

Program:	647-S					
Term:	Date of Award to November 30, 2021					
Title:	Cost of Living Adjustment Notice Earnings MOD, MES, and AURORA Notices					
			NPC, INC		CURRENT CONTRACTOR	
		BASIS OF	Claysburg, PA		NPC	
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
I.	COMPOSITION:					
(a)	Envelopes.....per envelope.....	41	\$50.00	\$2,050.00	No Charge	\$0.00
(b)	Booklets, Leaflets, Fact Sheets, Forms.....per 8-1/2 x 11" page.....	216	\$5.00	\$1,080.00	\$10.00	\$2,160.00
(c)	Digital Content Proofs (Revised for AA's only).....per 8-1/2 x 11"page.....	20	\$5.00	\$100.00	\$1.00	\$20.00
(d)	Adobe Acrobat PDF soft proof (At the Government's option).....per file.....	10	\$5.00	\$50.00	\$5.00	\$50.00
(e)	Ink Jet proofs (At the Government's option).....per 8-1/2 x 11"page.....	10	\$5.00	\$50.00	\$5.00	\$50.00
II.	PRINTING, IMAGING, BINDING AND CONSTRUCTION					
(a)	Daily make-ready / setup charge.....	256	\$345.00	\$88,320.00	\$333.50	\$85,376.00
(b)	Notices (printing/imaging per page).....per 100 pages.....	107,874	\$0.94	\$101,401.56	\$0.67	\$72,275.58
(c)	Mail-Out Envelope 4-1/8 x 9-1/2".....per 100 envelopes.....	7,530	\$0.99	\$7,454.70	\$2.07	\$15,587.10
(d)	Mail-Out Envelope 6-1/8 x 9-1/2".....per 100 envelopes.....	24,640	\$0.89	\$21,929.60	\$1.35	\$33,264.00
(e)	BRM Return Envelope.....per 100 envelopes.....	2,446	\$1.96	\$4,794.16	\$4.55	\$11,129.30
(f)	CRM Envelopes.....per 100 envelopes.....	5,720	\$0.87	\$4,976.40	\$1.28	\$7,321.60
(g)	CMS CRM Envelopes.....per 100 envelopes.....	322	\$0.87	\$280.14	\$1.69	\$544.18
(h)	Saddle-stitched Booklets: 2 Versions Flat size: 7 x 8"; Folded size: 3-1/2 x 8" 05-10095; 05-10137 Prints in 2 PMS Colors Price offered includes binding.....per 100 pages.....	4,448	\$1.26	\$5,604.48	\$2.13	\$9,474.24
(i)	Saddle-stitched Booklets: 3 Versions Flat size:10-1/2 x 8"; Finished size: 5-1/4 x 8" 05-10153; 05-10076; 05-10077 Prints in 2 PMS Colors Price offered includes binding.....per 100 pages.....	56,088	\$1.36	\$76,279.68	\$0.37	\$20,752.56
(j)	Leaflets: 1 Version Flat size: 10-1/2 x 8"; Folded size: 5-1/4 x 8 " 05-10018 Prints in 2 PMS colors Prices offered includes folding.....per 100 complete leaflets	158	\$4.36	\$688.88	\$5.23	\$826.34
(k)	Leaflets: 2 Versions Flat size: 14 x 8"; Folded size: 3-1/2 x 8 " 05-10072; 05-10958 Prints in 2 PMS colors Prices offered includes folding.....per 100 complete leaflets	124	\$5.91	\$732.84	\$7.01	\$869.24
(l)	Leaflets: 3 Versions Flat size: 17-1/2 x 8"; Folded size: 3-1/2 x 8 " 16-002; 05-10069; 70-10281 Prints in 2 PMS colors Prices offered includes folding.....per 100 complete leaflets	248	\$4.61	\$1,143.28	\$4.33	\$1,073.84
(m)	Leaflets: 1 Version Flat size: 21 x 8"; Folded size: 3-1/2 x 8 " 70-10283 Prints in 2 PMS colors Prices offered includes folding.....per 100 complete leaflets	2	\$50.66	\$101.32	\$50.66	\$101.32
(n)	Fact Sheets: 3 Versions Flat size: 8-1/2 x 11"; Folded size: 8-1/2 x 5-1/2" 05-10007; 05-10045; 05-10075 Prints in 2 PMS colors Price includes folding.....per 100 complete fact sheets	410	\$9.97	\$4,087.70	\$9.97	\$4,087.70
(o)	Form CMS-2690 Flat size: 8-1/2 x 3-1/2" Prints in black-face and back Price includes trimming 4 sides.....per 100 complete forms.....	270	\$2.22	\$599.40	\$1.85	\$499.50
(p)	Form SSA-3105 Flat size: 10-1/2 x 8" Folded size: 3-1/2 x 8" Prints in black-face and back Price includes perfining and folding.....per 100 complete forms.....	2,148	\$1.30	\$2,792.40	\$1.30	\$2,792.40
(q)	Form SSA-L4360-SP Flat size: 8-1/2 x 11" Folded size: 8-1/2 x 5-1/2" Prints in black-face only Price includes folding.....per 100 complete forms.....	194	\$5.11	\$991.34	\$5.11	\$991.34

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ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
(r)	Form SSA-4111 Flat size: 8-1/2 x 11" Folded size: 8-1/2 x 5-1/2" Prints in black - face and back Price includes folding.....per 100 complete forms....	2	\$5.00	\$10.00	\$5.00	\$10.00
(s)	Form SSA-150 Flat size: 8-1/2 x 11" Folded size: 8-1/2 x 5-1/2" Prints in black - face and back Price includes drilling and folding.....per 100 complete forms....	400	\$1.86	\$744.00	\$3.44	\$1,376.00
(t)	Form SSA-1372-BK Flat size: 17 x 11"; Pasted size: 8-1/2 x 11" pages Re-folded to finish size: 8-1/2 x 5-1/2"; 8-page paste on fold Print in black - face and back Price includes paste binding.....per 100 complete booklets	1	\$150.00	\$150.00	\$160.00	\$160.00
(u)	Form SSA-3885, Form SF-180; Form SSA-1588; Form SSA-4588-OP1 thru OP6 Flat size: 17 x 11"; Folded size: 8-1/2 x 5-1/2" Print in black - face and back Price includes folding.....per 100 complete forms.....	42	\$2.66	\$111.72	\$2.66	\$111.72
(v)	Form SSA-21, Form SSA-1724 Flat size: 17 x 11"; Folded size: 8-1/2 x 5-1/2" Print in black - face and back Price includes drilling and folding.....per 100 complete forms....	2,610	\$2.76	\$7,203.60	\$3.44	\$8,978.40
(w)	Form SSA-561-U2 Flat size: 8-1/2 x 11"; Folded size: 8-1/2 x 5-1/2" Print in black-face and back Price includes binding.....per 100 complete snap-out sets	2	\$3.40	\$6.80	\$21.12	\$42.24
(x)	Form SSA-1560-U4 Flat size: 8-1/2 x 11-5/8" (with 5/8" stub) Prints in black and Red - face only Price includes binding.....per 100 complete snap-out sets	10	\$6.70	\$67.00	\$10.33	\$103.30
III.	PAPER: Per 100 leaves					
(a)	Notices (8-1/2 x 11"): White Uncoated Text (50-lb.)	53,937	\$0.70	\$37,755.90	\$0.66	\$35,598.42
(b)	Mail-Out Envelope - (4-1/8 x 9-1/2"): White Wove (24-lb.) or White Uncoated Text (60-lb.)	7,530	\$0.99	\$7,454.70	\$2.07	\$15,587.10
(c)	Mail-Out Envelope (6-1/8 x 9-1/2"): White Kraft (24-lb.)	24,640	\$0.89	\$21,929.60	\$1.69	\$41,641.60
(d)	BRM Return Envelope (3-7/8 x 8-7/8"): Colored Writing (20-lb.)	2,446	\$1.96	\$4,794.16	\$4.55	\$11,129.30
(e)	CRM Envelopes (3-7/8 x 8-7/8"): White Writing (20-lb.)	6,042	\$0.87	\$5,256.54	\$1.28	\$7,733.76
(f)	Booklets (3-1/2 x 8"): White Uncoated Text (60-lb.)	2,224	\$0.31	\$689.44	\$0.31	\$689.44
(g)	Booklets (5-1/4 x 8"): White Uncoated Text (60-lb.)	28,044	\$0.63	\$17,667.72	\$0.63	\$17,667.72
(h)	Leaflet (10-1/2 x 8"): White Uncoated Text (60-lb.)	158	\$0.96	\$151.68	\$0.96	\$151.68
(i)	Leaflet (14 x 8"): White Uncoated Text (60-lb.)	124	\$1.83	\$226.92	\$1.83	\$226.92
(j)	Leaflet (17-1/2 x 8"): White Uncoated Text (60-lb.)	248	\$1.75	\$434.00	\$1.75	\$434.00
(k)	Leaflet (21 x 8"): White Uncoated Text (60-lb.)	2	\$11.24	\$22.48	\$11.24	\$22.48
(l)	Factsheet (8-1/2 x 11"): White Uncoated Text (60-lb.)	410	\$0.88	\$360.80	\$0.88	\$360.80
(m)	Form CMS-2690 (8-1/2 X 3-1/2"): Yellow Index (90-lb.)	270	\$0.75	\$202.50	\$1.15	\$310.50
(n)	Form SSA-3105: Form SSA-L4360-SP: Form SSA-4111: Form SSA-150: and Form SSA-1372-BK (8-1/2 x 11"): White Writing (20-lb.) or White Uncoated Text (50-lb.)	2,748	\$0.78	\$2,143.44	\$0.78	\$2,143.44

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ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST
(o)	Form SSA-3885: Form SF-180: Form SSA-1588: Form SSA-4588: (OP1 thru OP6): Form SSA-21 and Form SSA-1724: (17 x 11"): White Writing (20-lb.) or White Uncoated Text (50-lb.)	2,652	\$0.96	\$2,545.92	\$0.96	\$2,545.92
(p)	Form SSA -561-U2: Part 1 CB & Part 2 CF (8-1/2 x 11): White Carbonless Bond (13-15 lb.)	4	\$4.35	\$17.40	\$42.24	\$168.96
(q)	Form SSA-1560-U4: Part 1 CB, Part 2 CFB, Part 3 CFB, and Part 4 CF (8-1/2 x 11-5/8"): White Carbonless Bond (13-17lb.)	40	\$5.60	\$224.00	\$5.60	\$224.00
IV.	INSERTING AND MAILING					
(a)	Mailers 1, 3, 5, 6, 7 - Personalized Notice, and mail-out envelope 4-1/8 x 9-1/2"per 100 complete mailers	5,474	\$12.95	\$70,888.30	\$21.22	\$116,158.28
(b)	Mailer 2 - Personalized Notice, CRM Return Envelope SSA Pub No. 16-002, and mail-out envelope 4-1/8 x 9-1/2"per 100 complete mailers	560	\$14.45	\$8,092.00	\$9.86	\$5,521.60
(c)	Mailer 4 - Personalized Notice, Personalized Spanish Cover Letter w/English Notice, Personalized Spanish Notice, and mail-out envelope 4-1/8 x 9-1/2"per 100 complete mailers	1,484	\$12.95	\$19,217.80	\$10.61	\$15,745.24
	MES:					
(d)	Mailer 8 - Personalized Notice, and mail-out envelope 4-1/8 x 9-1/2"per 100 complete mailers	14	\$39.78	\$556.92	\$159.12	\$2,227.68
	AURORA:					
(e)	Mailers 9 thru 17 - Personalized English Notice, Green BRM Refund Envelope, Goldenrod BRM Reply Envelope, Green CRM Return Envelope, White CRM Return Envelope, White CMS CRM Refund Envelope Publications: 05-10076, 05-10077, 05-10095, 05-10153, 05-10137, 05-10018, 05-10072, 05-10958, 05-10069, 70-10281, 70-10283, 05-10007, 05-10045, 05-10075, Form CMS-2690, Form SSA-3105, Form SSA-4360-SP, Form SSA-3885, Form SSA-4111, Form SSA-150, Form SSA-561-U2, Form SSA-1560-U4, Form SF-180, Form SF-1588, Form SSA-4588 (OP1 – OP6), Form SSA-21, Form SSA-1724, Form SSA-1372-BK, Mail-out envelope (6-1/8 x 9-1/2") - with or without "IR designator"per 100 complete mailers	24,640	\$14.51	\$357,526.40	\$13.26	\$326,726.40
V.	PREPRODUCTION TESTS					
(a)	Pre-production Validation Test OR System Change Validation Test.....	1	No Charge	\$0.00	No Charge	\$0.00
(b)	Transmission Test.....	1	No Charge	\$0.00	No Charge	\$0.00
VI.	ADDITIONAL OPERATIONS					
(a)	Programming a New Notice or Notice Change (per	7	150.00	\$1,050.00	125.00	\$875.00
VII.	NOTICE DESTRUCTION FEE					
(a)	Per 100 notices destroyed.....	34	\$10.00	\$340.00	\$10.00	\$340.00
	CONTRACTOR SUBTOTALS			\$893,349.62		\$884,258.14
VIII.	PREMIUM PAYMENTS WHEN DAILY MAILERS EXCEED					
	ESTIMATE MAXIMUM QUANTITIES:					
(a)	PERCENTAGE INCREASE	0%	25.00%	\$0.00	30.00%	\$0.00
	CONTR'S TOTALS + PERCENTAGE INCREASE			\$893,349.62		\$884,258.14
	DISCOUNT		0.25%	\$2,233.37	0.25%	\$2,210.65
	DISCOUNTED TOTALS			\$891,116.25		\$882,047.49
				AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Cost of Living Adjustment Notice

EARNINGS MOD, MES, and AURORA Notices

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

Social Security Administration (SSA)
Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **November 30, 2021**, 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 through April 30, 2021 for transmission of test files. Actual production begins May 1, 2021.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on **October 13, 2020** at the U.S. Government Publishing Office, APSDC. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to Bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Program 647-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: Due to the security requirements set forth in these specifications, this program must be produced in the United States.

BIDDERS, PLEASE NOTE: *This program was formerly Program 171-S.* These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to:

- The specifications in this contract cover multiple SSA workloads transmitted daily. As such, this workload must not be produced at multiple facilities and therefore cannot be transferred interchangeably between multiple plant locations. Any mention in this contract of multiple locations/facilities, refers to the primary location and a back-up facility only.
- “PUBLIC TRUST SECURITY” and “100% ACCOUNTABILITY OF PRODUCTION AND MAILING” requirements specified in Section 1.

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** at (202) 512-0307 or email apsdc@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. 09-19)).

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

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

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

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

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

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

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

Product Quality Levels:

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

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

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.
- (c) Transparent: low-gloss poly-type window material, covering the envelope window must pass readability test with a rejection rate of less than 1/4 of 1% when run through a USPS OCR Scanner.
- (d) Exception: ANSI X3.17 "Character Set for Optical Character Recognition (OCR A)" shall apply to these specifications. The revisions of this standard which are effective as of the date of this contract are those which shall apply.
- (e) Exception: The Data Matrix 2D barcodes must be in accordance with the requirements of ANSI MH 10.8.3M unless otherwise specified.
- (f) The payment portion below the micro-perforation on the "payment stub", once detached, will be scanned and must function properly when processed through the current high speed scanning equipment at SSA. A form is a reject and will be considered a major defect when its OCR print cannot be correctly deciphered on the first pass through the scanning equipment (See PRINTING/IMAGING" for additional information regarding perforated payment stub.)

NOTE: Use of equipment or ink which in any way adversely affects the scannability of the payment stub will not be allowed.

ANSI Standards may be obtained from the American National Standards Institute, 25 West 43rd Street, 4th Floor, New York, NY 10036.

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-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. Type Quality and Uniformity	Average Type Dimension in Publication Camera Copy/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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 be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award to November 30, 2021**, 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.

- (b) The contractor must 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 must inform all personnel with access to the confidential information obtained from SSA in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C. Section 552a (i)(1), which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the SSA. For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the contractor and contractor's employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The contractor must ensure that each contractor employee with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act. When the contractor employees are made aware of this information, they will be required to sign form SSA-301, "Contractor Personnel Security Certification" (See Exhibit A). A copy of this signed certification must be forwarded to: Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.
- (f) All confidential information obtained from SSA for use in the performance of this contract must, 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 must 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 rights to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.

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 States¹, 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.

¹ "United States" means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, and Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act (43 U.S.C. 1331, et seq.), but does not include any other place subject to U.S. jurisdiction or any U.S. base or possession within a foreign country (29 CFR 4.112).

- 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 be FEDRAMP authorized. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements, CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO).
- e. The ESP shall submit to the SSA COTR documentation describing how the solution implements security controls in accordance with the designated categorization (FIPS 199) and the Minimum Security Requirements for Federal Information and Information Systems (FIPS 200) which requires the use of NIST SP 800-53 Rev4 before SSA provides data.
- f. All ESPs that process or store Personally Identifiable Information (PII) ² are considered a Moderate impact categorization. If PII or sensitive data (defined by the COTR) is stored or processed by the ESP, then the ESP shall provide a Security Authorization Package (SAP) created by an independent assessor³. The SAP should include a System Security Plan (SSP), Security Assessment Report (SAR), Risk Assessment Report (RAR), and Plan of Action & Milestone Report (POA&M). The SAP must be reviewed by SSA before the SSA transfers data to the ESP. Refer to NIST SP 800-37 for more information on the Security Authorization Package.
- 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 Document".

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

³ Independent assessor is any individual or group capable of conducting an impartial assessment of security controls employed within or inherited by an information system.

References - Refer to most up to date revision

- Federal Information Security Modernization Act (P.L. 113-283), December 2014.
<https://www.govinfo.gov/app/details/PLAW-113publ283>
 - Clinger-Cohen Act of 1996 also known as the “Information Technology Management Reform Act of 1996.”
 - Privacy Act (P.L. 93-579), December 1974.
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NOTE: Please see “Exhibit B: SSA External Service Provider Additional Security Requirements” for complete details regarding this requirement.

Templates for Required Security Documents:

- Exhibit C: Security Assessment Report (SAR) Template
- Exhibit D: Risk Assessment Report (RAR) Template
- Exhibit E: System Security Plan (SSP) 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, 1st 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.

Due to PII issues, the Government cannot provide production test files to the contractor until all Public Trust Security Requirements and Suitability Determination requirements, as specified herein, are met. If the contractor fails to meet these requirements within 90 calendar days of award, the contractor will be declared non-responsive.

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.

NOTE: These requirements apply to all contractor's facilities used for production of the products.

Contractor is cautioned that no Government provided information will be used for non-Government business specifically; no Government information will be used for the benefit of a third party.

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.
- Be prohibited from having any mobile devices or cameras in sensitive areas that contain any confidential materials. This includes areas where shredding and waste management occurs.

Contractor's managers working on this contract must:

- Monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
- Ensure that employee screening for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact the SSA, Division of Printing Management, 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 GPO and/or SSA.

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

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

(a) Suitability Process

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

(1) Suitability Document Submission

- a. Immediately upon award, the Company Point of Contact (CPOC) must provide to the Center for Suitability and Personnel Security (CSPS) and a copy to the Contracting 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:
 - (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 F);
 - (iii) 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 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 (See Exhibit G).
- b. Vendor personnel will have up to 10 business days to complete the e-QIP application. The 10-business 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, sy Release, and Medical Release pages for the SF 85P.

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

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

(3) Fingerprinting

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

(4) Status Check

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

(b) Suitability Determination

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

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

- (2) SSA will not allow vendor personnel access to a facility, site, information, or system until CSPS issues a favorable suitability determination. A suitability determination letter issued by CSPS is valid only for performance on the vendor specified in the letter.

- (3) If personnel has been cleared at a previous contractor's facility and are to perform work under a new vendor, the CPOC must submit a fully completed, legible [Contractor Personnel Rollover Request Form](#) to the COR (See Exhibit I). CSPS will notify the CPOC, COR, and Contracting Officer (CO) of suitability to work under the new vendor.

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

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

(d) Unsuitable Determinations

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

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

To Encrypt a File using WinZip:

- i. Save the file to contractor's hard drive
- ii. Open Windows Explorer and locate the file
- iii. Right click on the file
- iv. Select "WinZip"
- v. Select "Add to Zip File"
- vi. An Add box pops up. Near the bottom of the box is an "Options" area

- vii. Click the “Encrypt added files” checkbox
- viii. Click the “Add” button
- ix. Check the “Hide Password” checkbox if not already checked
 - a. Enter a string of characters as a password composed of letters, numbers, and special characters (minimum 8 characters – maximum 64)
 - b. Select the 256-Bit AES encryption radio button
 - c. Click “OK”
- x. The file has been successfully encrypted, and the new Zip file can now be attached to an email.

Providing the Recipient with the Password:

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

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

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

Sending an encrypted Zip File via email:

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

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

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

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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

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

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

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

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

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

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

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

This requirement applies to the Preproduction Press and Mail Run Test in addition to the live production.

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

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

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

Backup Facility - The failure to deliver these notices 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 location for a period longer than twenty four (24) hours, the contractor must have a backup facility with the capability of producing the notices. The backup facility must be operated by the contractor.

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, security plans at the facility, and a timetable for the start of production at that facility. Part of the plans must also include the transportation of Government materials from one facility to another.

The contractor must produce items from a test file at the new facility for verification of software prior to producing notices at this facility. SSA also has the option to install a connection into the backup facility.

NOTE: All terms and conditions of this contract will also apply to the backup facility.

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

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

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

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

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

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

- One (1) sample will be drawn, inspected, and retained as part of the contractor’s quality assurance records.
- One (1) sample will be drawn for the Social Security Administration and packed with the remaining samples associated with each task order and shipped to: Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party.
- (2) How the disposal of waste materials will be handled.
- (3) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).
- (4) How contractors classified as Cloud Service Providers (CSP) will adhere to additional FedRAMP security control requirements. CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO). Additional information is also available at:
<http://www.gsa.gov/portal/category/102371>.
- (5) The contractor shall submit a System Authorization Package (SAP) as described in the "SSA External Service Provider Security Requirements" section. The SSP, a part of this package, documents how the solution implements security controls in accordance with the designated FIPS 199 security categorization and the Minimum Security Requirements for Federal Information and Information Systems. This SSP requires the use of NIST SP 800-53 v4. The SAP should be completed by either an independent assessor or another Federal agency.

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

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

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

100% ACCOUNTABILITY OF PRODUCTION AND MAILING: Contractor must have a closed loop process* to determine that the data from the original print file is in the correct envelope with the correct number of pages. 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 (the Friday prior to Thanksgiving). 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 is responsible for providing the **automated** inserted notice tracking/reporting systems and processes required to validate that 100% of all notices received from SSA were printed, all pages for each notice are accounted for, inserted, and mailed correctly.

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

- (a) Uniquely identifying each notice and corresponding notice leaves within each individual file by mailer number and file date.
- (b) Unique identifier to be scanned during insertion to ensure all notices and corresponding notice leaves are present and accounted for.
- (c) Entrance Scanning: A camera system 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.
- (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 must ensure that no missing mail pieces have been inadvertently inserted into another mail piece. The equipment must check the mail pieces after insertion, verify that all leaves are accounted for, and divert any suspect product. During exit scanning, if a sequence number is missing, the notice prior to and immediately after must be diverted. The equipment must divert all products that exhibit missing or out of order sequence numbers and any other processing errors. All diverted pieces are to be automatically recorded and regenerated in a new print file for reprint.
- (f) Reconciliation: All notices and the amount of correct finished product must be electronically accounted for after insertion through the use of the audit system that is independent of the inserting equipment as well as independent of the operator. The sequence numbers for each file must be reconciled, taking into account any spoilage, duplicate, and/or diverted product. If the reconciliation yields divergent results, corrective action must be taken to locate the 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 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 210 calendar days 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 date and 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 with corresponding date stamp of completion of each.
- (j) Contractor must generate a final automated 100% accountability summary report for each individual file by mailer number and file date. This information must be generated directly from the audit report (manual inputs are not allowed). The summary report must contain the following:
 - 1. Job information - Job name, file date, mailer number, piece quantity, sequence start and end number, if multiple batches for a single file include number of batches and batch number (i.e., 1 of 4, due date, etc.).

2. Job Start Time and Job End Time
3. Volume of sequence numbers associated with an individual file by mailer number and file date that were inserted and date completed.
4. Volume of reprints that were inserted for each file date and when completed.
5. Total volume inserted for each file date and final date and time that each batch was completed.

A PDF copy of the summary report(s) and matching USPS Certificate of Bulk Mailing, USPS 3607R and/or GPO 712 form(s) must be submitted to Jamey Cunningham at Jamey.cunningham@ssa.gov within two (2) workdays of mailing.

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

Contractor must generate an automated audit report when necessary showing the tracking of all notices throughout all phases of production for each 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 one (1) hour of a request via email in an MS Word, MS Excel, or PDF file to Jamey Cunningham at Jamey.cunningham@ssa.gov.

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

The contractor must provide the required audit reports within one (1) hour of request; the audit team will grant one (1) hour for each report to be pulled. The audit team may request a full tour and demonstration of the accountability process at the time of the audit. A wrap-up meeting will occur at the conclusion of the audit. The audit team will review their findings with the contractor at this time. The contractor will need to provide in writing responses to all findings, questions, and concerns within one (1) week of the wrap-up meeting. If corrections are required to the contractor's audit reports the government may grant the contractor 60 days to complete the changes. The audit team must approve the audit and summary report changes prior to the contractor implementing the changes.

Once the new report is approved the contractor must update the sample of the audit and summary provided with the production plans. The Government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not in compliance with any part of this requirement.

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

NOTE: The Government will not routinely 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.

(k)

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

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

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

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

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

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

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 Social Security Administration, Baltimore, MD, immediately after award.

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

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

The contractor shall meet with SSA and USPS representatives to present and discuss their plan for mailing. The 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 is to provide the name of the representative responsible for the mailing operation and that individual's backup.

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of weekly print orders supplemented by daily electronic task orders. Orders may be issued under the contract from **Date of Award to November 30, 2021**, plus for such additional period(s) as the contract is extended. All print orders and task orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order or task order. Task orders will be "issued" daily for purposes of the contract and shall detail the daily volume of notices required. A Print Order (GPO Form 2511) will be used for billing purposes, will be issued weekly, and will cover all daily task orders issued that week.

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

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

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

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

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

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

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

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

PRIVACY ACT

(a) The contractor agrees:

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

- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:
- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
 - (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
 - (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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

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

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

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

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover the production of mailing packages from three (3) notice workloads: (1) EARNINGS MOD; (2) MES; and (3) AURORA. The workloads consist of English ONLY personalized notices, Spanish ONLY personalized notices, English personalized notice with Spanish cover letter, and Bilingual English/Spanish/English personalized notice (prints English, then several Spanish paragraphs and is completed in English); English and Spanish forms, fact sheets, leaflets and booklet inserts; mail-out envelopes; business reply mail (BRM) envelopes and courtesy reply mail (CRM) envelopes; requiring such operations as: the receipt and processing of transmitted data; redevelopment of Advanced Function Presentation (AFP, Mixed Mode or Fully Composed) resources; composition; proofing of inserts; printing and imaging; dating of a form insert, binding, folding; inserting; manifesting, presorting, and mailing.

NEW NOTICES - During the term of this contract, the Government anticipates developing new notice workloads with the same requirements as the mailing packages described by these specifications. All terms and conditions in these specifications will apply to any future notice workloads. SSA estimates approximately one (1) to three (3) new notice workloads may be added during the term of this contract. File names for the new mailers will be supplied to the contractor as they are developed.

The data set names listed below may not be the final data set names transmitted to the contractor. If there are changes, final data set names will be provided to the contractor at the post-award meeting.

<u>FILE NAME</u>	<u>MAILER</u>	<u>DATA SET NAME*</u>
EARNINGS MOD		
- SEADJUST	1	OLBG.BTI.vendor.SEAAFP.M11*****.RYYMMDD
- RECON	2	OLBG.BTI.vendor.E15AFP.M21*****.RYYMMDD
- RESUB PAPER	3	OLBG.BTI.vendor.RSBAFP.M31*****.RYYMMDD
- ICOR	4	OLBG.BTI.vendor.EMSAFP.M41*****.RYYMMDD
- IRES	5	OLBG.BTI.vendor.IREAFP.M51*****.RYYMMDD
- RESUB ELECTRONIC	6	OLBG.BTI.vendor.RSBAFP.M61*****.RYYMMDD
- PUPS (PRIS)	7	OLBG.BTI.vendor.PRIAFP.M71*****.RYYMMDD
MES	8	OLBG.BTI.vendor.MESAFP.M81*****.RYYMMDD
AURORA		
	9	OLBG.BTI.vendor.CTPAFP.M9#*****.RYYMMDD
	10	OLBG.BTI.vendor.CTPAFP.M0#*****.RYYMMDD
	11	OLBG.BTI.vendor.CTPAFP.MA#*****.RYYMMDD
	12	OLBG.BTI.vendor.CTPAFP.MB#*****.RYYMMDD
	13	OLBG.BTI.vendor.CTPAFP.MC#*****.RYYMMDD
	14	OLBG.BTI.vendor.CTPAFP.MD#*****.RYYMMDD
	15	OLBG.BTI.vendor.CTPAFP.ME#*****.RYYMMDD
	16	OLBG.BTI.vendor.CTPAFP.MF#*****.RYYMMDD
	17	OLBG.BTI.vendor.CTPAFP.MG#*****.RYYMMDD

*All of the data set names are not listed for Aurora (Mailers 9-17). The “#” will be replaced with 1 through 8 for each of the Program Service Centers (PC). The “*****” represents the unique job identifier assigned at run time.*

There are eight (8) files (or data set names) for Aurora. As an example data set name "CTPAFP.MB" (Mailer 9) breakout follows:

OLBG.BTI.vendor.PC1.CTPAFP.MB1*****.Ryymmdd
OLBG.BTI.vendor.PC2.CTPAFP.MB2*****.Ryymmdd
OLBG.BTI.vendor.PC3.CTPAFP.MB3*****.Ryymmdd
OLBG.BTI.vendor.PC4.CTPAFP.MB4*****.Ryymmdd
OLBG.BTI.vendor.PC5.CTPAFP.MB5*****.Ryymmdd
OLBG.BTI.vendor.PC6.CTPAFP.MB6*****.Ryymmdd
OLBG.BTI.vendor.PC7.CTPAFP.MB7*****.Ryymmdd
OLBG.BTI.vendor.PC8.CTPAFP.MB8*****.Ryymmdd

Aurora mailers are broken down and transmitted in segments by PC codes. Each file transmitted will have a banner page identifying the PC and required inserts. The PC codes correspond to the mail-out envelope required as follows:

- PC1 - Northeastern (Jamaica, NY)
- PC2 - Mid-Atlantic (Philadelphia, PA)
- PC3 - Southeastern (Birmingham, AL)
- PC4 - Great Lakes (Chicago, IL)
- PC5 - Western (Richmond, CA)
- PC6 - Mid-America (Kansas City, MO)
- PC7 - Office of Central Operations (Domestic Claims) (Baltimore, MD)
- PC8 - Office of International Operations (Foreign & Domestic) (Baltimore, MD)

NOTE: AURORA files can contain third party notices. The first page of a third party notice prints as an address to one of the following: Administrative Law Judge (ALJ), attorney, NOE Copy or a Representative for the beneficiary (Rep Payee). Subsequent pages in third party notices print as duplicate notice (original copy of this notice is also in an AURORA file to be printed separately) addressed to an SSA beneficiary.

MAKE-UP OF MAILERS:

A record will be transmitted for each mailing address and will contain all the data relevant for the mailing of an associated mail piece. Unique alpha/numeric identifiers will be part of the record to ensure accuracy in the insertion process.

FOR QUALITY CONTROL AND AUDITING PURPOSES:

The contractor must not merge file dates and Mailers 1-8 during processing, printing, and inserting. The contractor will be permitted to merge Mailers 9-15 and 17 (Mailer 16 is exempt because it uses a different outgoing envelope) received as a single file date transmission. All files transmitted by SSA will be physical sequential. Any alteration of the notice content in the file is not permitted. The figures shown below are estimates based on historical data of past production runs.

NOTE: Notices are duplex printed and one-side only when an odd page is required. Exact quantities will not be known until each run is electronically transmitted to the contractor. NO SHORTAGES WILL BE ALLOWED.

The total number of mailers has been estimated for each frequency requirement (Daily, Weekly, Monthly, and Quarterly). If the total for each frequency exceeds 25 percent, the Contractor will receive a "Premium Payment" as offered in the "Schedule of Prices".

NOTICES: Notices ordered under this contract will range from one (1) to 20 printed pages per notice. See the following for page counts of each mailer.

EARNINGS MOD: The Earnings Mod mailers are English, Spanish, Spanish Cover Letter with English and Bilingual English/Spanish/English notices (prints English, then Spanish and remainder is English – all in one notice) represented by the following data set names. Notices can consist of an estimated 1-7 printed pages.

1. OLBG.BTI.vendor.SEAAFP.M11*****.RYYMMDD (SEADJUST)

Weekly Minimum : 3,700 (prints once weekly)
Weekly Maximum : 15,000
Estimated Annual : 500,000
Estimated Printed Pages: 1
Average Printed Pages : 1
Inserts : Personalized English Notice
Mail-out envelope 4-1/8 x 9-1/2"
Folding : Tri-Fold

NOTE: Self-Employment Adjustment notices will consist of one (1) file per week. The file could consist of up to 15,000 notices.

2. OLBG.BTI.vendor.E15AFP.M21*****.RYYMMDD (RECON)

Weekly Minimum : 80
Weekly Maximum : 22,310 (*Approximately four (4) times a year, in February, April, June, and August, RECON notices may experience an increase due to IRS activity*)
Estimated Annual : 50,000
Estimated Printed Pages: 1-7
Average Printed Pages : 7
Inserts : Personalized English Notice
Mail-out envelope 4-1/8 x 9-1/2"
CRM Return Envelope
SSA Pub. No. 16-002 (*Publications are used for original notices only.*)
Folding : Tri-Fold

MAILER 2a (RECON) has six (6) LARGE-SPIKE runs each year. Estimated dates of receipt are in November, late January or early February, late February or early March, Mid-March, June, and late June or early July.

LARGE SPIKE Minimum: 30,000
LARGE SPIKE Maximum: 225,000
Estimated Annual : 730,000
Estimated Printed Pages: 1-7
Average Printed Pages : 7
Inserts : Personalized English Notice
Mail-out envelope 4-1/8 x 9-1/2"
CRM Return Envelope
SSA Pub. No. 16-002 (Only used for Nov, Jan, and Feb mailings)
Folding : Tri-Fold

MAILER 2b (RECON) has four (4) MINI-SPIKE runs each year. Estimated dates of receipt are in February, April, June, and August following a large Spike run (2a above).

MINI-SPIKE Minimum: 9,500
MINI-SPIKE Maximum: 30,000
Estimated Annual : 100,000
Estimated Printed Pages: 1-6
Average Printed Pages : 6

Inserts : Personalized English Notice
Mail-out envelope 4-1/8 x 9-1/2"
CRM Return Envelope
SSA Pub. No. 16-002 (Only used for Nov, Jan, and Feb mailings)
Folding : Tri-Fold

3. OLBG.BTI.vendor.RSBAFP.M31*****.RYYMMDD (RESUB PAPER)

Daily Minimum : 1
Daily Maximum : 800 (this would only possibly occur during peak W-2 processing months of
March - May)
Estimated Annual : 12,300
Estimated Printed Pages: 1-4
Average Printed Pages : 1
Inserts : Personalized Bilingual English/Spanish/English Notice
Mail-out envelope 4-1/8 x 9-1/2"
Folding : Tri-Fold

4. OLBG.BTI.vendor.EMSAFP.M41*****.RYYMMDD (ICOR)

Daily Minimum : 195
Daily Maximum : 2,530
Estimated Annual : 135,000
Estimated Printed Pages: 1-4
Average Printed Pages : 1
Inserts : Personalized English Notice
Personalized Spanish Cover Letter with English Notice
Personalized Spanish Notice
Mail-out envelope 4-1/8 x 9-1/2"
Folding : Tri-Fold

5. OLBG.BTI.vendor.IREAFP.M51*****.RYYMMDD (IRES)

Daily Minimum : 134
Daily Maximum : 9,300 (Daily volumes can increase to 9,300 during the months of January -
April and October each year)
Estimated Annual : 240,000 IRES
Estimated Printed Pages: 1-2
Average Printed Pages : 2
Inserts : Personalized English Notice
Mail-out envelope 4-1/8 x 9-1/2"
Folding : Tri-Fold

6. OLBG.BTI.vendor.RSBAFP.M61*****.RYYMMDD (RESUB- ELECTRONIC)

Daily Minimum : 1
Daily Maximum : 400 (This would only possibly occur during peak W-2 processing months of
February - April)
Estimated Annual : 2,500
Estimated Printed Pages: 1-4
Average Printed Pages : 3
Inserts : Personalized English Notice
Mail-out envelope 4-1/8 x 9-1/2"
Folding : Tri-Fold

7. OLBG.BTI.vendor.PRIAFP.M71*****.RYYMMDD (PUPS-PRIS)
- | | | |
|--------------------------|---|---|
| Monthly Minimum | : | 0 |
| Monthly Maximum | : | 2,500 |
| Estimated Annual | : | 30,000 |
| Estimated Printed Pages: | | 1-7 |
| Average Printed Pages | : | 4 |
| Inserts | : | Personalized English Notice
Mail-out envelope 4-1/8 x 9-1/2" |
| Folding | : | Tri-Fold |

MES: The MES mailer is an English only notice represented by the following data set name. The mailer consists of a one-page notice with a mail-out envelope.

8. OLBG.BTI.vendor.MESAFP.M81*****.RYYMMDD
- | | | |
|--------------------------|---|---|
| Daily Minimum: | | 0 |
| Daily Maximum | : | 30 |
| Estimated Annual | : | 2,600 |
| Estimated Printed Pages: | | 1 |
| Average Printed Pages | : | 1 |
| Inserts | : | Personalized English Notice
Mail-out envelope 4-1/8 x 9-1/2" |
| Folding | : | Tri-Fold |

AURORA: Aurora mailers are English ONLY notices. Notices can consist of an estimated 1-20 pages. Aurora notices contain approximately 30% manual insertions.

9. OLBG.BTI.vendor.CTPAFP.M9#*****.RYYMMDD (AJS-1)
- | | | |
|--------------------------|---|---------|
| Daily Minimum | : | 0 |
| Daily Maximum | : | 260 |
| Estimated Annual | : | 5,300 |
| Estimated Printed Pages: | | 1-12 |
| Average Printed Pages | : | 3 |
| Inserts | : | * |
| Folding | : | Bi-Fold |
10. OLBG.BTI.vendor.CTPAFP.M0#*****.RYYMMDD (MCS)
- | | | |
|--------------------------|---|---------|
| Daily Minimum | : | 0 |
| Daily Maximum | : | 1,100 |
| Estimated Annual | : | 131,000 |
| Estimated Printed Pages: | | 1-12 |
| Average Printed Pages | : | 2 |
| Inserts | : | * |
| Folding | : | Bi-Fold |
11. OLBG.BTI.vendor.CTPAFP.MA#*****.RYYMMDD (MADCAP)
- | | | |
|--------------------------|---|---------|
| Daily Minimum | : | 800 |
| Daily Maximum | : | 5,200 |
| Estimated Annual | : | 680,000 |
| Estimated Printed Pages: | | 1-12 |
| Average Printed Pages | : | 4 |
| Inserts | : | * |
| Folding | : | Bi-Fold |

12. OLBG.BTI.vendor.CTPAFP.MB#*****.RYYMMDD (TATTER)

Daily Minimum : 0
Daily Maximum : 1
Estimated Annual : 10
Estimated Printed Pages: 1-12
Average Printed Pages : 3
Inserts : *
Folding : Bi-Fold

13. OLBG.BTI.vendor.CTPAFP.MC#*****.RYYMMDD (REACT)

Daily Minimum : 0
Daily Maximum : 1
Estimated Annual : 20
Estimated Printed Pages: 1-12
Average Printed Pages : 2
Inserts : *
Folding : Bi-Fold

14. OLBG.BTI.vendor.CTPAFP.MD#*****.RYYMMDD (T2R)

Daily Minimum : 790
Daily Maximum : 3,800
Estimated Annual : 410,000
Estimated Printed Pages: 1-12
Average Printed Pages : 2
Inserts : *
Folding : Bi-Fold

15. OLBG.BTI.vendor.CTPAFP.ME#*****.RYYMMDD (MISC)

Daily Minimum : 1,100
Daily Maximum : 10,500
Estimated Annual : 1,250,000
Estimated Printed Pages: 1-8
Average Printed Pages : 3
Inserts : *
Folding : Bi-Fold

16. OLBG.BTI.vendor.CTPAFP.MF#*****.RYYMMDD (IRMAA)

Daily Minimum : 0
Daily Maximum : 1,300
Estimated Annual : 8,000
Estimated Printed Pages: 1-20
Average Printed Pages : 3
Inserts : *
Folding : Bi-Fold

NOTE: Bulk of the quantity for the IRMAA Mailer 16 will print during November and December.

17. OLBG.BTI.vendor.CTPAFP.MG#*****.RYYMMDD (SNO)

Daily Minimum : 1
Daily Maximum : 100
Estimated Annual : 1225,500
Estimated Printed Pages: 1-20
Average Printed Pages : 3
Inserts : *
Folding : Bi-Fold

* Aurora mailers may generate any combination of following components:

Personalized English Notice

Mail-out Kraft Envelope 6-1/8 x 9-1/2" (with [IR designator for Mailer 16 ONLY] or without designator)

Green Business Reply Mail (BRM) Envelope (referred to as a Refund envelope)

Goldenrod BRM Envelope (referred to as a Reply envelope)

Green Courtesy Reply Mail (CRM) Envelope (PO Box 32900)

White CRM Return Envelope

Centers for Medicare and Medicaid Services (CMS) CRM Refund Envelope (centered address is PO Box 790355, St Louis MO, 63179-0355)

Pub. No. 05-10076	Pub. No. 05-10007	Form SF-180
Pub. No. 05-10077	Pub. No. 05-10045	Form SF-1588
Pub. No. 05-10095	Pub. No. 05-10075	Form SSA-4588 OP1
Pub. No. 05-10153	Form CMS-2690	Form SSA-4588 OP2
Pub. No. 05-10137	Form SSA-3105	Form SSA-4588 OP3
Pub. No. 05-10018	Form SSA-L4360-SP	Form SSA-4588 OP4
Pub. No. 05-10072	Form SSA-3885	Form SSA-4588 OP5
Pub. No. 05-10958	Form SSA-4111	Form SSA-4588 OP6
Pub. No. 05-10069	Form SSA-150	Form SSA-21
Pub. No. 70-10281	Form SSA-561-U2	Form SSA-1724
Pub. No. 70-10283	Form SSA-1560-U4	Form SSA-1372-BK

TRANSMISSION PROBLEMS:

On occasion SSA may experience transmission problems resulting in no mailers for the day. The transmission problem, once corrected, may result in multiple files or merged files transmitted the following day. In addition, the Aurora workload (Mailers 9-17) is a manual process and, on occasion, we have encountered formatting problems as the result of user input errors. The contractor will receive notice as to when a new replacement notices/file will be retransmitted.

As we continue to address these problems, the frequency of Aurora "bad files" has lessened significantly, however, on occasion they do still exist. The contractor is cautioned should a "bad file" be received, which could be identified in either the imaging or insertion process, the contractor will need to provide SSA with a password protected PDF of the notice responsible for the equipment shut down. Based on historical data, SSA estimates the number of bad notices/files as up to three per contract year.

A destruction fee for the bad notices/files, in addition to the printing and inserting of notices in this bad file requiring destruction will be paid for according to the contract's line item charges for printing and inserting (inserting charges will only be paid if the contractor has already inserted the notices). The contractor is not permitted to charge for the printing of the Aurora merged "good" files received (that contained a "bad" file) until SSA exceeds three bad files per contract year.

TRIM SIZES:

Notices:	8-1/2 x 11" flat size;
Mail-out Envelopes:	4-1/8 x 9-1/2" and 6-1/8 x 9-1/2"
BRM and CRM Envelopes:	3-7/8 x 8-7/8"

Booklets:

Publication No. 05-10095:	3-1/2 x 8", 24 pages
Publication No. 05-10137:	3-1/2 x 8", 32 pages
Publication No. 05-10076:	5-1/4 x 8", 20 pages
Publication No. 05-10077:	5-1/4 x 8", 24 pages
Publication No. 05-10153	5-1/4 x 8", 24 pages

Leaflets:

Publication No. 05-10018	10-1/2 x 8" flat size
Publication No.'s; 05-10072; 05-10958:	14 x 8" flat size
Publication No.'s 05-10069; 70-10281; and 16-002	17-1/2 x 8" flat size
Publication No. 70-10283	21 x 8" flat size

Fact Sheets:

Publication No's 05-10007, 05-10045, 05-10075:	8-1/2 x 11" flat size
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Forms:

Form CMS-2690:	8-1/2 x 3-1/2"
Form SSA-3105:	10-1/2 x 8" flat size
Form SSA-L4360-SP	8-1/2 x 11"
Form SSA-4111	8-1/2 x 11"
Form SSA-150	8-1/2 x 11"
Form SSA-561-U2:	8-1/2 x 11" (Stub-less 2-part set)
Form SSA-1560-U4: (4-Part snap-out set)	8-1/2 x 11-5/8" (includes 5/8" binding stub.)
Form SF-180; Form SF-1588	17 x 11" flat size
Forms SSA-4588-OP1 through OP6	17 x 11" flat size
Form SSA-21; Form SSA-1724	17 x 11" flat size
Form SSA-3885	17 x 11" flat size
Form SSA-1372-BK	8-1/2 x 11"; 8 page pasted

FREQUENCY OF ORDERS AND QUANTITY: Combined total for Earnings Mod, MES, and Aurora mailers is approximately 3,820,100 per year.

- Estimated total quantity for the Earnings MOD Mailers 1-7 is 1,555,000 notices per year.
- Estimated total quantity for the MES Mailer 8 is 1,100 notices per year.
- Estimated total quantity for the Aurora Mailers 9-17 is 2,264,000 notices per year.

The Government reserves the right to increase or decrease by 20% of the total number of notices ordered annually.

EARNINGS MOD/MES MAIL-OUT ENVELOPES:

TRIFOLD SIZE: 4-1/8 x 9-1/2"

Mailer 1 (SEADJUST)/Mailer 7 (PUPS/PRIS)/Mailer 8 (MES)
 Mailer 2 (RECON)
 Mailer 3 (RESUB PAPER)/Mailer 6 (RESUB ELECTRONIC)
 Mailer 4 (ICOR)
 Mailer 5 (IRES)

Estimated 90-Calendar Day Volumes

129,399
 147,500
 3,700
 33,850
 50,000

AURORA MAIL-OUT ENVELOPE:

BIFOLD SIZE: 6-1/8 x 9-1/2"

Program Service Center (Mailers 9-15 and Mailer 17)

Estimated 90-Calendar Day Volumes

Northeastern Program Service Center (PC1)
 Mid-Atlantic Program Service Center (PC2)
 Southeastern Program Service Center (PC3)
 Great Lakes Program Service Center (PC4)
 Western Program Service Center (PC5)
 Mid-America Program Service Center (PC6)
 Office of Central Operations (PC7)
 Office of International Operations (PC8)

67,500
 36,100
 55,400
 58,000
 72,800
 91,500
 184,500
 10,200

Program Service Center (Mailer 16) (IR designator)

Estimated 90-Calendar Day Volumes

Northeastern Program Service Center (PC1)
 Mid-Atlantic Program Service Center (PC2)
 Southeastern Program Service Center (PC3)
 Great Lakes Program Service Center (PC4)
 Western Program Service Center (PC5)
 Mid-America Program Service Center (PC6)
 Office of Central Operations (PC7)
 Office of International Operations (PC8)

350
 170
 250
 450
 450
 400
 10*
 10*

* Since the estimated yearly quantity for PC7 and PC8 envelopes used for Mailer 16 is expected to be less than 500, the contractor can over-print an "IR" designator using an appropriate Aurora mail-out envelope. The format of the "IR" designator (font size, location, etc.) must be approved by SSA and must meet USPS standards.

EARNINGS MOD CRM RETURN ENVELOPE (WHITE):

Estimated 90-Calendar Day Volume

Mailer 2 (RECON)

140,000

AURORA BRM "REFUND" ENVELOPES:

All Aurora notices with PC1 through PC7 within the data set name, which require a BRM refund envelope, will receive a PC2 green envelope (with PO Box 3430 in the centered address). The contractor is responsible for setting up their equipment to ensure the correct envelope is inserted.

All Aurora notices with PC8 within the data set name, which require a BRM refund envelope, will receive a green PC8 CRM envelope (with PO Box 32900 in the centered address).

Business reply mail does not exist in International mail. The contractor is responsible for setting up their equipment to ensure the correct envelope is inserted.

Program Service Center Estimated 90-Calendar Day Volume

Mid-Atlantic Program Service Center (green BRM PC2)	56,000
Office of Central Operation (PO Box 32900) (green CRM PC8)	700

AURORA BRM “REPLY” ENVELOPES:

All Aurora notices with PC1 through PC7 in the data set name, which require a BRM reply envelope, will receive a PC specific goldenrod envelope. There is no PC8 goldenrod reply envelope for PC8 (BRM does not exist in International mail). Aurora notices with a PC8 in the data set name requesting a reply envelope will use a white CRM PC8 envelope (with PO Box 17769 in the centered address). For quantities of this envelope, see counts under “RETURN ENVELOPES” below. The contractor is responsible for setting up their equipment to ensure the correct envelope is inserted.

<u>Program Service Center</u>	<u>Estimated 90-Calendar Day Volumes</u>
Northeastern Program Service Center (PC1)	700
Mid-Atlantic Program Service Center (PC2)	350
Southeastern Program Service Center (PC3)	200
Great Lakes Program Service Center (PC4)	50
Western Program Service Center (PC5)	3,750
Mid-America Program Service Center (PC6)	100
Office of Central Operations (PC7)	450

AURORA CRM “WHITE” ENVELOPES:

<u>Program Service Center</u>	<u>Estimated 90-Calendar Day Volumes</u>
Northeastern Program Service Center (PC1)	21,000
Mid-Atlantic Program Service Center (PC2)	8,400
Southeastern Program Service Center (PC3)	12,800
Great Lakes Program Service Center (PC4)	14,250
Western Program Service Center (PC5)	20,500
Mid-America Program Service Center (PC6)	28,900
Office of Central Operations (PC7)	13,750
Office of International Operations (PC8)	650

When Form CMS-2690 is inserted in an Aurora notice (for PC1 through PC8), a CRM “white” return envelope (shown above) will be required. The contractor is responsible for setting up their equipment to ensure the correct envelope is inserted.

AURORA CMS CRM “WHITE” REFUND ENVELOPES):

<u>Program Service Center</u>	<u>Estimated 90-Calendar Day Volume</u>
Medicare Premium Collection Center	7,450

PUBLICATION INSERT - EARNINGS MOD - RECON (MAILER 2)

<u>Form/Publication Number</u>	<u>Estimated 90-Calendar Day Volume</u>
SSA Publication No. 16-002	87,000

PUBLICATION AND FORM INSERTS—AURORA (MAILERS 9 to 17):

<u>Publication/Form Number</u>	<u>Estimated 90-Calendar Day Volumes</u>
Pub. No. 05-10076	2,000
Pub. No. 05-10077	24,000
Pub. No. 05-10095	1,000
Pub. No. 05-10153	25,500
Pub. No. 05-10137	2,400

<u>Publication/Form Number</u>	<u>Estimated 90-Calendar Day Volumes</u>
Pub. No. 05-10018	4,000
Pub. No. 05-10072	3,100
Pub. No. 05-10958	*50
Pub. No. 05-10069	*50
Pub. No. 70-10281	3,100
Pub. No. 70-10283	*50
Pub. No. 05-10007	1,200
Pub. No. 05-10045	8,900
Pub. No. 05-10075	250
CMS Form 2690	6,400
Form SSA-3105	50,000
Form SSA-L4360-SP	4,800
Form SSA-3885	3,500
Form SSA-4111	800
Form SSA-150	10,000
Form SSA-561-U2	*250
Form SSA-1560-U4	350
Form SF-180	*200
Form SSA-1588	*100
Form SSA-4588 OP1 – OP6	*50 each
Form SSA-21	*100
Form SSA-1724	52,000
Form SSA-1372-BK	*100

* Indicates annual volume. Contractor is authorized to print a year's worth of stock.

Contractor is not to preprint or maintain more than a 90-calendar day surplus/inventory of any of the components required on this contract with the exception for inserts listed where the yearly volume is expected to be less than 250.

GOVERNMENT TO FURNISH:

Manuscript copy for 39 envelopes.

Camera copy for the Facing Identification Mark (FIM) and IMB barcode for reply envelopes.

PS Form 3615, Mailing Permit Application, and Customer Profile.

First-Class Mail Postage and Fees Paid permit mailing indicia

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

At the Government's option the following may be furnished:

- Camera Copy, negatives or electronic files (PostScript format) for recycled paper logo and legend (English and Spanish).

- Camera Copy, negatives or electronic files (PostScript or PDF format) for booklets, leaflets, fact sheets, and forms.

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

The electronic media will be 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; Email.

Software: Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat); Quark Express; Ventura Publisher; Adobe Capture; PageMaker; Corel Draw; or FrameMaker.

All files will be created in the current versions or near current versions of the above mentioned versions. Files will be furnished in native applications and postscript format, or as a PDF.

All platform system and software upgrades (for specific applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts for the booklets, leaflets, and fact sheets will be furnished.

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

Exhibit A - Contractor Personnel Security Certification (SSA 301)

Exhibit B - SSA External Service Provider Additional Security Requirements

Exhibit C - Security Assessment Report (SAR) Template

Exhibit D - Risk Assessment Report (RAR) Template

Exhibit E - System Security Plan (SSP) Template

Exhibit F - Declaration for Federal Employment (Optional Form 306)

Exhibit G - Standard Form (SF) 85P, Questionnaire for Public Trust Positions

Exhibit H – Sample of Fingerprint Card (FD-258)

Exhibit I - Contractor Personnel Rollover Request Form

Exhibit J – Computer System Plan

Exhibit K – 100% Accountability Audit and Summary Reports

Exhibit L – Mail Run Data (MRD) File

Exhibit M – MVRP Request Letter

Electronic Files:

All files will be electronically transmitted to the contractor and contain a complete record for each notice. Any programming or other format changes necessitated due to the contractor's method of production will be the full responsibility of the contractor and must be completed prior to SSA's validation.

The contractor will receive three (3) files for each print file: the Advanced Function Presentation (AFP, Mixed Mode or Fully Composed) file, the Mail Run Data (MRD) file (See Exhibit L) and the Banner (BNR) file.

NOTE: the BNR and MRD files share the same naming Convention as the other files, just with "MRD" and "BNR" replacing the "AFP".

For example:

MRD file: OLBG.BTI.vendor.SEAAFP.M11*****.RYYMMDD would be:
OLBG.BTI.vendor.SEAMRD.M11*****.RYYMMDD.

The notice files for printing are formatted in AFP, Mixed Mode or Fully Composed printing platform in duplex printing (face and back). For proper processing of AFP, Mixed Mode or Fully Composed, SSA supplies resources used for printing notices in AFP, Mixed Mode or Fully Composed format.

The AFP, Mixed Mode or Fully Composed files contain the data to be imaged for that individual recipient. The MRD file will contain information relevant to each mail piece, the appropriate signature, and any required inserts.

The BNR contains information for setting up the intelligent inserters such as file totals, number of mail packets, and bin set up for those items being included in the mail packets and the total required in each bin. SSA provides a 3 of 9 barcode in the files they provide to the contractor. The BNR sheet provides the bin location for each insert used for each Mailer. The contractor has the option to modify the bin assignments for each Mailer, but because of the varying addresses of return envelopes required, they cannot merge Mailer files. SSA must approve any changes to bin assignments at any time during the course of this contract.

The contractor will also receive an electronic daily task order each morning after transmission. This file will contain the volumes of the notices, leaves, pages and any inserts required.

Prior to commencement of the production of orders placed under this contract, the Government will furnish test files shortly after the post-award conference. Test files will be used in performing the Pre-production Validation test and Pre-production Press and Mail Run test.

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

Dataset Names for the following items will be provided at Post-award Conference:

- Print Resource Library (AFP) (for transmission or Email) - AFP resources including page and form definitions, fonts developed by SSA (not licensed), page segments and overlays (if applicable) for page formatting.
- Preproduction Press and Mail Run Test Files for Transmission - includes an AFP formatted print file with the corresponding MRD file and BNR file for each workload in the quantities required.
- Revised Resource Library (AFP) for Transmission or Email (when applicable) - includes AFP print resources, overlays, page segments and non-standard fonts provided shortly after the post-award conference may change during the term of the contract, in which case a revised AFP resource file will be electronically transmitted to the contractor as a replacement.

PRINTER RESOURCES: SSA will provide the AFP resources for each notice workload, unless licensed to SSA by another vendor, in which case that resource will need to be purchased by the contractor. These resources will be provided on the Contractor's choice of media (transmission or Email) shortly after the post-award conference.

SSA-will also provide test files for VPN transmission with samples of each workload to enable the start of the validation process. These test files may be used for the Preproduction Press and Mail Run test. (For additional information, see "PREPRODUCTION PRESS AND MAIL RUN TEST".)

For proper processing of AFP resources supplied to the contractor by SSA, used for printing notices in AFP format, the contractor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS/ZOS operating system accompanied by the most recent release of IBM PSF. These compliances relate solely to interpreting and printing files to be provided to the vendor by SSA, to ensure the contractor is able to print the files as provided without alteration of any kind on the part of SSA.

NOTE: It is solely the Contractor's responsibility to redevelop/reprogram the AFP resources to ensure the proper printing in their environment. Contractor must have knowledgeable programmer(s) capable of working with AFP resources.

The predominant data file format is AFP Mixed Mode or Fully Composed; however, any valid AFP format is possible and must be printable at the contractor's location. The Contractor will be responsible for maintaining the AFP resources on each system that processes SSA's notices.

SSA will provide updated resources electronically, as necessary. When the Contractor receives an update to the printer resources, the Contractor shall install them immediately and provide SSA with 100 sample documents, representative of the workload involved, from the test file within one workday for review.

Contractor is to continue using existing resources while the samples are reviewed. Once the samples are approved, the contractor will be told when to start using the new resources. Whenever testing is required, the Contractor will be responsible for performing the test on each printer that will be used during actual production. Submit samples to: Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

During the term of the contract, the Government anticipates making programmatic changes to the daily notices as warranted (e.g., changes in language, format, appearance, etc.). When changes occur, SSA will perform testing of the workload in their print mail facility for a short period of time. (The "Dark Days" for the contractor should only last a few days.) Only those affected workloads (indicated by filename) will be held back at SSA for validation and production. For example, if the MES notice workload were to be changed, SSA would test and print those notices only. The contractor would continue to print and mail the Earnings MOD and Aurora notice workloads. Upon successful testing of the changes by SSA, SSA will then transmit the new print resources (if necessary) and resume transmission of the notice file(s).

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 is required to have a Secure SFTP site set-up that will permit SSA to transmit files electronically. The site must allow SSA the ability to upload and download files for proofing and validation.

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

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

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

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

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

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

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

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

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

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

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

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

The contractor's storage format must not preclude the availability of the Managed File Transfer software Checkpoint/Restart feature.

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.

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

Prior to the commencement of production on the contract, the contractor will be required to demonstrate their ability to perform the contract requirements. The contractor will be required to perform the following tests: Transmission Test and 12-Hour Preproduction Press and Mail Run Test. See "TEST SCHEDULE under "SCHEDULE"

Transmission Test - After the appropriate bandwidth connection has been installed, the contractor will be required to receive within one (1) workday up to 204,000 notices ranging from an estimated 1-20 printed pages (average of 2 printed pages per notice). The contractor will be required to perform record count verification and perform the Coding Accuracy Support System (CASS) certification within one (1) workday after the complete transmission of all notice test files. The contractor will be required to copy the files to their own system and send email to Jamey Cunningham Jamey.cunningham@ssa.gov with the exact counts received (broken down by dataset name) before proceeding with any other processing. SSA will respond immediately for verification.

The contractor will be required to run the test file through their CASS certification system to ensure there are no problems with the reading of the address file. The contractor will be required to report to SSA with the test results. When the record count verification and CASS certification have been successfully completed, the contractor will be required to process the test files and provide SSA within two (2) workdays, 10 sample documents from the Transmission Test for each file (Mailers 1 through 17) transmitted during the test. Transmission Test notices do not require inserts and envelopes. Contractor will be required to submit test samples to: Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

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

NOTE: If errors are found, additional samples will be required until the validation produces no errors.

Pre-Production Validation Test - Prior to commencement of production of orders placed under this contract, the Government will furnish electronic test files shortly after the post-award conference to be used in performing a Pre-Production Validation Test and Pre-Production Press and Mail Run Test.

Prior to commencement of production of orders placed under this contract, and within five (5) workdays after Government approval of test samples, the contractor shall conduct a pre-production validation test and furnish at least 425 samples notices (25 samples from each mailer) from the electronic test files. Notices must be complete and include all variable data from Government furnished files. Inserts and envelopes will be required; however, the contractor will be notified if SSA decides to waive this requirement.

The container and accompanying documentation shall include the GPO jacket, purchase order and program number, and shall be submitted to the attention of : Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

The Government will approve, conditionally approve, or disapprove the samples from the Pre-Production Validation Test within five (5) workdays of receipt thereof.

Approval or conditional approval will 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 will state the reasons thereof.

Pre-Production Press And Mail Run Test - The Contractor will be required to demonstrate their ability to perform the contract requirements, prior to commencement of actual production, by performing a 12-hour preproduction press and mail run test utilizing test files transmitted electronically shortly after the post-award conference.

During the 12-hour period, the contractor will be required to print and prepare for mailing the following quantities of Earnings MOD, MES, and Aurora notices:

Earnings MOD	Mailer 1	3,750	Aurora	Mailer 9	65
	Mailer 2	22,500		Mailer 10	275
	Mailer 3	80		Mailer 11	1,300
	Mailer 4	633		Mailer 12	1
	Mailer 5	2,325		Mailer 13	1
	Mailer 6	40		Mailer 14	950
	Mailer 7	52		Mailer 15	2,625
				Mailer 16	325
MES	Mailer 8	2		Mailer 17	25

The contractor must perform the Earnings MOD, MES, and Aurora Preproduction Press and Mail Run Test on the equipment they intend to use during live production and using their personnel. This test must be conducted during normal business hours, Monday through Friday. The test will incorporate all aspects of the program consisting of the receipt of transmitted data; the duplex/ imaging (and simplex imaging when an odd page is required) of notices; gathering; folding; binding; inserting; metering (if approved by SSA under certain circumstances); presorting; and preparing finished notices for delivery to the USPS. This must include any reprints required during the course of this test. To simulate actual production conditions the product produced must be in accordance with all contract specifications and all USPS regulations.

The contractor will be required to have all composition, proofing, printed booklets/leaflets/fact sheets, forms, and envelopes necessary for the test, completed prior to beginning the test. Contractor must have adequate supplies on hand to complete the test. Mailers are to be completed in accordance with contract requirements, inserted into correct envelopes, and prepared for mailing.

The contractor must produce a minimum of 34,949 notices in a continuous 12-hour period that will prove to the Government representatives the contractor can satisfactorily complete the requirements of this contract during live production. The 12-hour period for the printing process will begin when the Government representative give an "Okay to Print" on-site. The inserting and mailing process will begin when the contractor has sufficient materials printed to begin the inserting process. The printing, inserting and mail process must be completed in the continuous 12 hour-hour period. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples of the preproduction press and mail run test will be brought back to SSA for validation. The Government will approve, conditionally approve, or disapprove the output within one (1) workday of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval will state the reasons thereof.

The Government will issue a Print Order to the contractor for the Preproduction 12-hour press and mail run test. Upon successful completion of all test requirements the contractor will be reimbursed for all applicable costs for a production run, according to the Schedule of Prices. If the contractor fails to meet all test requirements they will not be reimbursed for any associated costs.

The contractor is required to provide the necessary audit and summary reports for 100% accountability of production and mailing within one hour after the test is complete.

Systems Change/Signature Change/New Notice Files Validation Test - When required, the Government will furnish test files for transmission used in performing programming of a Systems Changes/Signature Change/New Notice Files Validation Test.

This test is required whenever SSA initiates a systems/programming change, a signature change, or when a new notice workload is developed. The contractor shall furnish up to 100 printed samples. The Government has the option to waive the insertion of enclosure(s)/outgoing envelope.

The Government will approve, conditionally approve, or disapprove the samples within seven (7) workdays of receipt thereof. Submit these samples to: Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

The Systems Changes/Signature Change/New Notice Files Validation Test must occur without a break in production of any SSA daily notices. The Government will inform the contractor in advance when the regular daily transmissions will contain the systems changes.

Failure of the contractor to perform any of the start-up tests (i.e., Pre-Production Validation Test, Transmission Test, and Pre-production Press and Mail Run Test) and/or the Systems Changes/Signature Change/New Notice Files Validation Test during the course of the contract satisfactorily may be cause for default.

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

COMPOSITION: Contractor will be required to set type the envelopes. Helvetica or similar typeface will be utilized.

Century Schoolbook or Times New Roman are the approved fonts for producing the notices. SSA will provide the font part numbers to the contractor who will validate that they have the proper licenses for each required font.

The Intelligent Mail Barcode (IMB) font will be required for the start of this contract. The contractor will be required to obtain the necessary font; SSA will not provide it with the Resources supplied. .

Aurora notices (Mailers 9 – 17): Numeric scan line shall be printed using the OCR-A font (applies to approximately 2% of notices).

PROOFS: Proofs of the envelopes, publications and forms will be required and should be included in base costs for the initial order. Any time a copy change may be required during the term of the contract proofs will also be required at the Government's option.

Envelopes:

Three (3) sets of digital color content proofs will be required for each envelope.

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

Publications (booklets, 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.

Three (3) sets of digital color content proofs will be required for each publication.

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 of 2400 x 2400 dpi. 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.

At the Government's option:

PDF proofs

Contractor to submit a "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Proofs must show all margins and dimensions, and indicate trim marks. For envelopes, proofs must show flap, and window size and placement, as applicable.

E-Mail PDF Proof to: Jamey Cunningham (mail to: Jamey.cunningham@ssa.gov). Follow up with phone call to 410-966-8480 confirming receipt.

Inkjet proofs

Proofs must be 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).

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

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

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

Contractor may be required to submit ink draw downs on actual production stock of Pantone color(s) used to produce the product.

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 "SCHEDULE OF PRICES"; "COMPOSITION"

The Contractor must not print to 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. 13" dated September 2019.

Government Paper Specification Standards No. 13 –

https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

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

Personalized Notices: White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Mail-Out Envelope: "4-1/8 x 9-1/2" – White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22", bursting strength 24 lb./in²; Or at contractor's option: White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Mail-Out Envelope: "6-1/8 x 9-1/2" (two envelopes with different return addresses) – White Kraft, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V15, bursting strength 38 lb/in².

Business Reply Mail (BRM) Refund Envelopes: Green Writing (match of Pantone 344) / Goldenrod Writing (match of Pantone 127), basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10, bursting strength 20 lb/in².

NOTE: At contractor's option, the green /goldenrod BRM refund envelopes may be surface tinted. Surface tinting must cover all exposed surfaces (front and back) of the envelope when sealed. Envelope color must meet USPS print reflectance difference requirements.

Courtesy Reply Mail (CRM) Envelopes: White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10, bursting strength 20 lb/in².

Booklets, Leaflets and Fact Sheets: White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Form CMS-2690: Yellow Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Form SSA-3105, Form SSA-L4360-SP, Form SSA-4111, Form SSA-150, Form SSA-1372-BK
Form SSA-3885, Form SF-180, Form SF-1588, Form SSA-4588-OP1 thru OP6, Form SSA-21, and Form SSA-1724:

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10; Or at contractor's option: White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Form SSA-561-U2: Part 1: White CB, Part 2: White CF

Carbonless Bond*, CB, CF, basis weight: 13-15 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-80.

Form SSA-1560-U4: Part 1: White CB., Part 2: White CFB, Part 3: White CFB, and Part 4: White CF

Carbonless Bond*, CB, CF, basis weight: 13-15 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-80

Carbonless Bond*, CFB, basis weight: 13-17 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-80.

* *Carbonless Bond Paper: All chemical transfer bond paper must be of sufficient density and graded sensitivity to ensure clear, legible copies on all parts when forms are filled in by impact typewriter or ballpoint pen. Entries made with ballpoint and felt tip pens will be clear and free from excessive feathering.*

PRINTING/IMAGING: The Government reserves the right to make changes to the envelopes or the format(s)/text of the booklets, leaflets, factsheets, 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. Therefore, the contractor is not to preprint or maintain more than a 90-calendar day surplus/inventory of any of the components required on this contract with the exception for inserts listed under “PUBLICATION AND FORM INSERTS—AURORA” where the yearly volume is expected to be less than 250.

The Government will not be required to purchase from the contractor the surplus/inventory of any component remaining on hand in excess of what was authorized when an envelope or format/text change is implemented. The cost for an increase or decrease in booklet page counts can only be charged at the prices (per page) currently in the Schedule of Prices in the contract. No additional charges may be incurred.

The contractor will have 11 workdays following proof approval to stock and begin using revised booklets/leaflets/fact sheets/forms required for the program. Within five (5) workdays of stocking the revised booklets/leaflets/fact sheets/forms, 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.

Contractor will be required to convert the furnished data from electronic transmission for either laser or ion deposition printing. All imaging/printing must have a minimum resolution of 300 x 300 dpi.

NOTE: Inkjet Printing is NOT allowed.

Notice

Earnings MOD, MES, and Aurora are simplex (face only), and duplex (face and back, head-to-head) printed/imaged in black ink. Approximately 50% of all notices will print/image duplex (face and back). The balance of the notices will require a combination of simplex and duplex printing/imaging.

Spanish notices consist of two (2) parts:

- The first part is the Spanish notice;
- The second part is the same notice in English.

Envelope

Envelopes print face and back after manufacture in black ink. Printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable USPS. The envelope shall accept printing without feathering or penetrating to the reverse side.

Mail-out Envelopes (4-1/8 x 9-1/2"/6-1/8 x 9-1/2"): Envelopes require a security tint (lining is acceptable) printed on the inside (back - before manufacture) in black ink. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

BRM (3-7/8 x 8-7/8"): Face of envelope to be in BRM format. Print FIM and IMB's using the camera ready positive provided (one (1) BRM). The FIM and IMB should be placed on the mailing piece according to the current USPS Domestic Mail Manual. The envelope will require a security tint (lining is acceptable) printed on the inside (back - before manufacture) in black ink.

Contractor may use his own design but must guarantee the product will ensure complete opacity and prevent show through of any material contained therein. Inside of the envelope must contain a clear area (no pantograph design), approximate size 3-1/2 x 5/8", behind the IMB to ensure readability by USPS equipment.

CRM (3-7/8 x 8-7/8"): Face of envelope to be in CRM format. Print FIMs and IMB's using the camera ready positives provided (Mailer 2 {RECON}, Mailers 9 -17 (Aurora) and CMS Refund Envelope). The FIMs and IMB's should be placed on the mailing piece in accordance with the current USPS's Domestic and International Mail Manuals. The envelope will require a security tint (lining is acceptable) printed on the inside (back - before manufacture) in black ink.

Contractor may use his own design but must guarantee the product will ensure complete opacity and prevent show through of any material contained therein. Inside of the envelope must contain a clear area (no pantograph design), approximate size 3-1/2 x 5/8", behind the IMB to ensure the readability by USPS equipment.

Booklet

Print head-to-head with self-covers printing in two Pantone ink colors and bleeding three (3) sides; balance of text and self-cover pages print in two (2) Pantone ink colors and contain adequate gripper margins. Match Pantone ink colors specified on Print Order.

Leaflet

Print face and back, head-to-head. Face prints in two Pantone ink colors and bleeds one side; back prints in two Pantone ink colors and contains adequate gripper margins. Match Pantone ink color specified on Print Order.

Fact Sheet

Prints face and back in two Pantone ink colors and contains adequate gripper margins. Match Pantone ink colors specified on Print Order.

Forms

Form CMS-2690, Form SSA-3105, Form SSA-3885, Form SSA-4111, Form SSA-150, Form SSA-1588, Form SSA-4588-OP1 thru OP6, Form SSA-21, Form SSA-1724 and Form SSA-1372-BK:

Prints face and back, head-to-head in black ink.

Form SSA-L4360-SP: Prints one side only in black ink.

Form SF-180: Prints face and back, head-to-head in black ink (page 4 is blank).

Form SSA-561-U2: Text is identical on face of both parts except for copy designations on Part 1 and Part 2.

Form SSA-1560-U4: Print all parts in black ink, copy designations may be printed in red or black ink. Text is identical on FACE of all parts except for copy designations. Text on BACK of Parts 1, 3 and 4 is identical. BACK on Part 2 differs from other parts.

NOTE: The Contractor is required to insert a date onto the face of each Form CMS-2690. The form must be dated 60 calendar days in the future from the actual mailing date. However, if a Federal Holiday(s) falls within the 60 calendar days, the contractor should not include the Federal Holiday in their calculation and should go to the next available workday (e.g., Actual mail date is July 12, 2010 and the CMS-2690 would require a date of October 4, 2010.) Federal Holidays are as follows:

- | | |
|-------------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King's Birthday | Columbus Day |
| Presidents' Day | Veterans Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |

RECYCLED PAPER LOGO AND LEGEND:

See Government Paper Specification Standards No. 13 for recycled content requirements.

Notices and Envelopes: If recycled paper is used, print the logo and legend in black ink.

Notices – The contractor will digitize the recycled paper logo and legend. The contractor will image the logo and legend in the bottom right corner aligned with the contractor's control number on the first page of each notice. For bilingual notices, the logo will appear on the Spanish copy only.

Envelopes – The logo and legend will print on the back of all envelopes in the bottom left corner.

Booklets, Leaflets, and Fact sheets: If recycled paper is used, the recycled paper logo and legend must print in the same Pantone ink color as the text. The SSA furnished camera copy, negative(s), PDF file, or electronic media will contain the recycled paper logo and legend in either English or Spanish (as appropriate).

Forms: When recycled paper is required or utilized, the logo and legend must print in the same Pantone ink color as the text. Forms do not contain the recycled logo or legend. Contractors are to image the recycled logo and legend using the GFM (logo and legend) furnished at post-award. The recycled logo should appear at the bottom of all face only forms, at the bottom of the back on face and back forms, or at the bottom of the last printed page for folded forms.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015.

NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

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

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 the receipt of transmitted files, the printing of booklets, leaflets, fact sheets, and forms, 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 to be maintained throughout the duration of the contract.

Before production begins on any new workloads, a production inspection(s) may be required at the contractor's plant.

MARGINS: Will be indicated on print order, sample, or electronic file.

CONSTRUCTION/BINDING:

Notice

Gather all pages of a notice in numerical sequence. Notices are to be nested together with all faces forward. Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 3-11/16" or 8-1/2 x 5-1/2" as indicated and insert into the appropriate envelope with title out. Address on first page of notice must be visible through window of mail-out envelope. Either wraparound or accordion folds will be acceptable for the tri-fold notices.

Types of Notices

- English Only
- English notice with a Spanish cover letter

- Bilingual Spanish/English notices consist of the first three paragraphs in Spanish with the remainder of the notice in English
- Spanish/English notices consist of two parts. The first part is a Spanish notice; the second part is the same notice in English (two parts must be nested together)
- Mailers 9-17 (Aurora) contain third party notices - First page of a third party notice prints as an address to one of the following: Administrative Law Judge (ALJ), attorney, NOE Copy or a Representative for the beneficiary (Rep Payee). Subsequent pages in third party notices print as duplicate notice (original copy of this notice is also in an Aurora file to be printed separately) addressed to a SSA beneficiary.

Envelope

Mail-out Envelope (4-1/8 x 9-1/2"): Envelope must be open side, with gummed fold-over flap for sealing and contain high cut diagonal seams or double side seams. Flap depth is at the contractor's option, but must meet all USPS requirements and flap must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient.

Face of envelope to contain a 1-1/4 x 4-1/4" die-cut address window with slightly rounded corners. Die-cut is to be located 1/2" from the bottom edge of the envelope and 3/4" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope).

Contractor has the option to adjust the size of the window opening (subject to Government approval), providing the visibility of the computer generated mailing address and IMB on the notice is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

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

Mail-out Envelope (6-1/8 x 9-1/2"): Envelope must be open side, with gummed fold-over flap for sealing. Flap depth is at the contractor's option but must meet all USPS requirements and flap must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient. Face of envelope to contain a 1-1/2 x 4-1/4" die cut address window with rounded corners. Die cut is to be located 2" from the bottom edge of the envelope and 3/4" from the left edge of the envelope. The long dimension of the window is to be parallel to the long dimension of the envelope.

Contractor has the option to adjust the size and position of the window opening (subject to Government approval), providing the visibility of the computer-generated mailing address and IMB on the notice is not obscured, and other extraneous information is not visible when material is inserted into the envelope. Window is to be covered with a suitable poly-type transparent, low-gloss material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standard/requirements.

BRM/CRM Reply Envelopes (3-7/8 x 8-7/8"): Envelope must be open, with gummed fold-over flap for sealing and contain high cut diagonal seams or double side seams. Flap is at contractor's option, but must meet all USPS requirements and flap must be coated with suitable remoistenable glue that will securely seal the envelope for mailing. (Adhesive must not adhere to the contents of the envelope.)

Booklet

Booklets (SSA Publication Numbers 05-10095, and 05-10137): Saddle-wire stitch in two places across the 8" dimension and trim three sides to 3-1/2 x 8". 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.

Booklets (SSA Publication Numbers 05-10153, 05-10076, and 05-10077): Saddle-wire stitch in two places across the 8" dimension and trim three sides to 5-1/4 x 8". 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.

Leaflet

Leaflets (SSA Publication Number 05-10018): Fold from a flat size of 10-1/2 x 8" to 3-1/2 x 8"; title out, with two folds. Follow furnished folding sample.

Leaflets (SSA Publication Numbers 05-10072, and 05-10958): Fold from a flat size of 14 x 8" to 3-1/2 x 8"; title out, with three folds. Follow furnished folding sample.

Leaflets (SSA Publication Numbers 16-002, 05-10069, and 70-10281): Fold from a flat size of 17-1/2 x 8" to 3-1/2 x 8"; title out, with four folds. Follow furnished folding sample.

Leaflet (SSA Publication Number 70-10283): Fold from a flat size of 21 x 8" to 3-1/2 x 8"; title out, with five folds. Follow furnished folding sample.

Fact Sheet

Fact Sheets (SSA Publication Numbers 05-10007, 05-10045, and 05-10075): 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.

Forms

Form CMS-2690: Trim four sides to 8-1/2 x 3-1/2".

Form SSA-3105: Perforate on the fold 7" from left edge (panel 3). Perforation to run along the entire 8" dimension. Fold from a flat size of 10-1/2 x 8" down to 3-1/2 x 8" with two parallel wraparound folds, title out.

Form SSA-L4360-SP: Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2" title out.

Form SSA-4111: old from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2" title out.

Form SSA-3885: Fold from a flat size of 17 x 11" down to 8-1/2 x 11" title out.

Form SSA-150: Drill two 9/32" round holes centered on left side, 2-3/4" center-to-center; center of holes to be 3/8" from edge of paper. Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2" title out

Form SSA-561-U2: 2-part chemical transfer stub-less bound set held together at the top (8-1/2") edge by adhesive providing sufficient strength to guarantee parts will remain together under normal handling and storage, but permit ready separation of parts without damage to the parts. Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2" title out.

Form SSA-1560-U4: 8-1/2 x 11-5/8" (includes 5/8" binding stub). NCR paper - Four (4) part carbon-interleave snap-out set, with top stub along 8-1/2" dimension. Registrations: All parts NCR. Perforation: Perforate top stub along the entire 8-1/2" dimension for disassembly of paper parts.

Punching: Two (2) round holes in **Parts 1 and 4 only**. Holes are to be 1/4" in diameter, centered on the left margin, 2-3/4" center-to-center. Margins for all Parts: **FACE:** Top – 1/4" to top of first line of print, Left – 5/8" and **BACK:** Top – 1/4" to first line of print, Right – 5/8". Bi-fold form in outgoing envelope.

Form SF-180, Form SSA-1588 and Forms SSA-4588-OP1 through OP6: Fold from a flat size of 17 x 11" to 8-1/2 x 11" then to 8-1/2 x 5-1/2" title out.

Form SSA-21 and Form SSA-1724: Drill two 9/32" round holes centered on left side, 2-3/4" center to center; center of holes to be 3/8" from the left edge of paper. Fold from a flat size of 17 x 11" to 8-1/2 x 11" then down to 8-1/2 x 5-1/2" title out.

Form SSA-1372-BK: 8-page paste on fold booklet. Paste on fold across the 11" dimension, trim three sides to 8-1/2 x 11". Perforate all pages 1/4" from left edge along the entire 11" dimension. Drill two 9/32" round holes centered on left side, 2-3/4" center-to-center; center of holes to be 3/8" from edge. Bi-fold form for use in outgoing envelope.

PACKING:

Gather the appropriate number of leaves per notice, fold and insert into mail-out envelope with recipient's name and address on first page facing out for visibility through window envelope. It is the contractor's responsibility to assure that only the computer-generated address and IMB on the notice will be visible through the window in the envelope and that only one notice is inserted into each envelope. When required, booklet(s), leaflet(s), form(s), and/or return envelope(s) should be inserted behind the notice (when viewed from the window side of the envelope).

- *Bilingual Spanish/English notices:* Recipient's name and address on the Spanish notice should be visible through the window envelope.

NOTE: the bilingual Spanish/English notices must be nested together.).

- *Third Party Notices (Aurora files Mailers 9-17):* First page of a third party notice prints as an address to one of the following: Administrative Law Judge (ALJ), attorney, NOE Copy or a Representative for the beneficiary (Rep Payee). Subsequent pages in third party notices print as a duplicate notice, addressed to a SSA beneficiary (The original notice to the SSA beneficiary is also part of Aurora, but will be printed separately). Notice showing Third party's name and address should be visible through the window envelope. The SSA beneficiary's notice should be inserted behind the third party notice (when viewed from the window side of the envelope).

SPECIAL MAILING REQUIREMENTS: There are multiple workloads under this contract. Earnings MOD consists of various weight pieces. MES consists of identical mail pieces that may be prepared under Permit Imprint G-11 if the daily workload consists of at least 200 identical mail pieces or 50 pounds. This workload will be prepared as Automation rate First-class mail. Aurora has various weight pieces with multiple inserts and a USPS-approved Manifest Mail system may be used

The contractor must participate in the UPSP Minimum Volume Reduction Program (MVRP) to allow mailings under 200 pieces or less than 50 pounds to mail via permit imprint.

Contractor will request participation in USPS's Minimum Volume Reduction Program (MVRP). The contractor must submit a request to participate in writing to the USPS (See Exhibit M - MVRP Request Letter). The MVRP, RE: Domestic Mail Manual section 604.5.1.2, provision provides an exception for approved mailers to the "200 pieces or 50 pounds" rule for Permit Imprint mailings (including certified and foreign mail). Mailers must submit paperwork electronically, including piece level barcode information. Contractor will be required to contact USPS, prior to any MVRP expiration date (if specified by USPS) for additional MVRP approval. Contractor will be required to notify SSA in a timely manner should they encounter any problems with additional USPS MVRP approvals.

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 is required to prepare Domestic First-Class letter-size mail pieces and obtain the maximum postage discount allowed by USPS in accordance with the appropriate USPS rules and regulations, including USPS Domestic

Mail Manual, and Postal Bulletins on Automation-Compatible 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).

Contractor will be required to presort all mail in this contract and achieve USPS automated postal rates. To achieve the maximum automation compatible postal discount, the contractor is required to either presort the notices prior to printing or sort the mail after the notices are inserted. ALL PIECES WITHOUT BARCODES MUST BE SEPARATED and mailed as a non-automation rate single piece mailing. The contractor must disclose how they will achieve maximum postage discounts as required in the contract.

Mail addressed to United States territories and 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) is Domestic Mail, not International Mail and should be included in the discount sorting.

The contractor must use SSA's "First-Class Mail Postage and Fees" 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 pieces or 50 pounds. The contractor is cautioned to use the permit imprint only for mailing material produced under this contract. If there is an insufficient volume to use Permit Imprint, the contractor must utilize the MVRP process to exclude metering.

The contractor is strongly encouraged to use manifest mail when postal regulations allow. To manifest mail 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 key line 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.

Contractor will be required to produce and use a USPS IMB Full Service option and achieve the postage discounts available with this option. The contractor will be required to comply with USPS requirements and place the IMB on all notices/mail pieces of this workload.

The contractor is required to be capable of achieving the postage discounts available with the Full-Service option of the IMB program. The full service option requires the contractor to use Postal One.

The contractor is responsible for producing and providing all reporting data required for acceptance and processing of full service mail required by USPS for the IMB. IMB, delivery address placement, and envelopes used for the mailing are among the items must comply with USPS requirements for automation-compatible mail in effect at the time of the mailing.

In addition, USPS has instituted 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" between the left and right edges of the window, and at least 0.028" clearance between the IMB 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 ordering 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.

NATIONAL CHANGE OF ADDRESS (NCOA) AND CODING ACCURACY SUPPORT SYSTEM (CASS):

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

Contractor must provide any documentation of the move update software process required by USPS. The contractor must ensure that no portion of the mailing envelope window protrudes into the barcode clear zone as specified in DMM 202.5.0 and the update software license agreement.

NOTE: The move update software version, which changes the addresses prior to printing, is not acceptable.

ALTERNATE: If the contractor cannot process the mail through a MLOCR with the latest move update software approved by USPS at time of mailings and still meet SSA's deadlines, then the "ADDRESS SERVICE REQUESTED" endorsement must appear on the envelopes in one of the locations approved by USPS.

USPS CERTIFIED MAIL:

The domestic mail pieces included in these mailings may be required to be mailed using USPS Certified Mail. The contractor will prepare these mail pieces according to USPS regulations contained in the Domestic Mail Manual (DMM) under Section 503.3.0, Certified Mail.

Notices associated with the certified mail file shall be inserted into envelopes and processed as certified mail. The contractor must place the current Postal Service Form 3800 (20 digit certified number and barcode) on the envelope.

USPS INTERNATIONAL REGISTERED MAIL:

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

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

INTERNATIONAL MAIL:

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

Permit imprint (G-11 mailing indicia) may be used for International Mail providing the mailing consist of at least 200 identical pieces. Permit imprint may not be used if less than 200 identical pieces. The contractor must utilize the MVRP process to exclude metering of international mail.

If the mailing meets the qualifications for International Priority Airmail (IPA), it should be processed through IPA in accordance with postal rules and regulations in effect at the time of mailing.

Contractor must prepare mail pieces in accordance with the shape-based requirements of First-Class Mail International service listed in the USPS International Mail Manual (IMM) and the additional requirements for IPA as specified in the most recent IMM. The contractor is required to sort the mail to achieve the maximum postage discounts available with the IPA program. To maximize postage savings, the contractor shall sort to the IPA Rate Group 1 through 15. Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and Arabic numerals on postal items.

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

All International Mail must be endorsed "AIRMAIL/PAR AVION" as described in the "USPS IMM". (The contractor may use a rubber stamp to meet these requirements.) International Mail cannot contain a presort endorsement.

NOTE: The contractor is cautioned that files listed will contain mail addressed to United States territories and possessions (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)**). This mail is Domestic Mail, **NOT** International Mail and should be included in the discount sorting above.

MAILING DOCUMENTATION:

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

NOTE: The contractor will use **Federal Agency Cost Code 276-00049** on all mailing documents.

Within 24 hours after completion of the Print Order the contractor must provide PDF copies of the mail documentation, USPS 3607R, GPO's Form 712(Certificate of Conformance), and/or Certificate of Bulk mailings, etc., along with a copy of corresponding 100% Accountability Summary reports to Jamey Cunningham at: Jamey.cunningham@ssa.gov. All copies must be legible and include both obverse and reverse side.

If at any time during the term of this contract the contractor does not meet the mailing schedule they are to provide daily spreadsheets showing how many notices printed, inserted and mailed of each mailer, along with copies of the postal documents and 100% Accountability Summary reports. These reports will be required daily within 24 hours of mailing until the mailings are back on schedule.

Upon termination of this contract, the contractor must return all Governments furnished materials (Manuscript copy, camera copy, PDF file or electronic media) for each envelope, pamphlet, leaflet, fact sheet and form to: Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

All expenses incidental to returning this material, submitting proofs, and furnishing samples copies must be borne by the contractor.

NOTE: The contractor is to provide a copy of the Invoice to SSA Jamey Cunningham via PDF 72 hours after completion of the Print Order. The PDF copy of the invoice can be emailed to: Jamey.cunningham@ssa.gov.

SCHEDULE: Adherence to this schedule must be maintained. For each option year exercised, the amount of time in the schedule will remain the same. 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, SSA must be notified immediately and daily reports must be providing showing number of pieces inserted, printed and mailed must also be provided if the contractor deviates from the specified mail out date.

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

If at any time during the term of this contract the contractor does not meet the mailing schedule they are to provide daily spreadsheets showing how many notices printed, inserted and mailed of each mailer, along with copies of the postal documents and 100% Accountability Summary reports.

These reports will be required daily within 24 hours of mailing until the mailings are back on schedule.

Proof Schedule -Proofs will be required for the initial order and any time a copy change may be required during the term of the contract.

Proofing for Initial Start-Up

The contractor will submit proofs for all envelopes, publications (booklets/ leaflets/ fact sheets), and forms under this contract within 10 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 five (5) workdays of the receipt thereof. The Contractor must submit revised proofs, if necessary, due to author's alterations (AA's), within five (5) 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 three (3) 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 (booklets/ leaflets/ fact sheets), and forms under this contract within five (5) 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 (5) workdays of the receipt thereof.

The Contractor must submit revised proofs, if necessary due to Authors Alterations (AA's), within five (5) 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 (3) workdays. The first workday after receipt of proofs at SSA is day one (1) of the hold time.

Preproduction Test Schedules

Prior to receiving transmission of live production data files, the contractor will be required to perform the following tests: (The Transmission Test will begin after the Government is notified of the availability of the system.)

Transmission Test

The contractor will be required to receive 204,000 notices (consisting of multiple pages) within one (1) workday. The contractor will be required to perform a Record Count Verification within one (1) workday after the complete transmission of the test file. The contractor will be required to copy the files to their own system and provide the exact file counts received (broken down by dataset name) via email to Jamey.cunningham@ssa.gov before proceeding with any other processing.

SSA will immediately verify the counts match and notify the contractor. When the Record Count Verification has been successfully completed, the contractor will be required to provide SSA 10 test samples from each file transmitted, within two (2) workdays.

Pre-Production Validation Test

Within five (5) workdays after Government approval of test samples and prior to the Pre-Production Press and Mail Run test, the contractor is required to perform a Pre-Production Validation Test. The contractor must furnish SSA a total of 425 printed samples of the notices (25 sample notices from each of the 17 mailers) from the test files furnished shortly after the post-award conference. The Government will approve, conditionally approve or disapprove the samples from the Pre-Production Validation Test within five (5) workdays of receipt thereof.

Pre-Production Press and Mail Run Test

The Contractor will be required to perform a 12-hour press and mail run test on their equipment and using their personnel, within five (5) workdays after Government approval of validation test samples and after the contractor receives the materials necessary to perform the test. The contractor will be required to print and prepare for mailing 34,949 notices. The mailers will be produced in accordance with all contract specifications and USPS regulations.

The contractor is required to provide the necessary audit and summary reports for 100% accountability of production and mailing within one hour after the test is complete.

The Government will issue a Print Order to the contractor for the Preproduction 12-hour press and mail run test. Upon successful completion of all test requirements the contractor will be reimbursed for all applicable costs for a production run, according to the Schedule of Prices. If the contractor fails to meet all test requirements they will not be reimbursed for any associated costs.

NOTE: Contractor must notify GPO of the date and time the Pre-Production Press And Mail-Run Test will be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to all tests.

Systems Change/Signature Change/New Notice Files Validation Test

When required, the Government will furnish and transmit test files to be used when performing a Systems Change Validation Test. This test is required whenever SSA initiates a systems/programming change. When required, the contractor will furnish up to 100 printed samples (no envelopes or enclosures). The Government will approve, conditionally approve or disapprove the samples within seven (7) workdays of receipt thereof.

The contractor will be required to have all material necessary to perform these tests. Government representatives will witness all phases of the Preproduction Press and Mail Run Test. The contractor must produce a sufficient amount of notices that will prove to the Government representatives the contractor can satisfactorily complete the requirements of this contract during live production.

Failure of the contractor to perform any of the above tests satisfactorily may be cause for default. The Government reserves the right to waive the requirements of these tests. The contractor will be notified at the Post-award Conference if any test(s) will be waived.

Production Schedule

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the daily electronic task order and verification of counts from same. If the contractor does not receive an electronic task order they must immediately notify SSA by email at jamey.cunningham@ssa.gov.

Contractor must not proceed with processing a transmission until counts are verified against the task order. If a discrepancy is found, the contractor must call SSA's Scheduling Helpline immediately at 866-718-6410.

Workday – The term “workday” is defined as Monday through Friday* each week, excluding of the days on which Federal Government holidays are observed. Also excluded are those days on which the GPO is not open for the transaction of business, such days of national mourning, hazardous weather, etc.

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

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

Live production files can be transmitted on a daily basis Monday 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).

NOTE: Contractor must not proceed with processing a transmission until counts are verified against the task order. If a discrepancy is found the contractor must call SSA's Helpline immediately at 877-697-4978.

Delivery Schedule

Mailer 1 (SEADJUST), Mailer 4 (ICOR), Mailer 5 (IRES), Mailer 7 (PUPS), and Mailers 9-17 (Aurora) Notices

Complete production and mailing must be made on this notice within two (2) workdays after receipt of each complete transmission; e.g., transmissions received on Monday must be mailed by close of business Wednesday, transmissions received on *Saturday*, must be mailed by close of business Tuesday.

Bad Aurora File

Complete production and mailing must be made for any bad Aurora file (Mailers 9-17) within two (2) workdays after receipt of the retransmitted corrected file.

Aurora Mailers 9-15 and 17

The merging of these Mailers will not alter the original delivery schedule of a two (2) workday turnaround should a bad mailer file be detected in the original file transmission. The contractor is to alert SSA when a bad mailer file is detected however they are not required to wait for instruction from SSA. The contractor should immediately proceed with the reprocessing and reprinting of the remaining good mailer files. SSA will correct the errors as required and deliver a new mailer file to the Contractor as quickly as possible

Mailer 2 (RECON), Mailer 3 (RESUB PAPER), Mailer 6 (RESUB ELECTRONIC), and Mailer 8 (MES) Notices

Complete production and mailing must be made on these notices within five (5) workdays after receipt of each complete transmission; e.g., transmissions received on Monday must be mailed by the close of business the following Monday, transmissions received on Saturday must be mailed by the close of business Friday.

SPECIAL MAILING INSTRUCTIONS NOTE:

Earnings MOD and MES Notices (Mailers 1-8): All mailers must be released into the mail stream regardless of any addressing problems.

Aurora Notices (Mailers 9-17): The contractor is required to notify SSA if an addressing problem (no address or incomplete address information) is found. Due to notice content, the problem notice must be sent the same day it is detected. SSA will provide the contractor with the necessary action to be taken (i.e. destroy or mail).

DAILY MAILERS EXCEEDING ESTIMATED QUANTITIES:

The total number of mailers has been estimated for each frequency requirement (Daily, Weekly, Monthly, and Quarterly). If the total for each frequency exceeds 25%, the Contractor will receive a "Premium Payment" as offered in the "Schedule of Prices". No additional time will be allowed in the performance of this additional quantity.

NOTICE / PAMPHLET / LEAFLET / FACT SHEET / FORM SAMPLE QUANTITY REQUIREMENTS:

Deliver f.o.b. destination with the first order and whenever SSA makes a significant change to the language, format, or appearance of a notice, 30 complete production samples of each type of notice, inserted into mail-out envelopes but NOT sealed. Samples shall be printed and constructed in accordance with these specifications. Deliver samples to: Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Deliver f.o.b. destination with the initial order and subsequent orders, five (5) production samples of each pamphlet, leaflet, fact sheet, and form Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Deliver f.o.b. destination with the initial order and subsequent orders, five (5) production samples of each envelope to Kevin Jennings, Division of Mail and Postage Policy, 1309 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401 and 5 production samples to Social Security Administration, Division of Printing Management Attn: Jamey Cunningham, 3-B-9-A Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Press Sheet or Production Inspection

The contractor must notify the U.S. GPO of the date and time the press sheet 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 for orders placed on the regular schedule, and 24 hours prior to the inspection for orders placed on the accelerated schedule. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (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 of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

NOTE: If the backup facility is used for the production of these notices, the Government will require a press sheet inspection. Prior to production, notification must be given at least 72 hours in advance of production start-up.

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov. Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3 - DETERMINATION OF AWARD

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

Although the base year will only allow for approximately seven (7) months of live production, the determination below was estimated on a full years' production

PREMIUM PAYMENTS: Premium payments will be authorized when the number of mailers within one single transmission exceeds the maximum estimated total daily mailers by up to a maximum of 25%, for all mailers combined (Earnings MOD, MES, and AURORA).

Contractor will be authorized to apply the percentage increase, offered in the "Schedule of Prices" (Item VIII) to the price(s) offered for Item II. "PRINTING/IMAGING and BINDING": line item (b), and Item IV. "INSERTING and MAILING" lines (a) through (e).

NOTE: Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on their voucher.

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

I.	(a)	41	(j)	158
	(b)	216	(k)	124
	(c)	20	(l)	248
	(d)	10	(m)	2
	(e)	10	(n)	410
			(o)	270
II.	(a)	256	(p)	2,148
	(b)	107,874	(q)	194
	(c)	7,530	(r)	2
	(d)	24,640	(s)	400
	(e)	2,446	(t)	1
	(f)	5,720	(u)	42
	(g)	322	(v)	2610
	(h)	4,448	(w)	2
	(i)	56,088	(x)	10

III	(a)	53,937
	(b)	7,530
	(c)	24,640
	(d)	2,446
	(e)	6,042
	(f)	2,224
	(g)	28,044
	(h)	158
	(i)	124
	(j)	248
	(k)	2
	(l)	410
	(m)	270
	(n)	2,748
	(o)	2,652
	(p)	4
	(q)	40

IV.	(a)	5,474
	(b)	560
	(c)	1,484
	(d)	14
	(e)	24,640

V.	(a)	1
	(b)	1

VI.	(a)	7
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VII.	(a)	34
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SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Baltimore, Maryland and f.o.b. contractor's city for all mailing.

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

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

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

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

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

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

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

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

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

Cost of all required paper must be charged under Item 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.

NOTE: 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) Envelopes per envelope\$ _____
- (b) Booklets, Leaflets, Fact Sheets, Forms per 8-1/2 x 11" page\$ _____
- (c) Digital Content Proofs
(Revised for AA's only) per 8-1/2 x 11" page\$ _____
- (d) Adobe Acrobat PDF soft proof
(At the Government's option)per file\$ _____
- (e) Ink Jet proofs
(At the Government's option) per 8-1/2 x 11" page\$ _____

(Initials)

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 make-ready / 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 the 22 mailers run each day (Earnings MOD, MES, and AURORA). Invoices submitted with more than one makeready/setup charge per day will be disallowed.

(b) Notices (printing/imaging per page).....per 100 pages\$ _____

(c) Mail-out envelope 4-1/8 x 9-1/2"per 100 envelopes\$ _____

(d) Mail-out envelope 6-1/8 x 9-1/2"per 100 envelopes\$ _____

(e) BRM Refund Envelopes.....per 100 envelopes\$ _____

(f) CRM Envelopesper 100 envelopes\$ _____

(g) CMS CRM Envelopesper 100 envelopes\$ _____

(h) Saddle-stitched Booklets: 2 versions
Flat size: 7 x 8"; Folded size: 3-1/2 x 8"
05-10095; 05-10137
Prints in 2 PMS Colors
Price offered includes bindingper 100 pages\$ _____

(i) Saddle-stitched Booklets: 3 versions
Flat size: 10-1/2 x 8; Finished size: 5-1/4 x 8"
05-10153; 05-10076; 05-10077
Prints in 2 PMS Colors
Price offered includes binding.....per 100 pages\$ _____

(j) Leaflet: 1 version
Flat size: 10-1/2 x 8"; Folded size: 5-1/4 x 8"
05-10018
Prints in 2 PMS colors
Price offered includes foldingper 100 complete leaflets\$ _____

(k) Leaflets: 2 versions
Flat size: 14 x 8"; Folded size: 3-1/2 x 8"
05-10072; 05-10958
Prints in 2 PMS colors
Price offered includes foldingper 100 complete leaflets\$ _____

(l) Leaflets: 3 versions
Flat size: 17-1/2 x 8"; Folded size: 3-1/2 x 8"
16-002; 05-10069; 70-10281
Prints in 2 PMS colors
Price offered includes foldingper 100 complete leaflets\$ _____

(Initials)

- (m) Leaflets: 1 version
Flat size: 21 x 8"; Folded size: 3-1/2 x 8"
70-10283
Prints in 2 PMS colors
Price offered includes foldingper 100 complete leaflets\$ _____
- (n) Fact Sheets: 3 versions
Flat size: 8-1/2 x 11"; Folded size: 8-1/2 x 5-1/2"
05-10007; 05-10045; 05-10075
Prints in 2 PMS colors
Price offered includes folding per 100 complete fact sheets\$ _____
- (o) Form CMS-2690
Flat size: 8-1/2 x 3-1/2"
Prints in black – face and back
Price includes trimming 4 sides.....per 100 complete forms\$ _____
- (p) Form SSA-3105
Flat size: 10-1/2 x 8" Folded size: 3-1/2 x 8"
Prints in black – face and back
Price includes perfining and folding.....per 100 complete forms\$ _____
- (q) Form SSA-L4360-SP
Flat size: 8-1/2 x 11"; Folded size: 8-1/2 x 5-1/2"
Prints in black – face only
Price includes folding.....per 100 complete forms\$ _____
- (r) Form SSA-4111
Flat size: 8-1/2 x 11"; Folded size: 8-1/2 x 5-1/2"
Prints in black – face and back
Price includes folding..... per 100 complete forms\$ _____
- (s) Form SSA-150
Flat size: 8-1/2 x 11" Folded size: 8-1/2 x 5-1/2"
Prints in black – face and back
Price includes drilling and foldingper 100 complete forms\$ _____
- (t) Form SSA-1372-BK
Flat size: 17 x 11"; Pasted size: 8-1/2 x 11" pages
Re-folded to finished size: 8-1/2 x 5-1/2"
8-page paste on fold
Prints in black – face and back
Price includes paste bindingper 100 complete booklets\$ _____
- (u) Form SSA-3885, Form SF-180; Form SSA-1588;
Form SSA-4588-OP1 thru OP6
Flat size: 17 x 11"; Folded size: 8-1/2 x 5-1/2"
Prints in black – face and back
Price includes folding.....per 100 complete forms\$ _____

(Initials)

- (v) Form SSA-21; Form SSA-1724
Flat size: 17 x 11" Folded size: 8-1/2 x 5-1/2"
Prints in black – face and back
Price includes drilling and foldingper 100 complete forms\$ _____
- (w) Form SSA-561-U2
Flat size: 8-1/2 x 11" Folded size: 8-1/2 x 5-1/2"
Prints in black – face and back
Price includes binding per 100 complete snap-out sets\$ _____
- (x) Form SSA-1560-U4
Flat size: 8-1/2 x 11-5/8" (with 5/8" stub)
Prints in black and red – face only
Price includes binding per 100 complete snap-out sets\$ _____

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 make-ready or running spoilage must be included in the prices offered.

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

- Notices – Each page-size leaf.
- Envelopes – Each envelope.
- Booklets – Each page-size leaf.
- Factsheets – Each page-size leaf.
- Leaflets – Each page-size leaf.
- Forms – Each page-size leaf.

Per 100 Leaves

- (a) Notices (8-1/2 x 11"): White Uncoated Text (50-lb.)\$ _____
- (b) Mail-out Envelope (4-1/8 x 9-1/2"):
White Wove (24-lb.) or White Uncoated Text (60 lb.)\$ _____
- (c) Mail-out Envelope (6-1/8 x 9-1/2"): White Kraft (24-lb.)\$ _____
- (d) BRM Refund Envelope (3-7/8 x 8-7/8"): Colored Writing (20-lb.).....\$ _____
- (e) CRM Envelopes (3-7/8 x 8-7/8"): White Writing (20-lb.).....\$ _____
- (f) Booklets (3-1/2 x 8"): White Uncoated Text (60-lb.)\$ _____
- (g) Booklets (5-1/4 x 8"): White Uncoated Text (60-lb.)\$ _____
- (h) Leaflet (10-1/2 x 8"): White Uncoated Text (60-lb.)\$ _____
- (i) Leaflet (14 x 8"): White Uncoated Text (60-lb.).....\$ _____
- (j) Leaflet (17-1/2 x 8"): White Uncoated Text (60-lb.)\$ _____
- (k) Leaflet (21 x 8"): White Uncoated Text (60-lb.).....\$ _____
- (l) Factsheet (8-1/2 x 11"): White Uncoated Text (60-lb.).....\$ _____

(Initials)

Per 100 Leaves

- (m) Form CMS-2690 (8-1/2 x 3-1/2"): Yellow Index (90-lb.).....\$ _____
- (n) Form SSA-3105; Form SSA-L4360-SP; Form SSA-4111;
Form SSA-150; and Form SSA-1372-BK (8-1/2 x 11"):
White Writing (20-lb.) or White Uncoated Text (50 lb.)\$ _____
- (o) Form SSA-3885; Form SF-180; Form SF-1588;
Form SSA-4588 (OP1 thru OP6); Form SSA-21;
and Form SSA-1724; (17 x 11"):
White Writing (20-lb.) or White Uncoated Text (50 lb.)\$ _____
- (p) Form SSA-561-U2: Part 1 CB & Part 2 CF (8-1/2 x 11):
White Carbonless Bond (13-15 lb.).....\$ _____
- (q) Form SSA-1560-U4: Part 1 CB, Part 2 CFB
Part 3 CFB, and Part 4 CF (8-1/2 x 11-5/8"):
White Carbonless Bond (13-17 lb.).....\$ _____

IV. INSERTING AND MAILING: Prices offered must include the cost of all required materials and operations necessary for the mailing of the notice including cost of collating notice (single or multiple leaves) in proper sequence and folding to required size in accordance with these specifications, insertion of notice(s), and appropriate inserts as required (i.e., form(s), pamphlet(s), leaflet(s) and refund/return envelope(s)), into mail-out envelope and mailing in accordance with these specifications.

Earnings MOD: Mailers 1 through 7. Mailers will consist of a notice with 1 to 7 printed pages and may generate any combination of component(s) listed.

- (a) Mailer 1: OLBG.BTI.vendor.SEAAFP.M11*****.RYYMMDD (SEADJUST)
Mailer 3: OLBG.BTI.vendor.RSBAFP.M31*****.RYYMMDD (RESUB PAPER)
Mailer 5: OLBG.BTI.vendor.IREAFP.M51*****.RYYMMDD (IRES)
Mailer 6: OLBG.BTI.vendor.RSBAFP.M61*****.RYYMMDD (RESUB ELECTRONIC)
Mailer 7: OLBG.BTI.vendor.PRIAFP.M71*****.RYYMMDD (PUPS-PRIS)
Personalized Notice, and
Mail-out envelope (4-1/8 x 9-1/2")..... per 100 complete mailers.....\$ _____
- (b) Mailer 2: OLBG.BTI.vendor.E15AFP.M21*****.RYYMMDD (RECON)
Personalized Notice, CRM Return Envelope,
SSA Pub. No. 16-002, and
Mail-out envelope (4-1/8 x 9-1/2")..... per 100 complete mailers.....\$ _____
- Mailer 4: OLBG.BTI.vendor.EMSAFP.M41*****.RYYMMDD (ICOR)
- (c) Personalized Notice, Personalized Spanish Cover
Letter with English Notice,
Personalized Spanish Notice, and
Mail-out envelope (4-1/8 x 9-1/2")..... per 100 complete mailers\$ _____

(Initials)

MES: Mailer 8 will consist of a single leaf Notice and a mail-out envelope.

(d) Mailer 8: OLBG.BTI.vendor.MESAFP.M81*****.RYYMMDD

Personalized Notice, and
Mail-out envelope (4-1/8 x 9-1/2").....per 100 complete mailers\$ _____

AURORA: Mailers 9 through 17. Mailers can consist of notices with 1 to 20 printed pages and any combination of components listed with mailer.

NOTE: *Aurora notices contain approximately 20% manual insertions.*

- (e) Mailer 9: OLBG.BTI.vendor.CTPAFP.M9*****.RYYMMDD (AJS-1)
- Mailer 10: OLBG.BTI.vendor.CTPAFP.M0*****.RYYMMDD (MCS)
- Mailer 11: OLBG.BTI.vendor.CTPAFP.MA*****.RYYMMDD (MADCAP)
- Mailer 12: OLBG.BTI.vendor.CTPAFP.MB*****.RYYMMDD (TATTER)
- Mailer 13: OLBG.BTI.vendor.CTPAFP.MC*****.RYYMMDD (REACT)
- Mailer 14: OLBG.BTI.vendor.CTPAFP.MD*****.RYYMMDD (T2R)
- Mailer 15: OLBG.BTI.vendor.CTPAFP.ME*****.RYYMMDD (MISC)
- Mailer 16: OLBG.BTI.vendor.CTPAFP.MF*****.RYYMMDD (IRMAA)
- Mailer 17: OLBG.BTI.vendor.CTPAFP.MG*****.RYYMMDD (SNO)

Personalized English Notice, Green BRM Refund Envelope, Goldenrod BRM Reply Envelope, Green CRM Return Envelope, White CRM Return Envelope, White CMS CRM Refund Envelope,
 Publications: 05-10076, 05-10077, 05-10095, 05-10153, 05-10137, 05-10018, 05-10072, 05-10958,
 05-10069, 70-10281, 70-10283, 05-10007, 05-10045, 05-10075,
 Form CMS-2690, Form SSA-3105, Form SSA-4360-SP, Form SSA-3885, Form SSA-4111, Form SSA-150,
 Form SSA-561-U2, Form SSA-1560-U4, Form SF-180, Form SF-1588, Form SSA-4588 (OP1 – OP6),
 Form SSA-21, Form SSA-1724, Form SSA-1372-BK,
 Mail-out envelope (6-1/8 x 9-1/2") - with or without "IR designator
 Per 100 complete mailers\$ _____

V. PREPRODUCTION TESTS: Price offered must include all costs incurred in performing the two (2) tests (Transmission Test and Validation 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) Transmission Test.....\$ _____

VI. PROGRAMMING A NEW NOTICE OR NOTICE CHANGE (includes notice signature changes)/NEW AND EXISTING NOTICE FILES VALIDATION TEST: Price offered must include all costs incurred during the term of the contract.

- (a) Programming a New Notice or Notice Change (per mailer)\$ _____

NOTE: Cost of printing/imaging, paper, binding, inserting, envelopes (if required) will be included in the appropriate print order and will be charged accordingly under II., III. and IV above.

(Initials)

VII. NOTICE DESTRUCTION FEE

(a) Per 100 notices destroyed.....\$ _____

VIII. PREMIUM PAYMENTS WHEN DAILY MAILERS EXCEED ESTIMATED MAXIMUM QUANTITIES:

Premium payments will be authorized when the number of mailers within one frequency (Daily, Weekly, Monthly, and Quarterly) exceeds by 25% of the maximum estimated total daily mailers for that frequency requirement. Premium payments will apply to all costs Item II. "PRINTING/IMAGING and BINDING": line item (b), and Item IV. "INSERTING and MAILING" line items (a) through (e).

(a) Percentage increase _____ %

(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

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

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

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

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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