.

PDF file to be emailed to: Justin.smith@ssa.gov.

PROOFS: *Proofs are required on the first order and anytime a change is made to the text throughout the term of the contract.*

One (1) “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs must show all margins and dimensions and indicate trim marks.

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

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

PRIOR TO PRODUCTION PAPER SAMPLES: *Samples are required on the first order only and anytime a change is made to the paper.*

Prior to the commencement of production of the contract production quantity, the contractor shall submit to the Government, not less than 30 samples of the Yellow Pressboard (Type III), 0.025” thick, equal to JCP Code R10. (NOTE: Color must be a match of Pantone 106 (Yellow). At contractor’s option, White or Manila Pressboard (Type III), 0.25” thick, equal to JCP Code R10 may be used with the yellow color achieved by surface tinting both sides.)

Each sample shall be approximately 8-1/2 x 11” and must be of the kind and quality required by the specifications. The container and accompanying documentation shall be marked “PAPER SAMPLES,” and shall include the GPO jacket, purchase order, program, and print order numbers.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials.

The contractor shall deliver samples as follows:

- Submit 25 paper samples to: GPO, Agency Publishing Services, DC Team 1, Attn: Contracting Officer, 732 North Capitol Street, NW, Washington, DC 20401.
- Submit five (5) paper samples to: SSA, Division of Printing Management (DPM), Attn: Justin Smith, 1363 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

Along with the five (5) paper samples to SSA, contractor must furnish ink drawdowns on actual production stock of the Pantone colors used for this stock (as specified above) and black ink.

Contractor to submit paper samples/ink drawdowns within four (4) workdays of notification of availability of print order and furnished material.

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

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

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

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

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all paper samples, shall be included in the contract price for the production quantity.

PRIOR TO PRODUCTION SAMPLES: *Samples are required on the first order and anytime a change is made to the folder.*

Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than five (5) samples. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO jacket, purchase order, program, and print order numbers.

Samples must be printed and constructed (including die-cutting) in accordance with these specifications and must be of the size, kind, and quality that the contractor will furnish. Samples must be printed on the required paper as specified herein. Samples will be tested for conformance of material(s) and for construction.

Contractor must submit prior to production samples to: SSA, Division of Printing Management (DPM), Attn: Justin Smith, 1363 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

Contractor must submit prior to production samples within five (5) workdays of receipt of approval of the paper samples.

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

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

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

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

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

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

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

Government Paper Specification Standards No. 12 –

https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf?sfvrsn=2

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

Front and Back Leaves: Yellow Pressboard (Type III), 0.025" thick, equal to JCP Code R10. NOTE: Color must be a match of Pantone 106 (Yellow). At contractor's option, White or Manila Pressboard (Type III), 0.25" thick, equal to JCP Code R10 may be used with the yellow color achieved by surface tinting both sides.

Inner Leaves: Natural High-Finish Folder Stock, basis weight: 250 lbs. per 500 sheets, 24 x 36", equal to JCP Code P20.

Reinforcing Strips: Grey Spunbound Olefin (equal to DuPont Tyvek).

PRINTING:

Front and Back Leaves: Print front and back leaves on inside only in black ink. Printing consists of text matter. Outside of front and back leaves are blank.

Face of First Inner Leaf: Print face with full coverage in Pantone 199 (Red) and overprint face and lip in black. Printing consists of text matter.

Back of First Inner Leaf: Print back with full coverage in Pantone 361 (Green) and overprint back and lip in black. Printing consists of text matter.

Face of Second Inner Leaf: Print face with full coverage in Pantone 164 (Orange) and over print back and lip in black. Printing consist of text matter.

Back of Second Inner Leaf: Print back with full coverage in Pantone 312 (Blue) and overprint back and lip in black. Printing consists of text matter.

NOTE: In lieu of printing inner leaves with full coverage using the specified Pantone inks, the stock may be manufactured using laminated plies, pulp-dyed to match the specified Pantone colors.

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

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

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

MARGINS: Unless otherwise specified, maintain margins as indicated on print order or furnished copy. Leaves bleed on all sides.

CONSTRUCTION:

Die-cut back leaf with a 1/2 x 9-1/4" lip along the right edge of the 11-3/4" dimension, located 2-1/2" from top of leaf.

Die-cut each inner leaf with a 3/8" lip, 1/3 cut, along the 11-1/2" dimension. First inner leaf lip is in position 2; second inner leaf lip is in position 3.

Round corners on tabs and all outside corners of all leaves.

Attach front and back leaves by applying a reinforcement strip, approximately 3-3/4" wide, on the 11-3/4" dimensions, creating a 3" wide total expansion. Reinforcement strip must be applied on the outside of the front and back leaves. Strip must wraparound the top and bottom edges, NOT trimmed flush.

Inner leaves are to be attached to the inside of the folder, located in the expansion portion. Inner leaves to be attached by applying reinforcement strips, approximately 2" wide, on the 11-1/2" dimensions, between the front and back leaves. First inner leaf is located 1" inch from bound edge of front leaf; second inner leaf is located 1" from bound edge of the back leaf. Strips for inner leaves are to be cut flush. The reinforcement strips for the inner leaves are to be the same material as the reinforcement strip for the front and back leaves.

All reinforcement strips to extend 1/2" onto all leaves. Score reinforcement strips along the entire 11-1/2" length at 1/2" intervals between leaves creating an accordion-type expansion. Fold and tuck to the inside.

Fasteners:

Each leaf is to be equipped with fasteners (one on each front and back leaf, and two on each inner leaf). Fasteners are to be a permanently affixed, prong-type, one-piece, rust resistant metal fastener, or other fastener of similar design and equal quality and durability, which meets the following requirements:

- (a) *Quality of Metal* – Fasteners to be made of corrosion-resistant, plated, bright finish metal or baked enamel finished metal, 0.013" thickness (plus/minus 0.001"), Rockwell Hardness F-79 to F-89, and to be of such ductility that it will withstand a minimum of 20 ninety-degree flexures without fracture.

Bend Test – With the fastener in the normal flat position, bend the prongs to a vertical position, insert one sheet of punched paper on the prongs and bend the prongs back to the flat position. Continue this cycle of bends for a minimum of 20 times, taking not less than 1 minute to complete the 20 cycles.

- (b) *Prongs* – Width 7/32". Length 2" to 2-1/4". Spaced 2-3/4" center to center. Fasteners to be positioned (prongs inside) as follows:

Front leaf – One fastener to be positioned on back of front leaf, located at top of the 9-1/4" dimension with center of fastener 5/8" from top edge. Fastener is centered on the 9-1/4" dimension.

Inner leaves – One fastener to be positioned on face of each inner leaf on the 11-1/2" left side with center of fastener 5/8" from left edge. Fastener is centered on the 11-1/2" dimension. One fastener to be positioned on back of each inner leaf on the 11-1/2" left side with center of fastener 7/8" from left edge. Fastener is centered on the 11-1/2" dimension.

Back leaf – One fastener to be positioned on front of back leaf on the 11-3/4" left edge with center of fastener 7/8" from left edge. Fastener centered on the 11-3/4" dimension.

- (c) Fasteners shall be produced with properly maintained dies to ensure that the finished product is free from burrs, sharp edges, cracks, flaws, and malformations which may cause injury to personnel or damage to the filed papers. The fasteners shall be free from oil or grease.

At contractor's option, if fasteners are inserted through the folder leaves, each leaf is to be die-cut and embossed so that the back of the fasteners will be flush on the outside of the folder with a minimum of thickness and so as not to snag other folders while being removed from or inserted in files. This method of securing the fasteners to the leaf must be equal to the eight-crimped-over-ends style.

PACKING: Box in units of 10 folders.

Pack boxes in units of five (5) boxes to a shipping container (total of 50 folders per container).

Pallets required.

LABELING AND MARKING: Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Barcode Marking Requirements - The Inventory Control Number (ICN), Stock Number, Quantity Per Container/Unit of Issue, Form or Publication No./Date, Requisition Number, and Program/Print Order Numbers must be barcoded on shipping containers, using 10 (3/8" high) standard 3 of 9 (code 39) barcode systems, for noncontact reading, in accordance with Mil. Std. 1189. In addition, the barcode must have a human-readable interpretation (HRI) printed above or below the 3 of 9 barcode. (See Exhibit B: Barcode Marking Requirements.)

<u>Item</u>	<u>Barcode</u>
Inventory Control Number	440200
Stock Number	64-061 (Rev. 5)
Quantity per Container/Unit of Issue	50/10
Form or Publication No./Date	Rev. 6-08/16
Requisition Number	6-00105
Program/Print Order Number	439-S/XXXXXX

NOTE: The destination address in the "TO" box does not have to be filled in on the individual shipping container labels when packed on pallets. In lieu thereof, complete filled-in labels, including the destination address must be attached to all four sides of each pallet.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest consignment.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

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

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 10,000	10
10,001 - 20,000	15

These randomly selected copies must be packed separately and identified by a special Government-furnished Yellow Label affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents. (See Exhibit C: Customer Random Copies – Yellow Label.)

SSA to furnish copy of Yellow Label. Contractor to reproduce copies as needed for each order's shipment.

All Customer Random Copies are to be sent to: SSA, DPM, Attn: Justin Smith, 1363 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included. (See Exhibit D: Certificate of Selection of Yellow Label Random Copies.)

DISTRIBUTION:

- Deliver f.o.b. destination to: SSA, Receiving Clerk, Supply Building, 6301 Security Boulevard, Baltimore, MD 21235.
- ***On the first order only***, deliver f.o.b. destination 10 folders to: SSA, Attn: Justin Smith, 1363 Annex, 6401 Security Boulevard, Baltimore, MD 21235-6401.

NOTE: Deliveries made to the 6301 Security Boulevard address must be made between 8:30 a.m. and 2:30 p.m., Eastern Standard Time. Clearance is 13'6".

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 439-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of the first order and anytime a change is made to the text throughout the term of the contract, digital deliverables must be sent to: SSA, Attn: Justin Smith, 1363 Annex, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Upon completion of the contract, all furnished material must be returned to: SSA, Attn: Justin Smith, 1363 Annex, 6401 Security Boulevard, Baltimore, MD 21235-6401.

All expenses incidental to picking up and returning materials (when applicable), submitting proofs, prior to production paper samples, ink drawdowns, and prior to production samples, and furnishing sample copies must be borne by the contractor.

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

On the first print order only, the print order and furnished material must be picked up from: SSA, DPM, Office of Printing and Alternative Media Service (OPAMS), 1361 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

On the balance of orders, the print order will be emailed to the contractor.

PDF soft proofs must be emailed to: justin.smith@ssa.gov.

No definite schedule for pickup of material/placement of orders can be predetermined. NOTE: Contractor must be able to accept the first print order immediately upon award.

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

On the First Order Only (and anytime a change is made to the text and/or paper):

- Contractor to submit PDF proofs and paper samples/ink drawdowns within four (4) workdays of notification of availability of print order and furnished material.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until changes/corrections/"O.K. tor Print" are furnished via email. (NOTE: The first workday after receipt of proofs at the ordering agency is day one of the hold time.)
- The Government will approve, conditionally approve, or disapprove the paper samples and ink drawdowns within five (5) workdays of the receipt thereof.
- Contractor must submit prior to production samples within five (5) workdays of receipt of approval of the paper samples.
- The Government will approve, conditionally approve, or disapprove the prior to production samples within five (5) workdays of the receipt thereof.
- Contractor must complete production and distribution within 30 workdays of receipt of approval on prior to production samples.

On the Balance of Orders:

Contractor must complete production and distribution within 30 workdays of notification of availability of print order and furnished material.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-1162 or (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. See contract clauses, paragraph 14(e) (1), Inspections and Tests in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

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

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Publishing Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce 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.

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

	(1)	(2)
I.	3	49

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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 blank spaces or with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared nonresponsive.

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

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

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

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

I. PRINTING, CONSTRUCTION, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations necessary (including composition, proofs, prior to production paper samples, prior to production samples, and all required paper) for the complete printing, construction, packing, and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1) (2)	<u>Running per 1,000 Copies</u>
Per Folder.....	\$ _____	\$ _____

(Initials)

My production facilities are located within the assumed area of production yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product .. _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)

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

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation 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 points(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 fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated.

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

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

(Street Address)

(City - State - Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

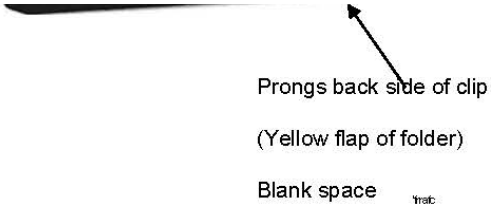
Exhibit A



Clip



Front of Yellow folder



PAYMENT DOCUMENT/DECISIONS
FILE IN CHRONOLOGICAL ORDER
(Most Recent On Top) (See DI 70005.005B.1)

Arial 16
bold font

Arial 14
bold fonts
italicized

For Example:

SSA-831 (Disability Determination & Transmittal)

SSA-833 (Cessation of Continuance of Disability/
Blindness Determination)

Payment Output

Waiver Decision

ALJ Decision/Appeals Council/Court Order

Attorney Fee Decision/Fee Authorization

Representative Payee Output

Arial 12
bold font

Blank space

JURISDICTIONAL DOCUMENTS/NOTICES
FILE IN CHRONOLOGICAL ORDER
(Most Recent on Top) (See DI 70005.005B.2.)

Arial 16 bold

Arial 14 bold
italized

Arial 12 bold italicized

For Example:

**SSA/SSI Notice(s) of Disability/Blindness
(Denial/Award)**

SSA—561 (Request for Reconsideration)

Notices(s) or Reconsideration (Denial/Award)

**HA-501 (Request for Hearing by Administrative Law
Judge)**

Acknowledgement of Request for Hearing

**Notice of Hearing (Claimant, Representative &
Expert Witnesses)**

HA-520 (Request for Review of Hearing Decision)

Appeals Council/Court Remand

SSA-1696 (Appointment of Representative)

**Attorney Fee Petitions and Fee Agreement
Contracts**

Arial 12
bold

JURISDICTIONAL
DOCUMENTS/NOTICES



Prongs-Blank Space- Folder flap is **Red** -Clip-Title on
side tab

1-inch margin from top

CURRENT DEVELOPMENT/TEMPORARY (SEE DI 7005.005B.3.)

Arial 16 bold

Arial 14 bold italicized

For Example:
Request for Evidence
Request for Assistance

Arial 12 bold

Instructions to Support Personnel

Systems Screen Printouts (MSC or MSSICS Screens)

Queries

Pre-printed Forms Not Yet Used

Request for Assistance form Other Component

After Adjudication, Nonactionable Mail Received in the FRC

EACH SSA COMPONENT IS RESPONSIBLE FOR PURGING THIS SECTION WHEN ACTION IS COMPLETED. ESSENTIAL MATERIALS WILL BE FILED IN THE APPROPRIATE MODULE AND NON-ESSENTIAL MATERIALS WILL BE DISCARDED.

Arial 12 bold

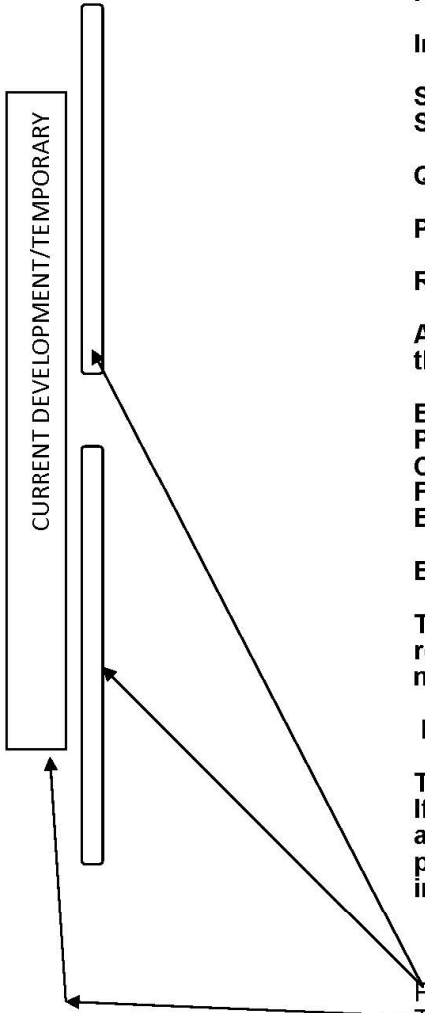
Example 1.

The dds requests a medical report. If received, request is discarded. If not received, request is moved to section labeled Medical Evidence.

Example 2.

The field office requests a SEQY at initial interview. If claimant verifies correctness of earnings on application, the SEQY is discarded. If SEQY is pertinent to documentation of a decision, it is filed in the section labeled Non-Disability Development.

Clip



Prongs
Title on tab
Folder flap is Green

NON-DISABILITY DEVELOPMENT
(See DI 70005.005B.4.)

Arial 16 bold

Arial 14 bold italicized

For Example:

Applications and Supplements

All Non-Disability Related Documents (Age, Relationship, Earnings, Worker's Compensation, etc.)

WC/PDB Development

Request for Waiver and Related Development

Payee Application and Development (Capability, Choice of Representative Payee, etc.)

Other Non-Disability Post Entitlement Documentation

Arial 12 bold



Blank space

Prongs

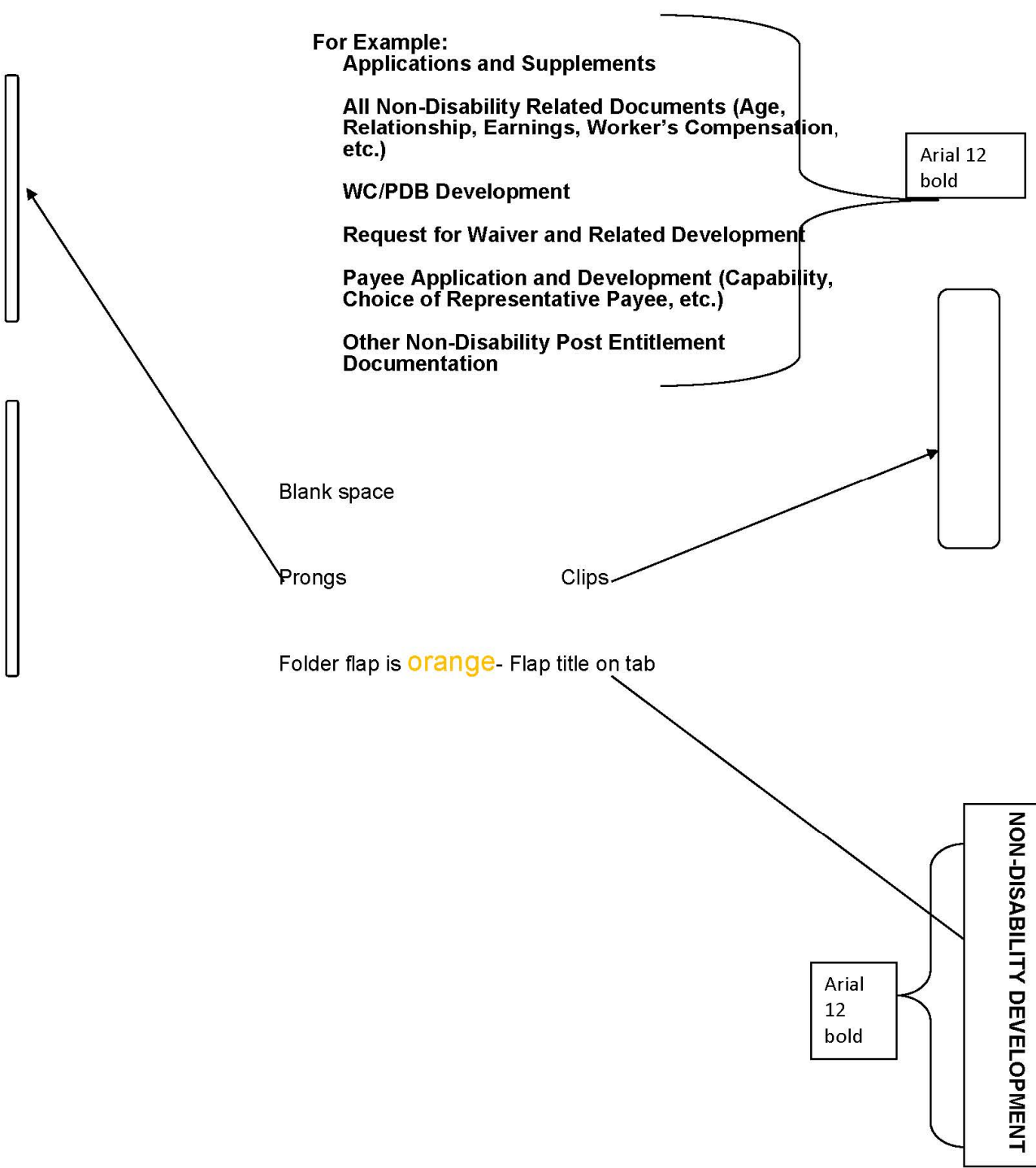
Clips



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Arial 12 bold

NON-DISABILITY DEVELOPMENT



1-inch margin from top of page

**DISABILITY RELATED DEVELOPMENT
AND DOCUMENTATION
FILE IN CHRONOLOGICAL ORDER
(Most Recent on Top) (See DI 70005.005B.5.)**

Arial 16 bold

Arial 14 bold italicized

Arial 12 bold italicized

For Example:

SSA-3368 (Disability Report)

SSA-3369 (Vocational Report)

SSA-827s (Authorization for Source to Release Medical Information to the Social Security Administration)

SSA-3441 (Disability Report-Appeal)

SSA-454 (Report of Continuing Disability)

SSA-455 (Disability Update Report)

Activities of Daily Living Forms

Any Other Documentation Relating to Development of Disability

State Vocational Reports

SSA-821/820, SSA-823, and CDR Documentation

Arial 12 bold

Blank space

Clip

Prongs

Flap name tab-Folder flap color is Blue

DISABILITY RELATED DEVELOPMENT
AND DOCUMENTATION



MEDICAL RECORDS

Arial 16 bold

***FILE IN RECEIPT OR TREATMENT DATE ORDER
AT THE INITIAL AND RECON LEVELS***

Arial 14 bold italicized

(Medical records must be in treatment date order before sending to HO.) (See DI 70005.005B.6. & C.)

Arial 12 bold

For Example:

OIG Report of Investigation and Fraud Referral (SSA-8551)

DDS Development Worksheet

RFCs, PRTFs and CDEFs (SSA-538)

Treatment, Hospital, and Laboratory Records

Outpatient or Clinic Notes

Physician's Records and Reports

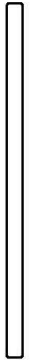
Cover Letters from Treatment Source

MC's Review of RFCA and PRTF

Unsuccessful Attempts to Obtain Necessary Medical Evidence

SSA-416 Medical Note

School Report (Regarding Disabling Condition)



Prong- Yellow folder flap

SSA Pub. No. 64-061 (Rev-6-08/15)
ICN 440200

Arial 10 bold
(does the ICN
change???)

Exhibit B Barcode Marking Requirements

Yrffc

Yellow back flap

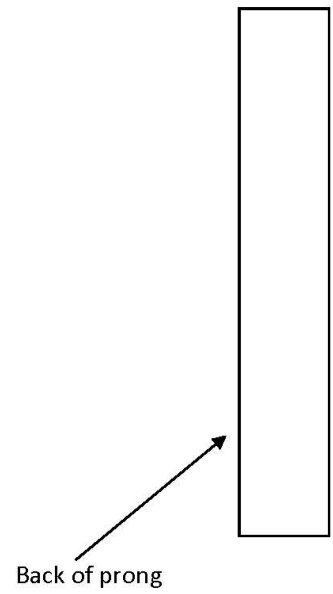


Exhibit C Customer Random Copies – Yellow Label

FROM: AGENCY INTERNAL CONTROL NUMBER (ICN) REQUESTION NO. IN-HOUSE REQUESTION NO. SPO JACKET NO. SPO ORDER NO. PROGRAM and PRINT ORDER NO. SERIAL PUBLICATION NO. and DATE QUANTITY PER CONTAINER PACKAGES PER CONTAINER OF	FOR USPS DELIVERY APPLY POSTAGE
Y E L L O W L A B E L S A M P L E S O C I A L S E C U R I T Y A D M I N I S T R A T I O N	

(Time Off Working Personnel Before Remanded This Label)
WARNING TO CONTRACTORS: PLEASE DO NOT USE THIS YELLOW LABEL WHEN MAILING OR SHIPPING BLUE LABEL SAMPLES TO THE SOCIAL SECURITY ADMINISTRATION. USE THE ORIGINAL BLUE LABELS YOU NORMALLY ATTACH TO BLUE LABEL SAMPLES SHIPPING CONTAINERS. THANK YOU!

Exhibit D
Certificate of Selection of Yellow Label Random Copies

SOCIAL SECURITY ADMINISTRATION

CERTIFICATE OF SELECTION

OF

"YELLOW LABEL" RANDOM COPIES

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

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

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

(Signature of Certifying Official) (Date)

(Printed Name and Title of Certifying Official)

Instructions:

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