

Program:	521-S (Formerly 327-S)								
Term:	Date of Award to June 30, 2019								
Title:	PUBLIC INFORMANTION REQUEST SYSTEM (PIRS)								
			<b>GRAY GRAPHICS</b>		<b>NPC</b>		<b>CURRENT CONTRACTOR</b>		
			Capitol Heights, MD		Claysburg, PA		NPC		
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
<b>I.</b>	<b>COMPOSITION:</b>								
(a)	Setting cover letters and/or inserts .....per 8-1/2 x 11" page	464	50.00	\$23,200.00	No Charge	\$0.00	No Charge	\$0.00	
(b)	Envelopes.....per 8-1/2 x 11"page	10	60.00	\$600.00	No Charge	\$0.00	50.00	\$500.00	
(c)	Digital Content Proofs (Revised for AA's only).....per 8-1/2 x 11" page	30	2.00	\$60.00	No Charge	\$0.00	1.25	\$37.50	
(d)	Inkjet proofs (Revised for AA's only).....per 8-1/2 x 11" page	10	5.00	\$50.00	No Charge	\$0.00	No Charge	\$0.00	
(e)	Adobe Acrobat PDF Soft Proofs.....per file.....	15	20.00	\$300.00	No Charge	\$0.00	No Charge	\$0.00	
<b>II.</b>	<b>PRINTING/IMAGING,BINDING AND CONSTRUCTION:</b>								
(a)	Daily Makeready/Setup Charge (Only one makeready charge allowed per day)	267	250.00	\$66,750.00	124.57	\$33,260.19	110.00	\$29,370.00	
(b)	Cover Letters English or Spanish								
	Price offered includes folding down to 8-1/2 x 5-1/2" or 8-1/2 x 3-3/4" as required.....per 100 pages	10,839	2.60	\$28,181.40	1.14	\$12,356.46	1.83	\$19,835.37	
(c)	Saddle-stitched Pamphlets: 4 versions Flat size:7 x 8": Finished size: 3-1/2 x 8" 05-10026, 05-10095, 05-10926, 05-10995								
	Prints in 2 Pantone Colors. Price offered includes binding.....per 100 pages	27,349	1.80	\$49,228.20	0.54	\$14,768.46	1.10	\$30,083.90	
(d)	Saddle-stitched Pamphlets: 1 version Flat size:7-1/2 x 5-1/2": Finished size: 3-3/4 x 5-1/2" 05-10074								
	Prints in 2 Pantone Colors. Price offered includes binding.....per 100 pages	386	1.80	\$694.80	2.11	\$814.46	2.45	\$945.70	
(e)	Saddle-stitched Pamphlets: 25 verisons Flat size: 10-1/2 x 8", Finished size: 5-1/4 x 8" 05-10024, 05-10029, 05-10035, 05-10043, 05-10052, 05-10076, 05-10077, 05-10084, 05-10127, 05-10153, 05-10903, 05-10924, 05-10927, 05-10929, 05-10935 05-10943, 05-10952, 05-10976, 05-10977, 05-10984, 05-11000, 05-11011, 05-11015, 05-11024, 05-11090								
	Prints in 2 Pantone Colors. Price offered includes binding.....per 100 pages	73,476	1.40	\$102,866.40	0.95	\$69,802.20	0.69	\$50,698.44	
(f)	Leaflet: 1 version Flat size: 7 x 8", Folded size: 3-1/2 x 8" 05-10510								
	Prints in 2 Pantone Colors. Price offered includes binding.....per 100 complete forms	77	5.75	\$442.75	3.33	\$256.41	4.45	\$342.65	
(g)	Leaflet: 9 versions Flat size: 10-1/2 x 8", Finished size: 3-1/2 x 8" 05-10018, 05-10053, 05-10087, 05-10097, 05-10900, 05-10953, 05-10987, 05-11069, 05-11070								
	Prints in 2 Pantone Colors. Price offered includes folding.....per 100 complete leaflets	318	5.80	\$1,844.40	4.44	\$1,411.92	4.50	\$1,431.00	
(h)	Leaflets: 5 versions Flat size: 14 x 8"; Folded size: 3-1/2 x 8" 05-10058,05-10064,05-10072,05-10073,05-10958								
	Prints in 2 Pantone Colors. Price offered includes folding.....per 100 complete leaflets	426	6.00	\$2,556.00	5.99	\$2,551.74	5.20	\$2,215.20	
(i)	Leaflets: 10 versions Flat size: 17-1/2 x 8"; Folded size: 3-1/2 x 8" 05-10023, 05-10069, 05-10090, 05-10923, 05-10964, 05-10969, 05-10972, 05-11008, 05-11017, 05-11098								
	Prints in 2 Pantone Colors. Price offered includes folding.....per 100 complete leaflets	865	5.90	\$5,103.50	3.94	\$3,408.10	4.80	\$4,152.00	

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		BASIS OF	Capitol Heights, MD		Claysburg, PA		NPC		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
(j)	Leaflets: 1 version Flat size: 21 x 8"; folded size: 3-1/2 x 8" 05-10902 Prints in 2 Pantone Colors. Price offered includes folding.....per 100 complete leaflets	13	22.00	\$286.00	15.90	\$206.70	19.00	\$247.00	
(k)	Leaflet: 1 version Flat size: 24-1/2 x 8"; folded size: 3-1/2 x 8" 05-10002 Prints in 2 Pantone Colors. Price offered includes folding.....per 100 complete leaflets	77	22.00	\$1,694.00	5.33	\$410.41	7.00	\$539.00	
(l)	Fact Sheets: 31 versions Flat size: 8-1/2 x 11"; Folded size: 8-1/2 x 5-1/2" 05-10007, 05-10021, 05-10022, 05-10031, 05-10041, 05-10907, 05-10921, 05-10045, 05-10063, 05-10068, 05-10070, 05-10075, 05-10085, 05-10093, 05-10096, 05-10101, 05-10121, 05-10141, 05-10907, 05-10921, 05-10922, 05-10931, 05-10941, 05-10945, 05-10968, 05-10970, 05-10975, 05-10985, 05-10996, 05-11051, 05-11052 Prints face and back in 2 Pantone Colors. Price offered includes folding.....per 100 complete fact sheets	1,256	9.00	\$11,304.00	2.25	\$2,826.00	4.60	\$5,777.60	
(m)	Form SS-5 (English or Spanish): Flat size: 25-1/2 x 11"; Folded size: 8-1/2 x 3-3/4" Prints face and back in Black and PMS 287. Price includes folding.....per 100 complete forms	5,724	8.00	\$45,792.00	2.00	\$11,448.00	1.30	\$7,441.20	
(n)	Form SSA-721 Flat size 17 x 11"; finished size 8-1/2 x 11" 4-page folded, with perforation on fold Printing Black ink only. Price offered includes folding with perf.....per 100 complete forms	20	18.00	\$360.00	11.91	\$238.20	5.00	\$100.00	
(o)	Form 3368-BK; Form 3820-BK Flat size: 17 x 11" finished size 8-1/2 x 11" 16-page paste-on-fold; Printing in Black ink only. Price offered includes paste binding.....per 100 complete forms	145	20.00	\$2,900.00	6.79	\$984.55	3.85	\$558.25	
(p)	Form 3881-BK Flat size: 17 x 11" finished size 8-1/2 x 11" 8-page paste on fold; Printing in Black ink only. Price offered includes paste binding.....per 100 complete forms	20	120.00	\$2,400.00	13.26	\$265.20	5.50	\$110.00	
(q)	White Window Envelope 4-1/8 x 9-1/2".....per 100 envelopes.....	4,558	1.30	\$5,925.40	1.42	\$6,472.36	1.10	\$5,013.80	
(r)	White Window Envelope 6-1/8 x 9-1/2".....per 100 envelopes.....	639	2.00	\$1,278.00	3.06	\$1,955.34	2.15	\$1,373.85	
(s)	White Window Envelope 6-1/2 x 10".....per 100 envelopes.....	1,350	2.40	\$3,240.00	3.56	\$4,806.00	2.50	\$3,375.00	
(t)	Kraft Window Envelope 9 x 12".....per 100 envelopes.....	408	11.75	\$4,794.00	9.15	\$3,733.20	10.55	\$4,304.40	



**U.S. GOVERNMENT PUBLISHING OFFICE**

Washington, DC

**GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS**

For the Procurement of

***Public Information Request System (PIRS)***

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

**Social Security Administration (SSA)**

Single Award

**TERM OF CONTRACT:** The base term of this contract is for approximately 18 months beginning **Date of Award** and ending **June 30, 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.

**Contractor interfacing with SSA's National File Transfer Management System (FTMS) for electronic transmission of files from SSA to the production facility will take place from Date of Award (or from date of installation of up to a T-1 line) through June 30, 2019, actual production begins July 1, 2019.**

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on **December 17, 2018**

**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 June 2001. 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. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

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

- GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. 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.
- 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.

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 call David Love (202) 512-0310 or email [aps-team1@gpo.gov](mailto: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>

### **SUBCONTRACTING:**

The predominant production function is the laser/ion deposition imaging of data for the cover letters from electronically transmitted files, inserting and mailing. Any bidder who cannot perform the imaging, inserting and mailing portions of this contract will be declared non-responsible. Contractor may subcontract the printing of the envelopes.

**NOTE:** The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor

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

**DISPLAY SAMPLES:** Previously printed samples comparable to those to be produced on this contract will be available upon request. To arrange for supplied samples contact David Love at (202) 512-0310 between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, until the bid opening date. While these samples are representative of the printing, binding 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.

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

#### *Product Quality Levels:*

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.
- (c) Exception: SSA Form 7004 must be held to  $\pm 1/32$ " of the stated standard after folding.

#### *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 Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

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

- P-7. Average type dimension in publication, electronic media, camera copy, Government furnished negatives.
- P-8. Electronic media, camera copy, Government furnished negatives.
- 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 four (4) months for setup of file transfer system and testing, and five (5) years for actual production 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 the **Date of Award** to **June 30, 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 **September 30, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

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

1. BLS code **0913-01** for "Offset & Text" will apply to all paper required under this contract.
2. The applicable index figures for the month of **December 2018** will establish the Base Index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the Base Index to the index for that month, which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the Contractor's bid price(s) for line Items III. (a) through (e) in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

**SECURITY REQUIREMENTS:**

Protection of Confidential Information:

- (a) The Contractor shall restrict access to all confidential information obtained from the Social Security Administration (SSA) in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the post award conference between the Contracting Officer and the responsible Contractor representative.
- (b) The Contractor shall process all confidential information obtained from SSA in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The Contractor shall inform all personnel with access to the confidential information obtained from Social Security Administration (SSA) in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.

- (d) For knowingly disclosing information in violation of the Privacy Act, the Contractor and the Contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i) (1), which is made applicable to Contractors by 5 U.S.C. 552a (m) (1) to the same extent as employees of the SSA.

For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the Contractor and Contractor's employees may also be subject to the criminal penalties as set forth in that provision.

- (e) The Contractor shall assure that each Contractor employee with access to confidential information knows the prescribed rules of conduct, and that each Contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act.

When the Contractor employees are made aware of this information; they are required to sign Form SSA 301- Contractor Personal Security Certification.

**See Exhibit A: Contractor Personnel Security Certification (Form SSA -301)**

A copy of this signed certification must be forwarded to: SSA, DPM, Room 1356, Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. Attn: Justin Smith (410- 966-2173) and a copy must also be forwarded to: U.S. Government Publishing Office, 732 North Capitol Street NW, Stop: CSAP, Room C-838, DCT-1, Washington, DC 20401. Attn: Contracting Officer (202-512-0310)

- (f) All confidential information obtained from SSA for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information shall be handled as confidential and may not be disclosed without the written permission of SSA. For willingly disclosing confidential tax return information in violation of the IRC, the Contractor and Contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the right to conduct on-site visits to review the Contractor's documentation and in-house procedures for protection of confidential information.
- (i) If a subcontractor is used for the sorting and/or mailing of the cover letters of this contract the sub-contractor must conform to all security requirements of the contract.

**SSA EXTERNAL SERVICE PROVIDER SECURITY REQUIREMENTS:**

This resource identifies the basic information security requirements related to the procurement of Information Technology (IT) services hosted externally to SSA's Network.

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

- (a) The solution must be located in the United States, its territories or possessions.
- (b) Upon request from the SSA Contracting Officer Technical Representative (COTR) the ESP shall provide access to the hosting facility to the US Government or authorized agents for inspection and facilitate an on-site security risk and vulnerability assessment.
- (c) The solution must meet Federal Information Processing Standards (FIPS) and guidance developed by the National Institute of Science and Technology (NIST) under its authority provided by the Federal Information Security Management Act (FISMA) to develop security standards for federal information processing systems, and Office of Management and Budget's (OMB) Circular A-130 Appendix III.



- (d) ESPs classified as Cloud Service Providers (CSP) must adhere to additional FedRAMP security control requirements. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO).
- (e) The ESP shall submit to the SSA COTR documentation describing how the solution implements security controls in accordance with the designated categorization (FIPS 199) and the Minimum Security Requirements for Federal Information and Information Systems (FIPS 200) which requires the use of NIST SP 800-53 Rev4 before SSA provides data.
- (f) All ESPs that process or store Personally Identifiable Information (PII) 1 are considered a Moderate impact categorization. If PII or sensitive data (defined by the COTR) is stored or processed by the ESP, then the ESP shall provide a Security Assessment Package (SAP) created by an independent assessor<sup>2</sup>. The SAP should include a System Security Plan (SSP), Security Assessment Report (SAR), Risk Assessment Report (RAR), and Plan of Action & Milestone Report (POA&M). The SAP must be reviewed by SSA before the SSA transfers data to the ESP. Refer to NIST SP 800-37 for more information on the Security Assessment Package.
- (g) SSA will consider a self-assessment of security controls for solutions that do not involve sensitive information or PII.

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

References (Refer to the most up to date revision):

- Federal Information Security Management Act (FISMA) of 2002.
  - Clinger-Cohen Act of 1996 also known as the “Information Technology Management Reform Act of 1996.”
  - Privacy Act of 1974 (5 U.S.C. § 552a).
  - Homeland Security Presidential Directive (HSPD-12), “Policy for a Common Identification Standard for Federal Employees and Contractors”, August 27, 2004.
  - Office of Management and Budget (OMB) Circular A-130, “Management of Federal Information Resources”, and Appendix III, “Security of Federal Automated Information Systems”, as amended.
  - OMB Memorandum M-04-04, “E-Authentication Guidance for Federal Agencies.”
  - FIPS PUB 199, “Standards for Security Categorization of Federal Information and Information Systems.”
  - FIPS PUB 200, “Minimum Security Requirements for Federal Information and Information Systems.”
  - FIPS PUB 140-2, “Security Requirements for Cryptographic Modules.”
  - NIST Special Publication 800-18, “Guide for Developing Security Plans for Federal Information Systems.”
  - NIST Special Publication 800-30, “Risk Management Guide for Information Technology Security Risk Assessment Procedures for Information Technology Systems.”
  - NIST Special Publication 800-34, “Contingency Planning Guide for Information Technology Systems.”
  - NIST SP 800-37 “Guide for the Security Certification and Accreditation of Federal Information Systems.”
  - NIST Special Publication 800-47, “Security Guide for Interconnecting Information Technology Systems.”
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- NIST Special Publication 800-53, “Recommended Security Controls for Federal Information Systems.”
- NIST Special Publication 800-53A, “Guide for Assessing the Security Controls in Federal Information Systems, “CIO Council’s Federal Identity, Credential, and Access Management (FICAM) Roadmap and Implementation Guidance”
- NIST Special Publication 800-60
- OMB M-07-16, AIMS Chapter 15: Personally Identifiable Information Loss and Remediation

All External Service Providers (ESP) are subject to the following security requirements:

- All ESPs are subjected to SSA’s Security Authorization Process, which will entail security testing and evaluation of the in-place security controls. For more information, see NIST SP 800-37, Revision 1.
- ESPs must follow NIST SP 800-53 Revision 4 *Recommended Security Controls for Federal Information Systems and Organizations* for protecting Low or Moderate impact level information as categorized by FIPS 199 for the information system.

**NOTE:** Systems that contain Personally Identifiable Information (PII) are considered “Moderate”.

- ESPs must document all deployed (applicable) and planned controls for an information system in a System Security Plan that is in NIST-compliant format. Refer to NIST SP 800-18.
- ESPs classified as Cloud Service Providers (CSP) must adhere to additional FedRAMP security control requirements. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO).
- Upon request from SSA, the ESP shall provide the following network security information and documentation for review and audit purposes:
  - All information security control artifacts required to support the Security Assessment and Authorization (SA&A) process.
  - Intrusion Detection Systems (IDS) configuration.
  - Network firewall configuration.
  - Server and network device patching schedules and compliance.
  - Server, network device, and security logs.
  - Detailed hardware inventory including servers, network devices, and storage.

ESPs are required to adhere to NIST 800-53 Rev.4 security control framework based on their assigned categorization. The following sections outline additional security controls and SSA organizational defined parameters for NIST 800-53, Rev 4. Security requirements below are applicable to low and moderately categorized systems unless otherwise designated. For additional information or supplement guidance for these controls, refer Appendix F of NIST 800-53, Rev 4.

**See Exhibit M: SSA External Service Provider Security Requirements,**

Templates for Required Security Documents:

- Exhibit N: Security Assessment Report (SAR) Template
- Exhibit O: Risk Assessment Report (RAR) Template
- Exhibit P: External Hosted Information System Plan (ESP) Template

**Physical Security:** Contractor's facilities storing SSA assets and information are required to meet the Interagency Security Committee's standard for Federal facilities. This information can be found in the "Facility Security Plan: An Interagency Security Committee Guide," dated February 2015, 1<sup>st</sup> Edition.

SSA reserves the right to inspect contractor facilities to ensure compliance with the ISC guidelines. If facilities are found deficient, the contractor must implement corrective actions within 60 calendar days of notification. Requirements can include, but not be limited to, the physical security countermeasures, such as access control systems, closed circuit television systems, intrusion detection systems, and barriers.

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

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information is "any information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.".

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

- Be familiar with current information on security, privacy and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.

***Contractor's managers working on this contract must -***

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

***Applicability -***

The responsibility to protect personally identifiable information applies during the entire term of this contract and all option year terms if exercised. All contractors must secure and retain written acknowledgement from their employees stating they understand these policy provisions and their duty to safeguard personally identifiable information.

These policy provisions include, but are not limited to, the following:

- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor's facility without express permission from the Government.
- Employees must safeguard and protect all Government records from theft and damage while being transported to and from contractor's facility.

*The following list provides examples of situations where personally identifiable information is not properly safeguarded -*

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

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

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

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

### **(a) Suitability Process**

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

#### **(1) Suitability Document Submission**

- a. Immediately upon award, the Company Point of Contact (CPOC) must provide to the Center for Suitability and Personnel Security (CSPS) and a copy to the Contracting Officers Representative (COR) for all Vendor personnel requesting a suitability determination using a secured/encrypted email\* with a password sent separately to [DCHR.OPE.Suitability@ssa.gov](mailto:DCHR.OPE.Suitability@ssa.gov):
  - (i) An e-QIP [applicant listing](#) including the names of all Vendor personnel requesting suitability;
  - (ii) Completed [Optional Form \(OF\) 306, Declaration for Federal Employment](#) **See Exhibit E**;
  - (iii) [Fair Credit Reporting Act \(FCRA\) Authorization Form](#) **See Exhibit F**;
  - (iv) [Additional Questions for Public Trust Positions Branching](#) **See Exhibit D**; and
  - (v) Work authorization for non-United States (U.S.) born applicants, if applicable.

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

(2) e-QIP Application

- a. Once SSA receives all completed documents, listed in (a)(1), the Center for Suitability and Personnel Security (CSPS) will initiate the e-QIP process using the e-QIP applicant listing. CSPS will email the e-QIP notification to the CPOC and COR inviting Vendor personnel to the e-QIP website to electronically complete the background investigation form (Standard Form (SF) 85P, Questionnaire for Public Trust Positions.
- b. Vendor personnel will have up to 10 business days to complete the e-QIP application. The 10-day timeframe begins the day CSPS sends the invitation to the CPOC and COR. Vendor personnel must electronically sign the signature pages before releasing the application in e-QIP. Signature pages include the Certification, Release, and Medical Release pages for the SF 85P.

**See Exhibit C: Questionnaire for Public Trust Positions (Sample Form SF85P)**

Find information about the e-QIP process in the e-QIP Quick Reference Guide for e-QIP Applicants at <https://nbib.opm.gov/e-qip-background-investigations/>.

- c. If Vendor personnel need assistance with e-QIP logon and navigation, they can call the eQIP Hotline at 1-844-874-9940.

(3) Fingerprinting

- a. The e-QIP notification email also provides Vendor personnel with instructions to obtain electronic fingerprinting services. Vendor personnel must report for fingerprint services immediately upon completion and release of the e-QIP application and within 10 business days from the day CSPS sends the invitation.
- b. If Vendor personnel cannot report to the designated fingerprint locations (in the notification email), CSPS will accept completed Field Division (FD) 258 fingerprint cards. The COR can provide the FD 258, if required. Vendor personnel must complete all fields on the FD 258. Incomplete fields may delay suitability processing.
- c. If you need to mail completed FD 258 fingerprint cards, send them, via certified mail along with a completed Vendor Personnel Suitability Cover Sheet to:

Social Security Administration  
Center for Suitability and Personnel Security  
Attn: Suitability Program Officer  
6401 Security Boulevard  
2246 Annex Building  
Baltimore, MD 21235

(4) Status Check

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

**(b) Suitability Determination**

- (1) CSPS uses a Federal Bureau of Investigation fingerprint check as part of the basis for making a suitability determination.

This determination is final unless information obtained during the remainder of the full background investigation, conducted by the Office of Personnel Management, is such that SSA would find the Vendor personnel unsuitable to continue performing under this contract. CSPS will notify the CPOC and the COR of the results of these determinations.

- (2) SSA will not allow Vendor personnel access to a facility, site, information, or system until CSPS issues a favorable suitability determination. A suitability determination letter issued by CSPS is valid only for performance on the Vendor specified in the letter.
- (3) If current Vendor personnel are to perform work under a new Vendor, the CPOC must submit a fully completed, legible [Contractor Personnel Rollover Request Form](#) to the COR. CSPS will notify the CPOC, COR, and Contract Officer (CO) of suitability to work under the new Vendor.

**See Exhibit B: Contractor Personnel Rollover Request Form**

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

If Vendor personnel previously received a suitability determination from SSA or another Federal agency, the CPOC should include this information next to the Vendor personnel's name on the initial applicant listing (see paragraph (a)(1)(b)) along with the OF 306. CSPS will review the information. If CSPS determines another suitability determination is not required, it will provide a letter to the CPOC and the COR indicating the Vendor personnel was previously cleared under another Federal contract and does not need to go through the suitability determination process again.

**(d) Unsuitable Determinations**

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

[dchr.ope.suitclarify@ssa.gov](mailto:dchr.ope.suitclarify@ssa.gov)

OR

Social Security Administration  
Center for Suitability and Personnel Security  
Attn: Suitability Program Officer  
6401 Security Boulevard  
2246 Annex Building  
Baltimore, MD 21235

**(e) Vendor Notification to Government**

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

## **Email Procedures**

For your convenience, we have included the following instructions to send emails with sensitive documentation or messages containing personally identifiable information (e.g., SSNs, etc.) securely to an SSA email address. Consult your local information technology staff for assistance. If you utilize an alternate secure method of transmission, we recommend contacting the recipient to confirm receipt.

### **To Encrypt a File using WinZip**

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

### **Providing the Recipient with the Password**

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

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

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

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

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

### **Suitability Determination**

A Federal Bureau of Investigation fingerprint check is part of the basis used for making a suitability determination. This determination is final unless information obtained during the remainder of the full background investigation, conducted by the Office of Personnel Management, is such that SSA would find the contactor personnel unsuitable to continue performing under this contract. CPSPM will notify the CPOC, COTR, and Contracting Officer of the result of these determinations.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey of all of the contractor's and subcontractor's computer, printing, inserting, and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

The Pre-award Survey will include a review of: all subcontractors involved, along with their specific functions; and the contractor's mail, material, personnel, production, quality control/recovery program, security and backup facility plans as required by this specification.

**Production Plans:** The contractor shall present, in writing, to the Contracting Officer within **five workdays** of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule.

These proposed plans are subject to review and approval by the government and award will not be made prior to approval of same.

If award is predicated on the purchase of production and/or systems equipment to meet the file transmission requirements, the contractor must provide purchase order(s) with delivery date(s) at least **45 workdays** prior to the start of live production on **July 1, 2019**.

**NOTE: THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.**

**Backup Facility:** The failure to deliver these cover letters / publications / forms in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said locations for a period longer than **five workdays**, contractor must have a backup facility with the capability of producing the cover letters/inserts specified in this program.

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

Part of the plan must also include the transportation of Government materials from one facility to another. SSA has the option to install a T1 line into the backup facility.

**Note:** All terms and conditions of this contract will apply to the backup facility.

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

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

The plan shall detail how the Contractor will ensure that the correct address label with recipients name will be matched with the personalized cover letters and inserts to that same recipient inside the package.

Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

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



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

The plan should include the sampling interval the contractor intends to utilize. The contractor will be required to create two quality control samples to be drawn from the production stream at the same time for each file –

- One (1) sample will be drawn, inspected and retained as part of the contractor’s quality assurance records.
- One (1) sample will be drawn for the Social Security Administration and will be packed with the remaining samples associated with each print order and shipped to the Social Security Administration (address to be supplied at the Post-Award Conference).

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

The plan shall monitor all aspects of the job including material handling and mail flow, to assure the production and delivery of these letters meet specifications and Government requirements.

This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure there are no missing or duplicate pieces.

**Note:** Contractor must submit samples of the Automated Audit Report and 100% Accountability Summary report.  
**See page 16 of 55: 100% ACCOUNTABILITY OF PRODUCTION AND MAILING**

The contractor must maintain quality control samples, inspection reports and records for a period of no less than **120 calendar days** subsequent to the date of the check tendered for final payment by the Government Publishing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor’s quality assurance records and quality assurance random copies.

**Computer System Plan** – This plan must include a detailed listing of the Contractor’s/Subcontractor’s operating software platform and file transfer system necessary to interface with SSA’s national File Transfer Management System (FTMS) for electronic transmission of PIRS files from SSA. The plan must also include the media type on which files from SSA will be received to the extent that operator intervention (pc transfer or to DARD) is not required at SSA or the Contractor’s/Subcontractor’s production facility.

The system plan shall demonstrate the Contractor’s/Subcontractor’s ability to provide complete hardware and software compatibility with SSA’s existing network

**See page 31 of 55: TRANSMISSION TEST**

The contractor must complete a System Plan. Included with the Computer System Plan shall be a resume for each employee responsible for the monitoring and the programming of the contractor’s computer system and file transmissions. If the contractor(s) plans to use a consultant for either of these operations, a resume(s) must still be included. **See Exhibit H: System Plan**

**Mail Plan** – This plan should include sufficient detail as to how the contractor will comply with all applicable United States Postal Service (USPS) mailing requirements as listed in the USPS Domestic Mail Manual in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin. The contractor must also disclose how they will achieve multi-level USPS automated presort postal discounts as outlined in the contract.

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

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

**Production Plan** –

**Note:** As part of this plan, the contractor must provide a flow chart depicting each step in the process (including automated and manual processing) from receipt of files to mailing.

In addition to the flow chart, this plan should detail the following:

- List of all production equipment and equipment capacities to be utilized on this contract;
- The production capacity currently being utilized on this equipment;
- The capacity that is available for these workloads; and,
- If new equipment is to be utilized, documentation of the purchase order, source, delivery schedule and installation dates are required.

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

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

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

**The plan shall contain at a minimum:**

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

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

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

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

**Disposal of Waste Materials** – The contractor is required to demonstrate how all waste materials used in the production of sensitive SSA records will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. *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 national security classified or exempted from disclosure by statute, including the Privacy Act or regulation. The contractor, at a minimum, must crosscut shred all documents into squares not to exceed one-quarter inch. All documents to be cannot leave the security of the building, must be destroyed at contractor's printing site, and cannot be subcontracted. The contractor must specify the method planned to dispose of the material.

**UNIQUE IDENTIFICATION NUMBER:** Unique identification numbers will be used to track each individual cover letter, thereby providing 100% accountability. This enables the contractor to be able to track each letter throughout production to mailing. The contractor will be required to create a test sample every 1,000 cover letters. This sample must have a unique number identification number produced on each cover letter. The contractor will generate a list of the unique identifying numbers for each sample. One the samples are pulled, the unique numbers will be marked off the list. This enables the contractor to track which samples have been produced and pulled and what records have been produced. The contractor may create their own sequence number and run date to facilitate their presorting and inserting process but must maintain the original SSA identification number.

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

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

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

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

**Note:** Contractor must have all hardware, programming, and finalized reports in place to meet this requirement arrive at least 90 calendar days prior to the start of live production on August 1, 2018. Contractor must submit a sample of their proposed Audit and Summary reports with the required preaward production plans for approval. The Government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not complying with any part of this requirement.

Notice integrity shall be defined as follows:

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

Mailing integrity shall be defined as follows:

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

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

- (a) Uniquely identifying each notice and corresponding notice leaves within each individual file by mailer number and file date.
- (b) Unique identifier to be scanned during insertion to ensure all notices and corresponding notice leaves are present and accounted for.
- (c) Entrance Scanning: A camera system must electronically track and scan all leaves of each mail piece as the inserting equipment pulls them into the machine to ensure each mail piece was produced and inserted.

If there is any variance on a mail piece or if a mail piece is not verified that all leaves are present, that piece and the piece prior to and immediately following must be diverted and sent back for reprint. All instances of variance must be logged.

- (d) Touch and Toss: All spoilage, diverted, mutilated, or mail pieces that are acted upon directly by a human hand prior to sealing must be immediately recorded, discarded, properly destroyed, and automatically regenerated in a new print file for reprint. *Exception* - Intentionally diverted pieces due to a requirement for a product, which cannot be intelligently inserted and requires manual insertion such as a publication, can be sealed, re-scanned and placed back into production. These must be programmed diverts and sent to a separate bin for processing to ensure they are not mixed with other problem diverts and logged into the Audit system as such.
- (e) Exit Scanning: A camera system must be mounted just aft of the inserting equipment. This camera system must read a unique code through the window of each mail piece and be capable of identifying and reporting all missing notices that were lost or spoiled during production for each individual file by mailer number and file date. This system ensures that no missing mail pieces have been inadvertently inserted into another mail piece. The equipment must check the mail pieces, after insertion and verification that all leaves are accounted for, and divert any suspect product. During exit scanning, if a sequence number is missing, the notice prior to and immediately after must be diverted. The equipment must divert all products that exhibit missing or out of order sequence numbers and any other processing errors. All diverted pieces are to be automatically recorded and regenerated in a new print file for reprint.
- (f) Reconciliation: All notices and the amount of correct finished product must be electronically accounted for after insertion through the use of the audit system that is independent of the inserting equipment as well as independent of the operator. The sequence numbers, for each file, must be reconciled; taking into account any spoilage, duplicate, and/or diverted product. If the reconciliation yields divergent results, corrective action must be taken to locate the mail pieces that are causing any difference between the input and outputs of the inserting process. Therefore, all finished mail for that sequence run must be held in an accessible area until this reconciliation is complete.
- (g) Generate a new production file for all missing, diverted, or mutilated notices (reprint file).
- (h) Contractor must generate an automated audit report from the information gathered from scanning for each mailer number, file date, and for each notice (manual inputs are not allowed). This audit report will contain detailed information for each notice as outlined above for each individual file by mailer number and file date. Contractor must maintain this information for a 6-month period after mailing.
- (i) Audit report must contain the following information:
  - 1. Job name
  - 2. Mailer number, file date, and mail date(s)
  - 3. Machine ID
  - 4. Date of production with start and end time for each phase of the run (i.e., machine ID).
  - 5. Start and end sequence numbers in each run
  - 6. Status of all sequence numbers in a run
  - 7. Total volume in run

8. Status report for all incidents for each sequence number and cause (e.g., inserted, diverted, and reason for divert such as missing sequence number, missing leaves, mutilated, duplicate, pulled for inspection).
  9. Bottom of audit report must contain total number of records for that run, quantity sent to reprint, number of duplicates, duplicates verified and pulled, and total completed.
  10. Audit report must contain the same information for all the reprints married with this report as listed above showing that all pieces for each mailer number and file date are accounted for.
- (j) Contractor must generate a **final automated 100% accountability summary report** for each individual file by mailer number and file date. This information must be generated directly from the audit report (manual inputs are not allowed). The summary report must contain the following

**See Exhibit G: 100% Accountability and Summary Report**

1. Job name
2. Each individual file by mailer number and file date (must show sequence numbers for each section, i.e., first pass and then reprints).
3. Sequence number range for each individual file by mailer number and file date
4. Volume of all sequence numbers associated with an individual file by mailer number and file date were inserted.
5. Volume of reprints that were inserted for each file date.
6. Volumes for each file date and date that each was completed.

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

**See Exhibit K: Automated Report – Envelope Usage**

**Note:** Contractor must submit a sample of their Audit and Summary Reports with the required preaward production plans for approval.

**See Exhibit G: 100% Accountability and Summary Report**

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

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

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

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

**ON-SITE RERESENTATIVES:** One or two full-time Government representatives may be placed on the Contractor's premises on a limited basis or throughout the term of the contract. On-site representative(s) may be stationed at the Contractor's facility to: provide project coordination in receipt of transmissions; verify addresses; monitor the printing, folding, inserting, mail processing, quality control, sample selections, and inspections; and monitor the packing and staging of the mail.

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

Contractor will be required to provide one private office of not less than 150 square feet, furnished with one desk, one swivel arm chair, two telephone lines (one for a PC and one for a telephone) and one facsimile machine (the Government will supply hookups and cover the cost of the telephone/facsimile machine service), two work tables and two four-drawer letter-size files with combination padlock and pendaflex file folders or equal.

**POSTAWARD CONFERENCE:** In order to ensure that the Contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives will conduct a conference with the Contractor's representatives at the SSA, Baltimore, MD, immediately after award. Contractor's systems personnel must be in attendance to discuss systems-related issues.

**PRE-PRODUCTION MEETING:** A pre-production meeting covering printing, inserting, and mailing shall be held at the Contractor's facility after award of the contract to review the Contractor's production plan and to establish coordination of all operations. Attending this meeting will be representatives from the GPO, SSA, and the USPS. The Contractor shall present and explain their final plan for both printing and mailing the Public Information Request System.

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

In addition, the Contractor shall be prepared to present detailed production plans, including such items as quality assurance, projected commencement dates, equipment loading, pallet needs, etc. The Contractor shall present documentation of the plant loading agreement and either a copy of the optional procedure, which has been negotiated with USPS, or a draft of the original procedure the contractor intends to negotiate with USPS for SSA approval.

Contractor is to provide the name of the representative responsible for the mailing operation and that individual's backup.

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of weekly Print Orders supplemented by daily electronic task orders. Orders may be issued under the contract from **July 1, 2019** through **June 30, 2020** plus for such additional period(s) as the contract is extended. All Print Orders and task orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any Print Order or Task Order. Task Orders will be "issued" daily for purposes of the contract and shall detail the daily volume of cover letters required. A Print Order (GPO Form 2511) to be used for billing purposes will be issued weekly and will cover all daily Task Orders issued that week. A Print Order or Task Order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

The estimated quantities specified in the "DETERMINATION OF AWARD" are not the total requirements of the Government activity but are the estimates of requirements in excess of the quantities that the Government activity may itself furnish using its own equipment, facilities, or employees.

Except as this contract otherwise provides, the Government shall order from the Contractor all of that activities requirements for supplies and services specified in the "DETERMINATION OF AWARD" that exceed the quantities that the Government activity may decide to furnish.

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.

#### **PRIVACY ACT**

- (a) The Contractor agrees:
- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the Contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
  - (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
  - (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.
- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor and any employee of the Contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**CRIMINAL SANCTIONS:** 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) which is made applicable to Contractors by U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established there under, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

**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>

**NOTE: 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 mailing packages, consisting of an English or Spanish personalized cover letter (dated by SSA) publications (pamphlets, leaflets, fact sheets), and/or forms; requiring such operations as programming, the receipt and processing of transmitted data, composition, electronic pre-press, printing and imaging, drilling, folding, binding, inserting, metering, manifesting, presorting, and mailing.

**HISTORICAL BACKGROUND:** The Public Information Request System (PIRS) captures the public requests for publications/forms input by SSA employees and SSA's voice portal. Users can request up to 99 of any and all publications/forms.

The PIRS files are record specification for formatting in the Advanced Function Presentation (AFP) printing platform.

For proper processing of AFP resources supplied to the Contractor by SSA, used for printing cover letters in an AFP format, the contractor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS/ZOS390 operating system accompanied by the most recent release of IBM Print Services Facility (PSF). These compliances are related solely to interpreting and printing files provided to the contractor by SSA, to insure the contractor is able to print the files as provided without alteration of any kind on the part of SSA.

It is the contractor's responsibility to tailor the AFP resources to ensure proper printing in their environment excluding overlays which are to remain as supplied to the contractor by SSA.

SSA will provide a breakdown of the PIRS records reflecting fields within each record, to be used in the completion of the required PIRS cover letter requested. The documentation will also reflect the fields within each record, to be used in determining all required inserts associated with each request record. For automated mail pieces, the break down will be determined by the Contractor, based on logic which takes their insertion equipment into consideration.

### **See Exhibit I: Output File Display Rules for PIRS Notices**

All files will be electronically transmitted to the Contractor. Any programming or other format changes necessitated due to the Contractor's method of production will be the full responsibility of the Contractor and must be completed prior to each of SSA's validations.

#### COVER LETTER

1E  
1S  
2E  
2S  
3E  
3S  
4E  
4S

#### DATA SET NAME

OLBG.BTI.VENDOR.PIR.PIR1E.Ryymmdd  
OLBG.BTI.VENDOR.PIR.PIR1S.Ryymmdd  
OLBG.BTI.VENDOR.PIR.PIR2E.Ryymmdd  
OLBG.BTI.VENDOR.PIR.PIR2S.Ryymmdd  
OLBG.BTI.VENDOR.PIR.PIR3E.Ryymmdd  
OLBG.BTI.VENDOR.PIR.PIR3S.Ryymmdd  
OLBG.BTI.VENDOR.PIR.PIR4E.Ryymmdd  
OLBG.BTI.VENDOR.PIR.PIR4S.Ryymmdd

During the course of this contract, SSA may add four (4) additional "Foreign" files for foreign versions of the 2E, 2S, 3E, and 3S cover letters.

### **MAKE UP OF MAILERS:**

A record will be transmitted for each mailing address. The records will contain all the data relevant for the mailing of an associated mail piece(s).

All files transmitted by SSA will be physically sequential. Any alteration of the notice content in the file will be permitted concerning enclosures only because they may have to be regrouped.

**1E and 1S Mailers:** 1-2 page cover letter in English or Spanish and up to and including 99 copies of Form SS-5 (English or Spanish versions) in a mail-out envelope/container.

**2E and 2S Mailers:** 1-2 page cover letters in English or Spanish and up to and including 99 copies of Form SS-5 (English or Spanish versions) in a mail-out envelope/container.

**3E and 3S Mailers:** 1-2 page cover letters in English or Spanish and up to and including 99 of any of the forms and/or publications listed on pages 19 & 20 under Cover Letters 3E and 3S mailed in an out-going envelope(s)/container(s). For example, one single request (cover letter) could require 35 of one publication, 50 of another publication, 99 of another publication, in addition to several forms.

**4E and 4S Mailers:** 1-2 page cover letters in English or Spanish in a mail-out envelope (no inserts required).

**Note:** Currently, SSA has 96 forms/publications, including the SSA provided SSA-1020 mailing kits listed as inserts. However, in the future, inserts could be added and the contractor must be able to accept requests for up to 199 inserts. The charges for the printing (includes storage of the material) of any new inserts to be added will be negotiated between SSA, GPO, and the contractor.

### **TRIM SIZES:**

**NOTE:** The size of any insert could change during the course of the contract. The contractor will be expected to conform to the new size.

**Cover Letters:** Flat: 8-1/2 x 11";  
Folded: 8-1/2 x 3-3/4" or 8-1/2 x 5-1/2" (if single copy is to be mailed)  
**Note:** If mailing with inserts, fold applicable to package size.

**Pamphlets:** Flat: 7 x 8"; Folded: 3-1/2 x 8"  
Flat: 7-1/2 x 5-1/2; Folded: 3-3/4 x 5-1/2"  
Flat: 10-1/2 x 8"; Folded: 5-1/4 x 8";

**Leaflets:** Flat: 7 x 8"; Folded: 3-1/2 x 8"  
Flat: 10-1/2 x 8"; Folded: 3-1/2 x 8";  
Flat: 14 x 8"; Folded: 3-1/2 x 8"  
Flat: 17-1/2 x 8"; Folded: 3-1/2 x 8"  
Flat: 21 x 8"; Folded to: 3-1/2 x 8"  
Flat: 24-1/2 x 8"; Folded: 3-1/2 x 8"

**Fact Sheets:** Flat: 8-1/2 x 11"  
Folded: 8-1/2 x 5-1/2" or 8-1/2 x 3-3/4" (single sheet)

**Forms SS-5 English/SS-5-SP:** Flat: 25-1/2 x 11"; Folded: 8-1/2 x 3-3/4"  
(6-page, perforate pages 5 & 6 only)

**Form 721:** Flat: 17 x 11"; Folded: 8-1/2 x 11" (4-page, perforate-on-fold)

**Form 3368-BK:** Flat: 17 x 11"; Folded: 8-1/2 x 11" (16-page, paste-on-fold)

**Form 3820-BK:** Flat: 17 x 11"; Folded: 8-1/2 x 11" (16-page, paste-on-fold)

**Form 3881-BK:** Flat: 17 x 11"; Folded: 8-1/2 x 11" (8-page, paste-on-fold)

**1020-English/1020-SP Mailing Kit:** Government furnished - to be provided by SSA

**Envelopes:** Finished sizes include: 4-1/8 x 9-1/2"; 6-1/8 x 9-1/2"; 6-1/2 x 10"; 9 x 12"

**QUANTITY, LEAVES, AND FREQUENCY OF ORDERS:** The combined total for all letters will be approximately 800,000 per year; for inserts approximately 1,800,000 per year. The Government reserves the right to increase or decrease by up to 25%, the total number of cover letters and/or inserts ordered annually.

The figures indicated below are estimated 3 month quantities based on historical data. Exact quantities will not be known until each run is electronically transmitted to the contractor. During the term of this contract, the contractor must adjust the insert figures based on usage. Should the contractor experience any shortfall of stock, this shortage should be reported to SSA immediately.

<b><u>Cover Letter 1E:</u></b>	<b>160,000</b>	<b><u>Cover Letter 1S:</u></b>	<b>25,900</b>
Form SS-5 English:	170,000	Form SS-5-Spanish:	8,700

*Note: As evidenced above, the SS-5 letter requests represent approximately 55-60 percent of the workload (which could be automated).*

<b><u>Cover Letter 2E:</u></b>	<b>360</b>	<b><u>Cover Letter 2S:</u></b>	<b>60</b>
Form SS-5 English:	250	Form SS-5 Spanish:	20

<b><u>Cover Letter 3E:</u></b>	<b>176,000</b>	<b><u>Cover Letter 3S:</u></b>	<b>9,900</b>
Form-3368-BK:	2,400	Form-1020** Spanish mailing kits:	3,100
Form-3820-BK:	700	Leaflet 05-10074 (bilingual)	100
Form-3881-BK:	400	Leaflet 05-10900:	200
Form-721:	400	Leaflet 05-10902:	400
Form-1020** - English mailing kit:	70,000	Pamphlet 05-10903:	400
Leaflet 05-10002:	2,000	Fact Sheet 05-10907:	100
Fact Sheet 05-10007:	1,700	Fact Sheet 05-10921:	100
Leaflet 05-10018:	1,800	Fact Sheet 05-10922:	300
Fact Sheet 05-10021:	300	Leaflet 05-10923:	100
Fact Sheet 05-10022:	900	Pamphlet 05-10924:	700
Leaflet 05-10023:	800	Pamphlet 05-10926:	200
Pamphlet 05-10024:	7,200	Pamphlet 05-10927:	700
Pamphlet 05-10026:	1,300	Pamphlet 05-10929:	500
Pamphlet 05-10029:	6,300	Factsheet 05-10931:	400
Factsheet 05-10031:	2,900	Pamphlet 05-10935:	700
Pamphlet 05-10035:	10,000	Fact Sheet 05-10941:	400
Fact Sheet 05-10041:	2,100	Pamphlet 05-10943:	800
Pamphlet 05-10043:	8,300	Fact Sheet 05-10945:	100
Fact Sheet 05-10045:	2,000	Pamphlet 05-10952:	100
Pamphlet 05-10052:	700	Leaflet 05-10953:	200
Leaflet 05-10053:	2,500	Leaflet 05-10958:	200
Leaflet 05-10058:	1,300	Leaflet 05-10964:	600
Fact Sheet 05-10063:	1,200	Fact Sheet 05-10968:	200
Leaflet 05-10064:	6,800	Leaflet 05-10969:	500
Fact Sheet 05-10068:	2,000	Fact Sheet 05-10970:	500
Leaflet 05-10069:	6,400	Leaflet 05-10972:	400
Fact Sheet 05-10070:	4,000	Fact Sheet 05-10975:	300
Leaflet 05-10072:	2,200	Pamphlet 05-10976:	300

**Cover Letter 3E (inserts continued)**

Pamphlet 05-10073:	1,300
Pamphlet 05-10074:	300
Fact Sheet 05-10075:	1,000
Pamphlet 05-10076:	2,800
Pamphlet 05-10077:	4,800
Pamphlet 05-10084:	4,900
Fact Sheet 05-10085:	1,100
Leaflet 05-10087:	900
Pamphlet 05-10090:	1,200
Fact Sheet 05-10093:	400
Pamphlet 05-10095:	19,600
Fact Sheet 05-10096:	500
Leaflet 05-10097:	1,200
Fact Sheet 05-10101:	1,000
Factsheet 05-10121:	5,000
Pamphlet 05-10127:	8,000
Fact Sheet 05-10141:	600
Leaflet 05-10510:	2,000
Pamphlet 05-10153:	6,900
Pamphlet 05-11000:	6,400
Leaflet 05-11008:	900
Pamphlet 05-11011:	4,200
Pamphlet 05-11015:	800
Leaflet 05-11017:	3,800
Fact Sheet 05-11051:	600
Leaflet 05-11069:	1,900

**Cover Letter 3S (inserts continued)**

Pamphlet 05-10977:	500
Pamphlet 05-10984:	500
Fact Sheet 05-10985:	200
Leaflet 05-10987:	200
Pamphlet 05-10995:	700
Fact Sheet 05-10996:	200
Pamphlet 05-11024:	500
Fact Sheet 05-11052:	200
Leaflet 05-11070:	400
Pamphlet 05-11090:	500
Leaflet 05-11098:	200
Pamphlet 05-10517:	300

\*\* SSA Form-1020 Provided Stock – If envelopes are not sealed, contractor is required to seal the mailing kit. SSA will accept responsibility for all shipping costs of the Form-1020 (English and Spanish versions). The contractor will be required to monitor stock levels and provide SSA with adequate time to deliver additional stock. No separate line item for pricing will be allowed for storage/stocking of Form-1020.

**Cover Letter 4E** (no inserts): 5

**Cover Letter 4S** (no inserts): 5

**ENVELOPES:** Estimated annual usage\* for each PIRS envelope is as follows:

	<u>Size Estimated</u>	<u>Estimated Annual Usage</u>
#10 White Window Envelope (SEPSC)	4-1/8 x 9-1/2"	445,000
White Window Envelope (SEPSC)	6-1/8 x 9-1/2"	72,000
White Window Envelope (WBDOC)	6-1/2 x 10"	181,000
Kraft Window Envelope (SEPSC)	9 x 12"	43,300
Kraft Window Envelope (WBDOC)	9 x 12"	4,300

\* the estimated annual usage does not include USPS free of charge Priority flat rate mail envelopes/shipping containers used for mailings over 13 ounces to US Possessions, PO Boxes, and APO/FPO):

Mail packages containing a Form-1020 Mailing Kit will use an envelope with the WBDOC return address. All other mailers without a Form-1020 will use an envelope with the return address of the SEPSC.

**NOTE:** It is estimated 40 to 45 percent of this workload is a pick and pack operation. Therefore, the contractor will be allowed to charge a manual processing fee for each 3E, 3S, and multiple form 1020 (English and Spanish) mailing kit requests requiring manual insertion.

#### **GOVERNMENT TO FURNISH:**

At the Post-Award Conference the contractor will be issued either manuscript, camera copy, negatives, or electronic media for the publications (pamphlets, leaflets, fact sheets) and forms used in this contract.

**NOTE:** If electronic media is available, the contractor must be able to accept files electronically via a contractor hosted SFTP server.

Electronic media will be furnished as follows:

*Platform* – Macintosh OSX; IBM or compatible using MS Windows

*Storage Media* – Files furnished via contractor-hosted SFTP server.  
On occasion: CD-R/RW; DVD-R/RW; or E-mail

Files will be provided in PostScript format, Native format or Portable Data Format (PDF).

*Software* – Adobe Creative Suite (InDesign, Photoshop, and Illustrator), Quark Xpress. Adobe Acrobat Professional with LiveCycle Designer, and Adobe Experience Manager (AEM).

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

**NOTE** – **All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.**

*Fonts* – All printer and screen fonts will be furnished. All fonts used for this contract will be Adobe Type I and/or TrueType.

The contractor is cautioned that the furnished fonts are the property of the Government and/or its contractors. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

#### **Additional Information Supplied:**

Visuals of the supplied electronic files may be furnished.

Camera copy for the return addresses will be furnished at Post Award.

Camera copy for the recycled logo and legend (both English and Spanish versions)

Official Government Penalty Postage Meters

Mailing Indicia - "Postage and Fees Paid"

SSA-1020 English and Spanish Mailing Kits

Small Package Common Carrier Instructions/Account Number

GPO Form 712 - Certificate of Conformance.

GPO Form 892 - Proof label

GPO Form 952 – Desktop Publishing – Disk Information

Exhibit A: Contractor Personnel Security Certification (Form SSA-301)

Exhibit B: Contractor Personnel Rollover Request Form

Exhibit C: Questionnaire for Public Trust Positions (Standard Form 85P)

Exhibit D: Additional Questions for Public Trust Positions Branching

Exhibit E: Declaration for Federal Employment (Optional Form OF-306)

Exhibit F: Fair Credit Reporting Act Authorization Form

Exhibit G: 100% Accountability and Summary Report

Exhibit H: System Plan

Exhibit I: Output File Display Rules for PIRS Notices

Exhibit J: Automated Report - 1020-English/1020-SP Mailing Kit Usage

Exhibit K: Automated Report – Envelope Usage

Exhibit L: Automated Report – Cover Letter Usage

Exhibit M: SSA External Service Provider Security Requirements

Exhibit N: Security Assessment Report (SAR) Template

Exhibit O: Risk Assessment Report (RAR) Template

Exhibit P: External Hosted Information System Plan (ESP) Template

Exhibit Q: MVRP Request Letter for Local BMEU

Exhibit R: Detailed Meter Report

Exhibit S: Postage Meter Activity Log

Exhibit T: Email Address File of Key GPO and SSA Personnel.

Exhibit U: Publications Spreadsheet

Exhibit V: PIRS Publication and Forms – Master List

Wire transmission or VPN Internet transmission of test and production files

**NOTE:** A dedicated data connection between the contractor's specified location and the nearest available SSA network interface location or SSA's National Computer Center in Baltimore, MD, if necessary.

### **ELECTRONIC FILES**

These specifications have been revised to include primary data transmission method via a dedicated circuit or using a Virtual Private Network (VPN) Internet connection, at the discretion of the Government.

All files transmitted by SSA will be physical sequential. Any alteration of the letter content in the file will be prohibited.

Advanced Function Presentation (AFP) and Page/Form Definition resources for alignment and font selection

The Government will furnish files for all tests via wire transmission or VPN Internet transmission shortly following the Post-Award Conference.

A record will be transmitted for each mailing address. The records will contain all the data relevant for the mailing of an associated mail piece, including AFP resources (AFP Page Definitions, Form Definitions, Overlays, Page Segments and/or fonts as needed).

AFP print resources, overlays, page segments and nonstandard fonts provided shortly after the Post-Award Conference (via wire transmission or Email) may change during the term of the contract, in which case a revised AFP resource file will be electronically transmitted to the contractor. SSA may require a notice proof of any change.

### **PRINTER RESOURCES: AFP**

SSA will provide the AFP resources (AFP page and form definitions, overlays, page segments, and/or fonts as needed) for the workload. These resources will be provided on the Contractor's choice of media (wire transmission or Email) shortly after the Post-Award Conference.

Cover letters are in AFP print image format. The contractor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS/ZOS390 operating system accompanied by the most recent release of IBM PSF.

These compliances related solely to interpreting and printing files to be provided to the contractor by SSA, to insure the contractor is able to print the files as provided without alteration of any kind on the part of SSA.

The Contractor will be responsible for maintaining the AFP resources on each system that processes SSA's workloads.

SSA will provide updated resources electronically, as necessary. When the Contractor receives an update to the printer resources, the Contractor shall install them immediately and provide SSA with 25 sample documents (representative of the workload(s) involved) from the test file within 1 workday to ensure that the update was made. Whenever testing is required, the Contractor will be responsible for performing the test on each printer that processes the PIRS workload.

**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.

The Contractor must be able to accept files electronically via a contractor-hosted SFTP server. Appropriate log-on instructions and protocol must be provided at time of award.

Contractor's equipment/software/system must be capable of supporting T-1 transmissions (or up to a T3 equivalent bandwidth connection); or an encrypted Virtual Private Network (VPN) tunnel through the Internet at the discretion of the Government. Contractor must have programmer(s) capable of handling AFP resources.

If permit imprint is used, the Contractor must submit to USPS a completed PS-Form 3615 Mailing Permit Application and Customer Profile. The Contractor will be responsible for any application fee.

Contractor must provide a process to break down mailings based on insertion equipment.

The contractor will be required to forward to SSA a daily automated report via e-mail for both English and Spanish Form-1020 Medicare Mailing Kits.

**See Exhibit J: Automated Report - 1020-English/1020-SP Mailing Kit Usage**

The report format must be approved by SSA and must contain the following:

1. Number of letters requiring a single Form-1020 mailing kit.
2. Number of letters and number of Form-1020 mailing kits requiring multiple Form-1020 mailing kits (in other words no other publications, just multiple Form-1020's).
3. Number of letters and number of Form-1020 mailing kits requiring a Form -1020 mailing kit and other publications.

Contractor will be required to forward to SSA daily via email the quantities used for each of the five envelopes (4-1/8 x 9-1/2", 6-1/8 x 9-1/2", 6-1/2 x 10" and two 9 x 12"s) for each file date. SSA must approve this report format. Reports are to be emailed to: Justin Smith, Printing Management Branch at [Justin.Smith@ssa.gov](mailto:Justin.Smith@ssa.gov)

**See Exhibit K: Automated Report – Envelope Usage**

Contractor is required to forward by file date a daily report showing the number of cover letters printed, folded, inserted, and delivered to the post office. These reports are to begin on the day of printing and continue daily until the end of the term of the contract. Reports are to be emailed to: Justin Smith, Printing Management Branch at [Justin.Smith@ssa.gov](mailto:Justin.Smith@ssa.gov)

**See Exhibit L: Automated Report – Cover Letter Usage**

All report requirements contained within this contract are to be included in the cost of the contract.

**TRANSMISSIONS**

In the event any wire transmission or VPN Internet transmission cannot be processed due to data line or other problems, the contractor must notify SSA within 24 hours of receipt. The contractor's first point of contact at SSA for systems or data line problems shall be the **HELP DESK** at 877-697-4889.

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

Upon award of this contract, the Government will determine the connectivity method between SSA and the contractor. Internet Protocol (IP) will be the connection protocol for the transmissions. At the Government's option, the Government will either place an order for a dedicated circuit data connection under GSA's FTS 2001 contract to be installed (within 60 to 90 calendar days) between the contractor's location(s) and SSA's network interface location or the connectivity method will be through the Internet using an encrypted VPN tunnel. The connection method is at the sole discretion of the Government.

The Government shall not be responsible for installation delays of data connections due to any external influences such as employee strikes, weather, supplies, etc., which conditions are beyond the control of the Government.

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

If a dedicated circuit transmission is deemed necessary, SSA will determine the appropriate bandwidth for the connection.

The cost of this connection will be borne by the Government. The contractor shall immediately provide a complete delivery address with nearest cross-street, contact name and phone number for installation of data transmission services and equipment. The contact person at the contractor's site will be available for delivery of services at the specified location.

The Government shall not be responsible for incorrect or lack of address information, nor for non-availability of contact person at the delivery site. SSA will provide the necessary dedicated data connection, including a router, modem, and firewall at the contractor's specified location(s).

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

The contractor must provide capability to utilize the capacity of the connection(s) to fulfill the intended purposes of this contract. The contractor shall provide a suitable environment for installation of the equipment.

Power specifications for the router(s) are: AC Power Dissipation (280W maximum) and AC input voltage (100 to 240VAC).

The cabinet specifications are: 36U enclosure; frame (72" H x 24" W x 36" D); 23-19 inch appropriate revsa rails (10-32 tapped); louvered side panels; Plexiglas locking front door; solid locking rear door; heavy duty lockable dual width casters; top fan assembly (4 fans); 10- or 12-outlet 20-amp power strip; 19" width slide-out shelf; cable management (wire loops); appropriate cabinet grounding for installation; or equivalent to previous specifications.

Data provided to the contractor must be retained for 21 workdays after mailing

### **FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS**

The contractor shall provide the capability to interface with SSA's National FTMS for electronic transmission of notice files from SSA to the production facility. SSA will provide the necessary data connection into the contractor's location. **At the discretion of SSA, the line speed may be either increased or decreased depending on utilization.** The contractor must provide, at their expense, the equipment and operating software platform, and the file transfer software required at their location.



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

SSA will not permit any private class A, B or C IP addresses, i.e., 10.xxx.xxx.xxx type IP addresses from external users on its network. At connection time to SSA, the Contractor will be provided a suitable IP address for access to SSA's network via a firewall. SSA will provide the necessary subnet(s) for connection at the remote site.

The contractor will be responsible for their own name/address translation to fulfill the intended purpose of data transfers. SSA will provide Managed File Transfer node information to the Contractor as required to accomplish file transfers.

The Contractor may determine the media type on which files from SSA will be received, to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the Contractor's production facility. Simultaneous multiple transmission sessions must be possible on the Contractor's equipment. All files transmitted by the SSA will be written as Physical Sequential or "flat" files at the Contractor's location and will be distinguished with a "run date" in the Contractor's file name.

Virtual Storage Access Method files and Generation Data Groups, supported by IBM/MVS or IBM z/OS operating systems are not permitted under this contract. The contractor's storage format must not preclude the availability of the Managed File Transfer software Checkpoint/Restart feature.

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

The contractor's FTMS software shall be operational for the receipt of data files 24 hours per day, 7 days per week, unless otherwise specified by the Government. The communications protocol between SSA and the contractor shall be the Internet Protocol (IP). The contractor must specify the type of Local Area Network (LAN) connection that will be used at the location where the SSA connection is to be installed. The contractor is responsible for providing complete hardware and software compatibility with SSA's existing network.

Production file transfers will be established according to SSA's standard procedures for transmission control, dataset naming, and resource security. The contractor's file management system must accommodate multiple file transmission sessions without intervention at either end. The contractor must have sufficient capacity to support the number of concurrent transmission file sessions as dictated by SSA.

The above will apply, regardless of the number of workloads transmitted to the Contractor daily. If the Contractor is awarded multiple SSA notice workloads, there must be sufficient capacity at the Contractor's production facility to accept transmission of all files according to their schedules.

Transmission of production files shall be the standard, automated technique. In the event that the transmission network is unavailable for a time period deemed critical by the Government, the files may (at the Government's option) be processed at the SSA print/mail facility.

All data provided by the Government or duplicates made by the contractor or his representatives and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract. Any duplicate data and any resultant printouts must be destroyed by the contractor. Data provided to the contractor must be retained for 21 workdays after mailing.

**NOTE: The contractor must not compress files in processing data for this contract. It is solely the contractor's responsibility to redevelop/reprogram the AFP resources and mail run data to ensure proper printing and inserting in their environment.**

**TRANSMISSION TEST, PRE-PRODUCTION VALIDATION TEST, AND  
PRE-PRODUCTION PRESS & MAIL RUN TESTS**

Prior to the commencement of production of orders placed under this contract the contractor will be required to demonstrate their ability to perform to the contract requirements.

**See page 44 of 55: TEST SCHEDULES**

**NOTE: Failure of the contractor to perform the Transmission Test, Pre-production Validation Test or Pre-production Press and Mail Run Test to the satisfaction of the Government may be cause for default.**

**The Government reserves the right to waive the requirements of any of these tests. The contractor will be notified at the Post-Award Conference if any test(s) will be waived.**

The contractor will be required to perform the following tests:

***Transmission Test***

After the T1 line lease point-to-point data circuit has been installed or VPN established, the contractor will be required to receive within one (1) workday 8,000 cover letters (average of 1 printed page per letter). The contractor will be required to perform a record count verification broken down by dataset name within one workday after the complete transmission of the test file. When the count verification has been successfully completed, the contractor will be required to provide SSA within two (2) workdays 50 sample documents from the transmission test for each mailer (Mailers 1-8).

**NOTE: Transmission test letters do not require inserts or envelopes.**

The Contractor shall submit these test samples to: SSA, DPM, Room 1356, Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. Attn: Justin Smith (410- 966-2173)

THE GOVERNMENT WILL NOT FURNISH BACK-UP CARTRIDGES AT ANY TIME DURING THE TERM OF THE CONTRACT.

In the event that any transmission cannot be processed due to media problems, the contractor shall notify SSA immediately. The contractor shall notify SSA of any reprogramming and/or reformatting of data supplied by transmission necessitated due to the contractor's method of production.

All data provided by the Government or duplicates made by the contractor or his representatives and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract. Any duplicate data and any resultant printouts must be destroyed by the contractor. Data provided to the contractor must be retained for 21 workdays after mailing.

***Pre-Production Validation Test***

Prior to beginning the Pre-Production Press and Mail Run Test, the contractor shall furnish SSA, within two days of receipt of files, a total of 140 printed samples of the eight (8) cover letters listed below:

<u>Cover Letters</u>	<u>Copies</u>
1E	25
1S	25
2E	10
2S	10
3E	25
3S	25
4E	10
4S	<u>10</u>
Total:	140

Contractor will use files from the Pre-Production Press and Mail Run Test to produce the Pre-Production Validation Test above. Contractor will print the first cover letters within the file (i.e., for the 1E cover letters, the contractor will print the first 25 cover letters in the file). If errors are found, additional samples of the cover letters (as indicated above) will be required until such time as the validation produces no errors.

Sample letters from the Pre-Production Validation Tests do not require inserts or mailing containers. The contractor shall submit these test samples to: SSA, DPM, Room 1356, Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. Attn: Justin Smith (410- 966-2173)

***Pre-Production Press and Mail Run Test***

Prior to commencement of production of the contract the contractor will be required to perform a 12-hour pre-production press and mail run test utilizing test files transmitted electronically (wire transmission or VPN Internet transmission) shortly after the Post-Award Conference.

The contractor will be required to print and prepare the following PIRS mailers:

1E	8,300
1S	500
2E	50
2S	50
3E	2,000
3S	500
4E	50
4S	<u>50</u>
Total:	11,500

The Contractor must perform the pre-production press and mail run test on their equipment using their personnel. The test must be performed on printing equipment and inserting machines used for live production.

The test run will incorporate all aspects of the program from the processing of the electronically transmitted test files to: the simplex/duplex imaging of letters; gathering requested insert(s); folding; inserting, metering; manifesting; presorting; and preparing finished letters for delivery to the USPS.

To simulate actual production conditions, the product to be produced must be in accordance with all contract specifications and all USPS regulations. The Contractor will be required to have all composition, electronic pre-press, proofing, printed pamphlets, leaflets, fact sheets, forms, and envelopes necessary for the test, completed prior to beginning the test. Mailers are to be completed in accordance with contract requirements, inserted into appropriate mailing packages, and prepared for mailing.

Government representatives will witness all phases of the Pre-production Press and Mail Run Test. The Contractor must produce the amounts indicated above of the completed product in a 12-hour period that will provide to the Government representatives proof the contractor and/or subcontractor can satisfactorily complete the requirements of this contract during live production.

Samples of the pre-production press and mail run test will be brought back to SSA for validation. The Government will approve, conditionally approve, or disapprove the validation output.

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

***Systems Change Validation Test***

When required, the Government will furnish test files for wire transmission to be used in performing a Systems Change Validation Test. This test is required whenever SSA or the Contractor initiates a systems/programming change.

For testing, SSA will require the contractor use the quantities under Pre-Production Validation Test (See page 31). Contractor is not to implement change until authorized by SSA. Prior to systems/programming changes, the Contractor will schedule the validation test with SSA.

**All production files for the public information request system shall be wire transmitted.**

**NOTE:** The Contractor's FTMS software shall be operational for the receipt of data files 24 hours a day, seven days a week

In the event that any transmission cannot be processed due to media problems, the Contractor shall notify SSA within 2 hours of receipt. The contractor must notify SSA of any reprogramming and/or reformatting of data supplied by transmission necessitated due to the contractor's method of production, within 2 hours of receipt of the data.

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

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

**COMPOSITION:** Contractor may be required to set base forms in both English and Spanish. Century Schoolbook or equivalent fonts are to be used for producing the cover letters. SSA will provide the font part numbers to the Contractor who will validate they have the proper licenses for each required font.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as listed on the print order.

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

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

**Digital Deliverables** – The contractor must furnish final production native application files (digital deliverables) with the Government Furnished Materials (GFM). The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**NOTE:** The Government will accept PDF files as digital deliverables when furnished by the Government. The PDF must be suitable for making press plates for subsequent reprinting without reformatting and must include any embedded fonts (must be press quality). The file created must be unlocked and OCR editable (by character, rule, and graphic elements, as well as font, spacing, and format changes). The contractor must remove any crop marks, color bars, specification bars, grayscales, slug lines, cross hairs, etc. Files are to be forwarded to Justin Smith, DPM at [Justin.Smith@ssa.gov](mailto:Justin.Smith@ssa.gov).

**Repurposed Deliverables** – For jobs supplied as manuscript or camera copy the contractor will be required to furnish one copy of a single, searchable Adobe Acrobat file (repurposed deliverable) (no hyperlinks, video or any other dynamic features) created by the vendor from the supplied camera copy. The PDF file must be distilled at press quality.

Electronic media is to be delivered on an ISO 9660 compliant CD-R in a jewel case clearly labeled with title, jacket number and a print-out of the file directory to: SSA, DPM, Room 1356, Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. Attn: Justin Smith (410- 966-2173)

**PROOFS:** Proofs will be required for the initial order and any time a copy change may be required during the term of the contract.

### **Envelopes**

#### ***Digital Color Content Proofs***

Three (3) sets of proofs will be required for each envelope. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

### **Publications (pamphlets, leaflets, fact sheets) and Forms**

SSA uses many of the same publications and forms in several of its print contracts. To reduce the proofing requirements for any revisions, if it is determined after award you are responsible for the production of any other SSA workloads containing the same publications and/or forms required for this program, then the revisions may be proofed using one of these other programs.

#### ***Digital Color Content Proofs***

Three (3) sets of proofs will be required for each publication. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

#### ***Inkjet Proofs***

Two (2) sets of proofs for each publication that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1).

Contractor may be required to submit ink draw downs on actual production stock of Pantone colors used in job.

The Government may require one or more sets of revised proofs before rendering an "OK to Print".

SSA reserves the right to make changes to all proofs. The Government may require one or more sets of revised proofs before rendering an "Okay to print".

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 operation; such operations must be accomplished within the original production schedule allotted in the specifications.

If any Author's Alteration's (AA's) require additional proofs, the Government will allow for additional time to process this additional requirement and will incur these costs under line Item I. COMPOSITION (c) and (d).

**See page 49 of 55: SCHEDULE OF PRICES, COMPOSITION**

**THE CONTRACTOR MUST NOT PRINT TO PRIOR TO RECEIPT OF AN "OK TO PRINT."**

**At government request, the following proofs may be requested after initial proofing has been completed**

***PDF proof***

Contractor to submit one "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.

E-Mail PDF Proof to SSA Print Specialist who processed the order. Follow up with phone call confirming receipt. The subject line of the email must include the Print Order number and the word "Proofs". The contractor must indicate "PROOFS" and the GPO Print Order Number on each proof.

***Digital color content proofs***

Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi.

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 "OK TO PRINT."

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

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2).

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

Personalized Cover Letter: White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60 \*.

Publications (Pamphlets, Leaflets and Fact Sheets): White offset book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60 \*.

\* The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this stock is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

Form SS-5 English/Spanish - Application for a Social Security Card: White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

Form 721 – Statement of Death by Funeral Director: White Writing, basis weight: 20 lbs. per 500 sheets. 17 x 22", equal to JCP Code D10.

Form 3368-BK English – Disability Report – Adult: Green Writing, basis weight: 20 lbs., 17 x 22" equal to JCP Code D10.

Form 3820-BK – Disability Report – Child: Blue Writing, basis weight: 20 lbs., 17 x 22" equal to JCP Code D10

Form 3881 BK – Questionnaire for Children Claiming SSI Benefits: White Writing, basis weight: 20 lbs., 17 x 22" equal to JCP Code D10

Envelope - 4-1/8 x 9-1/2" #10 window: White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20

Envelope - 6-1/8 x 9-1/2" window / 6-1/2 x 10" window: White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20. With exception: bursting strength 38 lb/in<sup>2</sup>.

Envelopes - 9 x 12" Window: Light-Brown (Kraft shade) Envelope, Basis weight 28 lbs. per 500 sheets, 17 x 22", equal to JCP Code V10

### **PRINTING/IMAGING:**

The Contractor will be required to convert furnished data from electronic transmission for deposition printing. All imaging/printing shall have a minimum resolution of 300 x 300 dpi.

**Note:** The Government reserves the right to make changes to the format(s)/text/trim sizes/page counts/design changes of the publications and/or forms at any time during the term of the contract. Notification of a proposed change will be given with sufficient time for the Contractor to allow for the change, and submit proofs to the Government.

The contractor shall not preprint or maintain more than a 90 calendar day surplus/inventory of any of the components required on this contract. The Government shall not be required to purchase from the Contractor the surplus/inventory of any stocked items remaining on hand in excess of what was authorized when a change was implemented. However, if a revision occurs which requires destruction of outdated stock, SSA will incur the production charges according to the Schedule of Prices.

Within one week (5 workdays) of stocking the new material, the Contractor will be required to report to SSA the remaining balance of the outdated stock for reimbursement. In some cases, SSA will require the contractor to exhaust the old stock before using the new stock. The instruction to destroy or exhaust stock will be issued with the new artwork.

**Cover Letters:** Cover letters are simplex (face only), and duplex (face and back, head-to-head) printed/imaged in black ink. While most cover letters will be simplex, multiple insert requests may require a duplex cover letter.

**Pamphlets:** Print head to head in two PMS colors throughout, with bleeds. Contains adequate gripper margins. Match PMS colors specified.

**Leaflets:** Print face and back, head-to-head. Face prints in two PMS colors and bleeds one side; back prints in two PMS colors and contains adequate gripper margins. Match PMS colors specified.

**Fact Sheets:** Print face and back, head to head in two PMS colors. Contains adequate gripper margins. Match PMS colors specified.

**Forms:** Form SS-5 (English and Spanish): Print face and back, head-to-head in black. On panel 5 (folded page) - Print 10% screens of Black

Form 721: - Prints face and back, head-to-head in black. Margins: - face 5/8" from left, 1/4" for top margin: back 1" from right and top.

Form 3368-BK (English): - Prints face and back, head-to-head in black. Margins: Follow furnished sample.

Form 3820-BK: - Prints face and back, head-to-head in black.

Margins: Follow furnished sample.

Form 3881-BK: - Prints face and back, head-to-head in black.

Margins: - Follow furnished sample.

**Envelopes:** Envelopes are opaque and print face and back in black (after construction)

### **RECYCLED PAPER LOGO AND LEGEND:**

See Government Paper Specification Standards No. 12 for recycled content requirements

The English recycled paper logo and English legend, "Printed on recycled paper", must be printed in black on all English cover letters, forms and envelopes. The Spanish recycled logo and the Spanish legend, "Impreso en papel reciclado", must be printed in black on all Spanish cover letters and forms.

**Cover Letters:** The recycled paper logo/legend must be digitized by the Contractor and imaged in the bottom right corner aligned with the Contractor's control number on the first page of each cover letter. On Spanish cover letter the logo will appear in Spanish.

**Forms:** The SSA furnished camera copy/negative(s) will contain the recycled paper logo legend in either English or Spanish (as appropriate). Location of logo will vary and will be indicated on the artwork.

### **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 QA TAP 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; slur targets; two-color overprint ink trapping targets and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

At the time of the press inspection, SSA officials will fax copies of the finished product for each version to the agency. SSA, Baltimore, MD, will confirm the accuracy of the variable data prior to the approval of the press sheet(s).

### **PRODUCTION INSPECTION:**

Production inspection(s) may be required at the Contractor's and/or Subcontractor's plant for the purpose of establishing that the receipt of transmitted files, the printing of Pamphlets, forms, leaflets and fact sheets, the imaging, dating of form inserts, collating, folding, binding, inserting and mailing is being accomplished in accordance with contract quality attributes and requirements.

**Note:** A production inspection is for the purpose of setting specific standards that are to be maintained throughout the duration of the contract.

When a production inspection is required, the Government will notify the Contractor.

**MARGINS:** Will be indicated on the sample, specification, or electronic file.

### **CONSTRUCTION/BINDING/ASSEMBLY:**

**Cover Letters:** Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2" or 8-1/2 x 3-3/4" addressee out.

If the mailing container used is large enough to accept 8-1/2 x 11" then the cover letter is not to be folded.



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

7 x 8" flat; folding down to 3-1/2 x 8" titles out.

7-1/2 x 5-1/2" flat; folding down to 3-3/4 x 5-1/2".

10-1/2 x 8" flat; folding down to 5-1/4 x 8" title out.

**Leaflets:** Follow furnished folding sample for each

7 x 8" flat; folding down to 3-1/2" x 8" title out, with one fold.

10-1/2 x 8" flat; folding down to 3-1/2 x 8" title out, with two folds.

14 x 8" flat; folding down to 3-1/2 x 8" title out, with three folds.

17 1/2" x 8" flat; folding down to 3-1/2 x 8" title out, with four folds.

21 x 8" flat; folding down to 3-1/2 x 8" title out, with five folds.

24 1/2" x 8" flat; folding down to 3-1/2" x 8" title out, with six folds.

**Fact Sheets:** Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2" with one fold, addressee out. If the mailing container used is large enough to accept the 8-1/2 x 11" fact sheets then the fact sheet is not to be folded.

**Forms:** Form SS-5 (English and Spanish): Perforate on fold pages 5 and 6 only along the entire 11" dimension. Fold from a flat size of 25-1/2 x 11" down to 8-1/2 x 11" with two wrap-around folds, title panel out. Then fold to 8-1/2 x 3-3/4" with two wrap-around folds, title out.

Form 721: Perforate on fold. Fold from a flat size of 17 x 11" to 8-1/2 x 11" title out. Drill 2 round holes 9/32" in diameter on the left edge, 2-3/4" center to center, center of holes to be 3/8" from left edge of sheet.

Form 3368-BK; Form 3820-BK: 16-page paste-on fold booklet. Fold from a flat size of 17 x 11" to 8-1/2 x 11" title out; Perforate pages 1 and 2 only 1/4" off the fold along the entire 11" dimension; drill 2 round holes 9/32" in diameter centered on the left bind side 2-3/4" center to center; center of holes to be 3/8" from left edge of sheet.

Form 3881-BK: 8 Page Paste on fold booklet. Fold from a flat size of 17 x 11" to 8-1/2 x 11" title out. Drill 2 round holes 9/32" in diameter on the left edge, 2-3/4" center to center, center of holes to be 3/8" from left edge of sheet.

**Envelopes:** 4-1/8 x 9-1/2"#10 White Window\*: Open side, any seam, gummed flap, flap depth minimum is 1-1/4". Window size is 1-1/2 x 4-1/4" with slightly rounded corners, and located 3/4" from the left envelope edge and 1/2" from the bottom of the envelope edge.

6-1/8 x 9-1/2" or 6-1/2 x 10" White Window\*: Open side, any seam, gummed flap, flap depth minimum is 1-1/4". Window size is 1-1/2 x 4-1/4" with slightly rounded corners, and located 3/4" from the left envelope edge and 2-1/4" from the bottom of the envelope edge.

9 x 12" Kraft Window\* (2 envelopes containing different return addresses): Any seam, gummed flap, flap is located on 12" side of envelope, flap depth minimum is 1-3/4". Window size is 1-1/2 x 4-1/4" with slightly rounded corners, and located 1" from the left envelope edge and 7-3/4" from the bottom of the envelope edge.

\*Window material should be a suitable poly-type, transparent and low gloss (must be clear of smudges, lines, and distortion), securely glued to inside of envelope. The window material must pass USPS readability on its OCR scanner.

**PACKING:** It is the contractor's responsibility to assure that the correct package material is inserted into each envelope/carton/container.

Gather one copy of the cover letter and appropriate quantities requested of any publications (pamphlets/leaflets/fact sheets), forms and/or supplied Form 1020 and insert into a suitably sized mailing package (i.e., letter-size envelope, kraft envelope, small carton, or shipping container). The materials should be placed behind or under the cover letter so when opened by the addressee, the cover letter is retrieved first. Cover letters and/or fact sheets should remain flat (unfolded) when large quantities are ordered.

**LABELING AND MARKING:** Contractor to generate mailing labels from Government furnished files. Affix an address label to the back of each envelope/package mailed. It is the contractor's responsibility to assure the correct label is affixed to each envelope/package mailed. An occasional order may require the outputting of multiple address labels to a single destination.

**QUALITY ASSURANCE RANDOM COPIES:** 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 [www.GPO.gov](http://www.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 USPS approved Certificate of Mailing, identified by program, jacket, and print order numbers, must be furnished with billing as evidence of mailing.

The contractor will be required to forward to SSA a printed duplicate (including inserts; not sealed) of the first cover letter (record) of each of the (8) eight files to be used as the quality control samples. While the contractor will perform this daily function, copies are to be forwarded to SSA on a monthly basis at the contractor's expense.

**DISTRIBUTION:**

**Mail f.o.b. contractor's city.** The contractor is responsible for all costs incurred in transporting this product to the U.S. Postal Service facility.

**SMALL PACKAGE COMMON CARRIER (SPCC)**

**Packages weighing 14 ounces up to 499 lbs. are to be made by SPCC except those destined for Post Office Boxes, APO/FPO and U.S. Territories and Possessions.**

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

1. All packages addressed and sorted to meet the requirements of the small package common carrier.
2. Separate common carrier pickup record(s) for each print order. The contractor must annotate the pick-up record(s) with the requisition number and the print order number.
3. A shipping manifest which includes:
  - a) The name of the contractor, the requisition number, the print order number, and the common carrier account/shipper number.
  - b) A listing which includes each addressee's account number or office code (when provided on SSA supplied address labels), address, city, state, zip code, common carrier delivery zone, weight, and package identification number (if applicable) of each package shipped to each addressee.

- c) The listing must be grouped by pick-up and each group must be identified with the pick-up record number. This number must correspond to the number on the form(s) which the contractor is required to obtain from the carrier for compliance purposes. The listing must be in either account number or zip code order within each group.
- d) The summary information for each group must include total number of packages, total weight, and the total shipping cost.

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

#### **DOMESTIC FIRST-CLASS LETTER-SIZE MAIL**

The contractor is required to prepare domestic First-Class letter-size mail in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual and Postal Bulletins in effect at the time of the mailing.

The contractor will be required to mail/ship parcels via USPS First Class Mail rates for pieces weighing up to and including 13 ounces

#### **MAIL REQUIREMENT – When volumes warrant, SSA requires the use of Permit Imprint.**

The contractor must use SSA's "Postage and Fees Paid First Class Mail" permit imprint mailing indicia printed on each mail piece. Each mail piece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mail pieces. Permit imprint mailings must contain at least 200 identical (in size and weight) mail pieces or 50 pounds. The contractor is cautioned to use the permit imprint only for mailing material produced under this contract.

Contractors are strongly encouraged to apply for an exception in the Domestic Mail Manual section 604.5.1.2 called the Minimum Volume Reduction Provision (MVRP) through their local BMEU

#### **See Exhibit Q: MVRP Request Letter for Local BMEU**

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

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

***If a government meter is required –***

**All meter equipment and supplies must be borne by the contractor. SSA will fund the postage for meters through the USPS' Official Mail Accounting System (OMAS).**

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

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

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

The contractor must have approval from SSA's Postage Meter Accountability Team for turn-in of postage meter(s) to the meter manufacturer (e.g., excess meter, defective meter, etc.). If the contractor requires a replacement postage meter, USPS credits any remaining postage to SSA through the USPS' Official Mail

Accounting System (OMAS) or the meter manufacturer may transfer the remaining postage from the old meter to the new meter. The contractor should be sure to document the last meter reading (postage remaining amount) before the meter is checked out of service. The Contractor may receive a PS Form 3601-C, Postage Meter Activity Report from the meter manufacturer. The contractor is to forward a copy of this report to SSA within three workdays of the transaction.

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

Do not relocate any government postage meter containing SSA postage funds to any other building. Contractors are required to contact the SSA Program Lead before any movement of a government postage meter containing SSA postage funds.

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

**NOTE: Contractors should not receive invoicing for meter rentals. If you do receive an invoice, contact your SSA Program Lead immediately.**

#### ***Contractor Sites Using "Official Government" Postage Meters with Automated Reporting Capability (Detailed) –***

Postage meters with "Detailed Account Reporting" are capable of providing detailed meter usage reports.

#### **See Exhibit R: Detailed Meter Report**

Contractors utilizing meters with the detailed account reporting are required to provide copies of detailed meter usage reports to SSA with each Print Order. The detailed report must be contract/ print order specific.

**NOTE: If the contractor produces multiple SSA contracts, they must submit a separate detailed report for each contract and each Print Order.**

When setting up the detail report for SSA contractors must set up the meter to record usage via contract program number, mailer number and file date. The contractor may have to utilize the account and sub-account feature in order to capture the contract program number, mailer number and file date. Contractors utilizing detailed reporting will be required to utilize the postage meter account feature for each SSA print program. If a contractor requires assistance with set-up and operating the "accounting" features of the postage meters, please contact SSA along with your meter manufacturer.

#### ***Contractor Sites Using an SSA Postage Meter Activity Log (manual process) –***

Contractors using mailing equipment that cannot support a postage meter with an internal accounting feature and/or capable of providing SSA with the detailed reporting will be required to complete an SSA Postage Meter Activity Log

#### **See Exhibit S: Postage Meter Activity Log**

Contractors must submit a copy of the Postage Meter Activity Log to SSA with each print order. The Postage Meter Activity log must be contract/ print order specific.

**NOTE:** If the contractor produces multiple SSA contracts, they must submit a separate SSA Postage Meter Activity Log for each Contract and each Print Order.

Every field must contain an entry or an N/A if the field does not apply. SSA will return incomplete or incorrect activity logs to the contractor for correction.

Note: If a primary meter fails and a back-up or replacement meter is needed to complete the workload, the contractor will need to document the primary meter log in the note field (i.e., meter failed and create a new activity log (documenting the necessary fields) to use with the back-up or replacement meter.

The contractor must complete a PS-Form 3615 “Mailing Permit Application and Customer Profile, and pay a one-time application fee at the post office where the mailings are made.

The Contractor is required to obtain the maximum USPS postage discounts possible for PIRS in accordance with the USPS First Class Domestic Mail automated and non-automated mail discount structure in effect at the time of the mailing:

- (a) Automation (5-digit);
- (b) Automation (3-digit);
- (c) Automation (AADC);
- (d) Automation (Mixed AADC);
- (e) Non-automation (Presorted); and
- (f) Non-automation (Single Piece).

The maximum weight for Automation rate letters is 3.5 ounces, but only 3.3 ounces for Non-automation rates.

**NOTE:** USPS considers mail addressed to U.S. possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail) Domestic Mail, not International Mail.

Mail pieces addressed to the US Possessions, USPS Post office boxes, or APO/FPO’s weighing over 13 ounces and up to 70 pounds will mail by USPS “Priority Mail”. The contractor may use “free of charge” USPS “Priority” flat rate mail envelopes/shipping containers. Requests to US Possessions exceeding the weight of 70 pounds will mail using multiple containers. Contractor is responsible for ensuring adequate supplies of these envelopes/containers are available at all times. Contractor must use these flat rate envelopes/containers appropriately (fill to capacity).

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

To achieve the maximum automation compatible postal discount, the contractor is required to either presort the cover letters prior to printing or sort the mail after the cover letters are inserted. The contractor may use a Presort subcontractor for the mailing portion of the contract. SSA has the right to inspect the subcontractor for the security of the mailing operation and compliance with the contract. All of the pieces without a barcode must be separated and mailed as a non-automation rate single piece mailing.

USPS has a verification procedure called a “tap” test. This test is used to screen all mailings with barcoded inserts for proper barcode spacing within the envelope window. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125 (1/8) inch between the left and right edges of the window, and at least 0.028 inch clearance between the Intelligent Mail Barcode and the top and bottom edges of the window.

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

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

#### **CODING ACCURACY SUPPORT SYSTEM (CASS)**

SSA will provide a certificate for the addresses on this contract indicating that, within the last 180 calendar days, the addresses have been matched against USPS certified Coding Accuracy Support System (CASS) certified ZIP Code software. New CASS certificates will be provided to the contractor as required by the USPS Domestic Mail Manual.

#### **NATIONAL CHANGE OF ADDRESS (NCOA)**

SSA does not provide an NCOA certificate for these addresses. The contractor is required to process the addresses through USPS approved NCOA software and furnish USPS with the required NCOA certification to achieve the required postal discounts. The contractor is **NOT** to perform move updates, addresses that show an update through NCOA are to mail at a pre-sort or full postage rate.

#### **MAILING DOCUMENTATION:**

The Contractor shall provide SSA with complete copies of all documents including GPO's Form 712 (Certificate of Conformance), noted with file date and mailer number, used by USPS to verify and accept the mail (e.g., computers records of presort ZIP+4, barcode breakdowns, press runs, etc.). The Contractor shall place the number that is on top of the GPO Form 712 (the number that starts with "A") in the space provided on the USPS mailing statements. If no space is provided on the mailing statement, place the number in the upper right margin of the mailing statement.

The contractor must enter the **Federal Agency Cost Code 276-00047** in the appropriate block on all mailing documents.

The Contractor shall provide the copies to SSA's DPM via overnight/next day delivery carrier (at Contractor's expense) within 72 hours of being provided to USPS. All copies must be legible and include both obverse and reverse side and should be addressed to: SSA, DPM, Attn: Justin Smith, Room 1363 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

All report requirements contained within this contract are to be included in the cost of the contract.

**SHIPPING DOCUMENTATION:** Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to Justin Smith (e-mail: [Justin.Smith@ssa.gov](mailto:Justin.Smith@ssa.gov)). The subject line of the email shall be "Distribution Notice for Program 521-S, Jacket Number, and Print Order". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Within **7 work days** following the completion of a Print Order (ship/Del date), one copy of the GPO billing invoice is to be scanned and emailed as a PDF to [Justin.Smith@ssa.gov](mailto:Justin.Smith@ssa.gov).

**SCHEDULE:** Adherence to the following schedule must be maintained.

Contractor must not start production of any job prior to receipt of the daily electronic task order.

In the event that it becomes necessary for the contractor to deviate from the specified mail out date or the quantity to be mailed, the SSA must be notified immediately.

Manuscript copy, camera copy, PDF file or electronic media for envelopes, pamphlets, leaflets, fact sheets, and forms will be provided at the post-award meeting or immediately following post award.

Furnished material and proofs must be picked up from and delivered to: SSA, DPM, Room 1356, Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. Attn: Justin Smith (410- 966-2173)

## **PROOF SCHEDULE**

### ***Proofing for Initial Start-Up***

The contractor will submit proofs for all envelopes, publications (pamphlets/ leaflets/ fact sheets), and forms under this contract within **14 workdays** after receipt of furnished materials.

Furnished materials (if manuscript or camera is provided) must be returned with proofs.

The Government will approve, conditionally approve, or disapprove these proofs within **10 workdays**\* of the receipt thereof.

Contractor must submit revised proofs, if necessary due to author's alterations (AA's), within **five workdays** after receipt of furnished material. No additional time will be permitted due to contractor's errors (PE's). Revised proofs will be available for pickup within **five workdays**\*.

\* The first workday after receipt of proofs at SSA is day one (1) of the hold time.

### ***Proofing (other than initial start-up)***

The contractor must submit proofs for all envelopes, publications (pamphlets/ leaflets/ fact sheets), and forms under this contract within **seven workdays** after receipt of furnished material. Furnished materials (if manuscript or camera is provided) must be returned with proofs.

The Government will approve, conditionally approve or disapprove these proofs within **five workdays**\* of receipt thereof.

Contractor must submit revised proofs, if necessary due to Authors Alterations (AA's), within **five workdays** after receipt of furnished materials. No additional time will be permitted due to Printer's Errors (PE's). Revised proofs will be available for pickup within **three workdays**\*.

\* The first workday after receipt of proofs at SSA is day one (1) of the hold time.

### ***Print processing of updates for Pubs and Forms in a given work week***

The 1<sup>st</sup> 5 updates - would be processed in **10 work days** from "OK to Print"

The next 20 updates (greater than 5 up to 25 updates) would be processed in **13 work days** from "OK to Print"

The next 20 updates (greater than 25 up to 45 updates) would be processed in in **20 work days** from "OK to Print"

Greater than 45 updates - would be processed in in **25 work days** from "OK to Print"

***Processing*** is defined as the number of workdays from receipt of approved proof to stocking the new version publication/form and pulling the old version publication/form from circulation

## **TEST SCHEDULES**

The Government will furnish electronic test files at the Post-Award Conference or shortly thereafter to be used in performing a Pre-production Validation Test and Pre-production Press and Mail Run Test (12 hour test).

Prior to receiving transmission of live production data files, the Contractor will be required to perform the following tests:

### ***Transmission Test***

This test is to be performed within **two workdays** after the appropriate bandwidth connection has been installed or VPN Internet Transmittion connection is established.

### ***Pre-production Validation Test***

Test is to be performed prior to beginning the Pre-production Press and Mail Run Test. Pre-production Validation test output must be submitted within **15 workdays** after receipt of furnished materials.

The Government will approve, conditionally approve, or disapprove the samples from the Pre-Production Validation Tests within **five workdays** of receipt thereof.

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

### ***Pre-production Press and Mail Run Test***

This test is to be performed following approval of all proofs, any required press sheet inspection, and receipt of files.

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

The first task order for actual product will be issued shortly after successful completion of the Pre-production Press and Mail Run Test.

**NOTE:** Contractor must notify the GPO of the date and time the pre-production press/mail-run test will be performed. In order for proper arrangements to be made, notification must be given at least **three workdays** prior.

### ***Systems Change Validation Test***

The contractor shall furnish SSA samples within **two work days** of receipt of the requested change. The Government will approve, conditionally approve or disapprove the samples within five workdays of receipt thereof.

## **PRODUCTION SCHEDULE**

The **maximum** daily total number of mailers is estimated at 4,500. Following a Holiday, the **maximum** daily total number of mailers could be as high as 8,000.

Complete mailing must be done within **five workdays** after receipt of each complete transmission.

Complete production and mailing must be made on these letters within **five workdays** after receipt of each complete wire transmission; e.g., transmissions received on Monday must be mailed by the close of business the following Monday, transmissions received on Saturday or Sunday must be mailed by the close of business the following Friday.

Live production files will be transmitted on a daily basis Sunday through Saturday, except for Federal holidays, in which case the data will be transmitted on the next day (i.e., when a Federal holiday falls on a Friday, production files will be transmitted on Saturday).

## **PRESS SHEET AND PRODUCTION INSPECTIONS**

The contractor must notify the GPO of the date and time that the **Press Sheet Inspection** OR **Production Inspection** can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection(s).

**If the backup facility is used for the production of these cover letters, the Government will require a product inspection. Prior to production, notification must be given at least 72 hours in advance of production start-up.**

Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, 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. 6-01)).



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 destination(s) specified, and products ordered for mailing f.o.b. contractor's city must be delivered to the post office.

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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov) or by calling (202) 512-0520 or faxing to (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or 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 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 under this contract for a like period of time.

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

- I. (a) 464
- (b) 10
- (c) 30
- (d) 10
- (e) 15

- II. (a) 267 (k) 77
- (b) 10,839 (l) 1,256
- (c) 27,349 (m) 5,724
- (d) 386 (n) 20
- (e) 73,476 (o) 145
- (f) 77 (p) 20
- (g) 318 (q) 4,558
- (h) 426 (r) 639
- (i) 865 (s) 1,350
- (j) 13 (t) 408

III.	(1)	(2)	(3)	(4)
(a)	XXX	6,978	XXX	XXX
(b)	50,606	1,649	426	954
(c)	XXX	17,290	XXX	XXX
(d)	XXX	834	XXX	XXX
(e)	XXX	326	XXX	XXX
(f)	XXX	4,558	XXX	XXX
(g)	XXX	XXX	639	XXX
(h)	XXX	XXX	1,315	XXX
(i)	XXX	XXX	XXX	408

- IV. (a) 385,872
- (b) 54
- (c) 1,116
- (d) 310,749
- (e) 2,049

- V. (a) 1
- (b) 1

(c) 1

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**SECTION 4 - SCHEDULE OF PRICES**

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

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

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

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

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

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

**I. COMPOSITION:** Before entering prices for composition, each bidder is cautioned to refer to all applicable paragraphs under "SECTION 2.- SPECIFICATIONS", pertaining to "COMPOSITION" and "PROOFS". The bidder shall take into consideration all factors commonly charged under trade practices. The prices offered must be all-inclusive, and must include the cost of all materials, operations, and proofs in accordance with the terms of these specifications. Claims for additional allowances under "commonly accepted trade practices" will not be considered.

A charge will be allowed for each 8-1/2 x 11" page (or up to 93.5 sq. in with any fractional remainder being counted as a whole unit)

- (a) Setting cover letters and/or inserts.....per 8-1/2 x 11" page..... \$ \_\_\_\_\_
- (b) Envelopes.....per 8-1/2 x 11" page..... \$ \_\_\_\_\_
- (c) Digital Content Proofs (Revised for AA's only) .....per 8-1/2 x 11" page..... \$ \_\_\_\_\_
- (d) Inkjet proofs (Revised for AA's only).....per 8-1/2 x 11" page..... \$ \_\_\_\_\_
- (e) Adobe Acrobat PDF Soft Proofs .....per file..... \$ \_\_\_\_\_

**II. PRINTING/IMAGING, BINDING AND CONSTRUCTION:** Prices offered shall be all-inclusive for printing and binding as required, and shall include the cost of all required materials (except paper) and operations necessary for the complete production of the product listed in accordance with these specifications. Cost of all required paper must be charged under Item III. "PAPER".

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

\*Contractor will be allowed only one (1) makeready/setup charge per day. This combined charge shall include all materials and operations necessary to makeready and/or setup the contractor's equipment for each type of Mailer (1E; 1S, 2E; 2S; 3E; 3S; 4E or 4S) run each day. Invoices submitted with more than one makeready/setup charge per day will be disallowed.

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

- (b) Cover Letters English or Spanish  
Price offered includes folding down to  
8-1/2 x 5-1/2" or 8-1/2 x 3-3/4", as required ..... per 100 pages..... \$ \_\_\_\_\_
  
- (c) Saddle-stitched Pamphlets: 4 versions  
Flat size: 7 x 8"; Finished size: 3-1/2 x 8  
05-10026, 05-10095, 05-10926, 05-10995  
Prints in 2 Pantone Colors  
Prices offered includes binding..... per 100 pages..... \$ \_\_\_\_\_
  
- (d) Saddle-stitched Pamphlet: 1 version  
Flat size: 7-1/2 x 5-1/2"; Finished size: 3-3/4 x 5-1/2"  
05-10074  
Prints in 2 Pantone Colors  
Prices offered includes binding..... per 100 pages..... \$ \_\_\_\_\_
  
- (e) Saddle-stitched Pamphlets: 25 versions  
Flat size: 10-1/2 x 8"; Finished size: 5-1/4 x 8"  
05-10024, 05-10029, 05-10035, 05-10043, 05-10052  
05-10076, 05-10077, 05-10084, 05-10127, 05-10153,  
05-10903, 05-10924, 05-10927, 05-10929, 05-10935,  
05-10943, 05-10952, 05-10976, 05-10977, 05-10984,  
05-11000, 05-11011, 05-11015, 05-11024, 05-11090  
Prints in 2 Pantone Colors  
Prices offered includes binding..... per 100 pages..... \$ \_\_\_\_\_
  
- (f) Leaflet: 1 version  
Flat size: 7 x 8"; Folded size: 3-1/2 x 8"  
05-10510  
Prints in 2 Pantone Colors  
Price offered includes folding..... per 100 complete forms..... \$ \_\_\_\_\_
  
- (g) Leaflets: 9 (nine) versions  
Flat size: 10-1/2 x 8"; Folded size: 3-1/2 x 8"  
05-10018, 05-10053, 05-10087, 05-10097, 05-10900,  
05-10953, 05-10987, 05-11069, 05-11070  
Prints in 2 Pantone Colors  
Price offered includes folding..... per 100 complete leaflets..... \$ \_\_\_\_\_
  
- (h) Leaflets: 5 (five) versions  
Flat size: 14 x 8"; Folded Size: 3-1/2 x 8"  
05-10058, 05-10064, 05-10072, 05-10073, 05-10958  
Prints in 2 Pantone Colors  
Price offered includes folding..... per 100 complete leaflets..... \$ \_\_\_\_\_
  
- (i) Leaflets: 10 (ten) versions  
Flat size: 17-1/2 x 8"; Folded size: 3-1/2 x 8"  
05-10023, 05-10069, 05-10090, 05-10923, 05-10964,  
05-10969, 05-10972, 05-11008, 05-11017, 05-11098  
Prints in 2 Pantone Colors  
Price offered includes folding..... per 100 complete leaflets..... \$ \_\_\_\_\_

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(Initials)

- (j) Leaflet: 1 (one) version  
Flat size: 21 x 8"; Folded size: 3-1/2 x 8"  
05-10902  
Prints in 2 Pantone Colors  
Price offered includes folding..... per 100 complete leaflets..... \$ \_\_\_\_\_
- (k) Leaflet: 1 (one) version  
Flat size: 24-1/2 x 8"; Folded size: 3-1/2 x 8"  
05-10002  
Prints in 2 Pantone Colors  
Price offered includes folding..... per 100 complete leaflets..... \$ \_\_\_\_\_
- (l) Fact Sheets: 31 (thirty-one) versions  
Flat size: 8-1/2 x 11"; Folded size: 8-1/2 x 5-1/2"  
05-10007, 05-10021, 05-10022, 05-10031, 05-10041,  
05-10907, 05-10921, 05-10045, 05-10063, 05-10068,  
05-10070, 05-10075, 05-10085, 05-10093, 05-10096,  
05-10101, 05-10121, 05-10141, 05-10907, 05-10921,  
05-10922, 05-10931, 05-10941, 05-10945, 05-10968,  
05-10970, 05-10975, 05-10985, 05-10996, 05-11051,  
05-11052,  
Prints face and back in 2 Pantone Colors  
Prices offered includes folding ..... per 100 complete fact sheets..... \$ \_\_\_\_\_
- (m) Form SS-5 (English or Spanish):  
Flat size: 25-1/2 x 11"; Folded size: 8-1/2 x 3-3/4"  
Prints face and back, in Black  
includes folding ..... per 100 complete forms..... \$ \_\_\_\_\_
- (n) Form SSA-721  
Flat size: 17 x 11"; finished size 8-1/2 x 11"  
4-page folded, with perforation on fold  
Printing in Black only  
Price offered includes folding with perf. .... per 100 complete forms..... \$ \_\_\_\_\_
- (o) Form 3368-BK; Form 3820-BK  
Flat size: 17 x 11" finished size 8-1/2 x 11"  
16-page paste-on-fold; Printing in Black only  
Price offered includes paste binding ..... per 100 complete forms..... \$ \_\_\_\_\_
- (p) Form 3881-BK  
Flat size: 17 x 11"; finished size 8-1/2 x 11"  
8-page paste-on-fold; Printing in Black only  
Price offered includes paste binding ..... per 100 complete forms..... \$ \_\_\_\_\_
- (q) White Window Envelope 4-1/8 x 9-1/2" ..... per 100 envelopes..... \$ \_\_\_\_\_
- (r) White Window Envelope 6-1/8 x 9-1/2" ..... per 100 envelopes..... \$ \_\_\_\_\_
- (s) White Window Envelope 6-1/2 x 10"..... per 100 envelopes..... \$ \_\_\_\_\_
- (t) Kraft Window Envelope 9 x 12" ..... per 100 envelopes..... \$ \_\_\_\_\_

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(Initials)

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

Cover Letters:	8-1/2 x 11"	A charge will be allowed in Format B for each page size leaf
Pamphlets:	3-1/2 x 8"	A charge will be allowed in Format A for each page size leaf
(based on page size)	3-3/4 x 5-1/2"	A charge will be allowed in Format A for each page size leaf
	5-1/4 x 8"	A charge will be allowed in Format A for each page size leaf
Leaflets:	7 x 8"	One page size leaf in Format B will be allowed for each leaflet
(based on flat size)	10-1/2 x 8"	One page size leaf in Format B will be allowed for each leaflet
	14 x 8"	One page size leaf in Format C will be allowed for each leaflet.
	17-1/2 x 8"	One page size leaf in Format D will be allowed for each leaflet.
	21 x 8"	One page size leaf in Format D will be allowed for each leaflet.
	24-1/2 x 8"	One page size leaf in Format D will be allowed for each leaflet.
Fact Sheets:	8-1/2 x 11"	One page size leaf in Format B will be allowed for each fact sheet.
Form SS-5:	25-1/2 x 11"	Three page size leaves in Format B will be allowed for each form.
Form 3368-BK:	8-1/2 x 11"	A charge will be allowed in Format B for each page size leaf
Form 3820-BK:	8-1/2 x 11"	A charge will be allowed in Format B for each page size leaf
Form 3881-BK:	8-1/2 x 11"	A charge will be allowed in Format B for each page size leaf
Form 721:	8-1/2 x 11"	A charge will be allowed in Format B for each page size leaf
Envelopes:	4-1/8 x 9-1/2"	One page size leaf in Format B will be allowed for each envelope.
	6-1/8 x 9-1/2"	One page size leaf in Format C will be allowed for each envelope.
	6-1/2 x 10"	One page size leaf in Format C will be allowed for each envelope.
	9 x 12"	One page size leaf in Format D will be allowed for each envelope.

FORMAT A	FORMAT B	FORMAT C	FORMAT D
<u>(5-1/4 x 8")</u>	<u>(8-1/2 x 11")</u>	<u>(14 x 8")</u>	<u>(24-1/2 x 8")</u>
(1)	(2)	(3)	(4)

(a) White Offset Book (50 lb.)				
Cover letter - Per 100 leaves.....	N/A	\$ _____	N/A	N/A
(b) White Offset Book (60 lb.)				
All Pamphlets, Leaflets & Fact Sheets				
Per 100 leaves.....	\$ _____	\$ _____	\$ _____	\$ _____
(c) White Writing (20 lb.)				
Form SS-5; Form 3881-BK; Form 721				
Per 100 leaves.....	N/A	\$ _____	N/A	N/A
(d) Green Writing (20 lb.)				
Form 3368-BK				
Per 100 leaves.....	N/A	\$ _____	N/A	N/A

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(Initials)

	FORMAT A <u>(5-1/4 x 8")</u> (1)	FORMAT B <u>(8-1/2 x 11")</u> (2)	FORMAT C <u>(14 x 8")</u> (3)	FORMAT D <u>(24-1/2 x 8")</u> (4)
(e) Blue Writing (20 lb.) Form 3820-BK Per 100 leaves .....	N/A	\$ _____	N/A	N/A
(f) Envelope 4-1/8 x 9-1/2" White Writing Envelope (24 lb.) Per 100 leaves .....	N/A	\$ _____	N/A	N/A
(g) Envelope 6-1/8 x 9-1/2" White Writing Envelope (24 lb.) Per 100 leaves .....	N/A	N/A	\$ _____	N/A
(h) Envelope 6-1/2 x 10" White Writing Envelope (24 lb.) Per 100 leaves .....	N/A	N/A	\$ _____	N/A
(i) Envelope 9 x 12" Light Brown Kraft (28 lb.) Per 100 leaves .....	N/A	N/A	N/A	\$ _____

**IV. INSERTING AND MAILING:** Prices offered include cover letter insertion, insert insertion, all labeling (SSA and USPS required), packing material (if required) and mailing.

**Note: Only one line item per mailer may be charged.**

- (a) Inserting and mailing of cover letters and inserts into letter-size envelope.....per envelope..... \$ \_\_\_\_\_
- (b) Inserting and mailing of cover letter and multiple item request(s) into a 6-1/8 x 9-1/2" or 6-1/2 x 10" white envelope.....per envelope..... \$ \_\_\_\_\_
- (c) Inserting and mailing of a cover letter and multiple item request(s) into a 9 x 12" kraft envelope..... per kraft envelope..... \$ \_\_\_\_\_
- (d) A manual processing fee.  
Price is to include:
  - Labeling /insertion charges for 3E, 3S mailers;
  - Requests for multiple mailing kits (Form 1020) with or with other requested pubs/forms
  - Small Package Common Carrier (SPCC)
 Cost for processing .....each container..... \$ \_\_\_\_\_
- (e) Containers required for IV (d) ..... per container..... \$ \_\_\_\_\_

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(Initials)



**V. PRE-PRODUCTION TESTS:** Price offered must include all costs incurred in performing the two (2) tests (Pre-production Press and Mail Run Test and Transmission Test) as specified in these specifications. These costs shall cover but are not limited to: machine time, personnel, all required materials, transmissions, electronic pre-press, plates, paper, printing, imaging, collating, inserting, mail preparation, and any other operations necessary to produce the required quantities of the product in the time specified and in accordance with specifications.

- (a) Pre-production Validation Test OR Systems Change Validation test ..... \$ \_\_\_\_\_
- (b) Pre-production Press and Mail Run Test ..... \$ \_\_\_\_\_
- (c) Transmission Test..... \$ \_\_\_\_\_

\_\_\_\_\_  
(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.

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. - SCHEDULE OF PRICES," including initialing/signing where indicated. Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor 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)

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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