

U.S. Government Publishing Office (GPO)  
Northeast Regional Team  
General Terms, Conditions, and Specifications  
For the Procurement of  
End of Year Tax Documents  
as requisitioned from the U.S. Government Publishing Office (GPO) for  
DLA Document Services for DFAS Indianapolis  
Single Award

**TERM OF CONTRACT**

The term of this contract is for the period beginning Date of Award and ending June 30, 2025, plus up to four optional 12-month extension period(s) (July 1, 2025 through June 30, 2026, July 1, 2026 through June 30, 2027, July 1, 2027 through June 30, 2028, and July 1, 2028 through June 30, 2029) that may be added in accordance with the [Option to Extend the Term of Contract](#) clause in [Section 1](#) of this contract. Special attention is directed to the [Economic Price Adjustment](#) clause in [Section 1](#) of this contract.

**BID OPENING**

Bids shall be opened virtually at 11:00 a.m., prevailing Eastern Time (ET) on **July 8, 2024** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. The must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION**

Bidders MUST submit e-mail bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after bid opening date and time specified above will not be considered for award.*

**RESTRICTION ON LOCATION OF PRODUCTION FACILITIES**

All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 450-mile radius of Defense Finance and Accounting 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249-0201.

**NOTICE TO BIDDERS**

These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Special attention is directed to [Bid Opening](#), [Bid Submission](#), and [Additional Emailed Bid Submission Provisions](#).

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

For information regarding the solicitation requirements *prior to* award, email Linda Price at [lprice@gpo.gov](mailto:lprice@gpo.gov) or Mike Sommer at [msommer@gpo.gov](mailto:msommer@gpo.gov). For contract administration *after* award, contact Linda Price at [lprice@gpo.gov](mailto:lprice@gpo.gov) or Kate Brown at [kbrown2@gpo.gov](mailto:kbrown2@gpo.gov).

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## SECTION 1 – GENERAL TERMS AND CONDITIONS

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### **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 Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 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>

### **REGULATIONS GOVERNING PROCUREMENT**

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation, as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation are applicable.

### **ACTUAL DAMAGES**

In accordance with GPO Pub. 310.2, Contract Terms, Contract Clause 21, Actual Damages, actual damages may be charged for all expenses caused the Government for contractor failure to provide products that conform to the specifications, failure to ship/deliver or perform within the time specified or any extension thereof, or for loss or damage to Government Furnished Property (GFP). Actual damages may include penalties applied by the IRS for not postmarking all tax documents in accordance with the guidelines listed in the website below:

<https://www.irs.gov/Government-entities/federal-state-local-Governments/increase-in-information-return-penalties-2>

The contractor may also be responsible for any costs incurred by the Government for additional staffing needed to handle inquiries regarding untimely delivery of statements.

### **SUBCONTRACTING**

The predominant production functions of this contract are downloading and manipulating Government furnished data files, printing/imaging variable data, gathering, folding, inserting into envelopes and sealing or pressure- sealing self-mailers, preparing and packaging for pickup by United States Postal Service, and disposal of waste materials containing PII/CUI. These operations CANNOT be subcontracted. All other operations, including printing/imaging of static data are not considered part of the predominant production functions. Any bidder who cannot perform the predominant production functions will be declared non-responsible.

### **SECURITY PROVISIONS**

Orders placed under this contract will contain material considered as Controlled Unclassified Information (CUI) and Personally Identifiable Information (PII). Proper security controls and appropriate disposal of waste material is required.

Contractor to provide security plan for required background investigations, security protocols for safeguarding CUI and PII, policies enforcing the “Privacy Act” (including acknowledgement of associated penalties). The contractor must provide plan for “[Security Controls](#)” as described below.

### **Background Investigations**

Contractor’s employees handling CUI/PII must meet security and public trust levels comparable to National Agency Check with Investigations (NACI) and Public Trust background investigations. Contractor to verify all employees assigned to the contract have necessary background investigations and provide the pertinent documentation as required by the Government.

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### **Controlled Unclassified Information (CUI) and Personally Identifiable Information (PII)**

Access to, accountability for, and safeguarding of CUI, is the responsibility of the DFAS manager of the requiring office who will determine what CUI contractor personnel are given access to. CUI may not be disclosed to contractor personnel unless required for contract performance. Contractor personnel shall safeguard CUI in accordance with DoDI 5200.48 and DFAS 5200.1-I.

While Government-owned, furnished files identified as CUI/PII is in the custody of the Contactor, it is the Contractor's responsibility to properly safeguard CUI/PII from loss, theft, or inadvertent disclosure and to immediately notify the GPO Contracting Officer and designated DLA personnel (to be assigned at time of award), of any loss of CUI/PII. The Contractor shall maintain a Chain of Custody log that follows CUI/PII through the Contractor's plant to hand-off to USPS facility or acceptance by USPS personnel operating USPS truck.

### **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.

### **Security Controls**

To ensure the Contractor's facility can provide the necessary controls to safeguard security material, a tour of the facility may be conducted by Government personnel. The review of the facility will include, but is not limited to the following:

- (a) Physical security controls,
- (b) Protection of data recorded on magnetic media,
- (c) Protection of data recorded on hard copy media,
- (d) Identification and authentication controls,
- (e) System accountability controls,
- (f) Systems access controls,
- (g) Protection of residual data,
- (h) Back up procedures,
- (i) Fire detection and annunciation,
- (j) Contingency plans, and
- (k) Personnel security

Contractor will be required to make reasonable changes to their facility and/or procedures to properly safeguard security material. If requirements are not met, requirements will be procured from other sources.

### **Disposal of Waste Materials**

The Contractor is required to demonstrate how all waste materials used in the production of CUI/PII will be definitely destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records must be definitely destroyed in a manner that prevents reconstruction. Definitely destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations.

If the Contractor selects shredding as a means of disposal, a crosscut shredder shall be used.

The Contractor must provide the location and method planned to dispose of the materials and must provide official Proof of Destruction Certificate which, at a minimum, must include:

- Facility Name
- Program and Print Order Number(s) and Contractor's internal job identification number
- Control ID number of each tax form or statement destroyed (located on face page of all tax forms)
- Method of destruction for waste material and for electronic records
- Date of destruction
- Name and signature of personnel responsible for destruction

### **Security Control Plan**

The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g., while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

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

1. The plan shall contain at a minimum how Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,

4. 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).

**QUALITY ASSURANCE LEVELS AND STANDARDS**

The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III. This shall include an image reproduced by any means.
- (b) Finishing Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Prior-to-Production Samples

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

**CONTRACTOR QUALITY ASSURANCE AND REVIEW**

The Contractor shall initiate, document, and maintain a quality assurance (QA) program throughout the period of performance in order to ensure conformance with the Customer's requirements for accuracy and delivery. The QA program shall document the Contractor's methods for addressing at minimum the following:

- (a) Evaluating Contractor acquired materials for integrity and conformance to specification.
- (b) Maintaining all production hardware and software to ensure that it is of appropriate quality, accuracy, and quantity to ensure that all requirements of this contract are met.
- (c) Quality control procedures, including actions taken to correct problems, and submission of a quality control report along with (or as a part of) a scanning log or production database, with each delivery to DLA and GPO. This quality control report must enumerate and describe actions taken.

**Contractor Furnished Plans**

In addition to the plans required by "Security Provisions" described above and as part of the Contractor Quality Assurance and Review, the Contractor will be required to furnish the following plans:

- Material Handling and Inventory Control Plan
- Production Plan
- Quality Control Plan

The Government reserves the right to waive some or all of the above listed plans. The Contractor will be required to submit the plans to the Government within 2 workdays of request. These plans are subject to review and approval by the Government and award may not be made prior to approval of same.

***Material Handling and Inventory Control Plan***

Contractor required to explain in detail how the following materials will be handled: incoming raw materials; work-in-process materials; and quality control inspection materials.

***Production Plan***

The Contractor shall present detailed plans for each of the following activities.

- Document preparation, printing/imaging, gathering, folding, and inserting into envelopes and sealing or pressure-sealing of self-mailers.

- Production process (timeline, personnel, equipment, capacity, etc.).
- Verification of Production and delivery schedule.

The production plans are to include the equipment to be used during each phase of production.

### ***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 that the Contractor will keep to document the quality control inspections performed. 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 production of daily completed mail pieces.

### **Verification of Production and Mailing**

Contractor will be responsible for validating the integrity of every mail piece produced in all phases of printing/imaging, gathering, folding, and inserting into envelopes and sealing or pressure-sealing of self-mailers to ensure all notices were correctly prepared for entering into the United States postal system.

Mail piece integrity shall be defined as: Each mail piece shall be properly folded and inserted into envelopes and sealed or pressure-sealed to create self-mailers.

The Contractor is responsible for providing the automated tracking/reporting systems and processes required to validate that 100% of all mail pieces were produced in accordance with these specifications.

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

- Reconciling page and mail piece counts from DLA provided print files to control totals provided by DLA; reporting variances.
- Uniquely identifying each page and mail piece using a sequence number generated by the Contractor.
- Unique identifier to ensure all pages and mail pieces are present and accounted for.
- Tracking and reporting all pages and mail pieces produced.
- Identifying and reporting all missing pages and mail pieces that were received unusable and/or were damaged/spoiled during production.
- Generating a production file report which provides information that all pages and mail pieces have been processed as required by these specifications. The summary report will contain the sequence number range for a particular batch, show all sequence numbers and event information on any spoiled or missing pieces verifying that they were scanned and accounted for and the report submitted to the Government.

### **Unique Identification Number (Unique ID) and Tracking**

Unique identifying numbers will be used to track each individual mail piece, thereby providing 100% accountability. This enables the Contractor to track each mail piece through completion of the project. If required by the Government, the Contractor will be required to perform a suitable testing of samples for acceptance by DLA.

Unique identifying numbers will also be used to track Government supplied data transmitted and production pieces. The use of this tracking allows the Government and Contractor to reconcile and use for reporting purposes for items produced, mailed, and delivered.

This unique identifying number is created by the contractor based on a data set control prefix and sequential numbering system. The list of control prefixes will be provided in the End of Year Instructions document for each data set. The prefix will consist of an alpha character between 1 and 6 characters in length and a sequential number of 7 digits. This allows ample length for all data set record counts and maintain a standard across all sections and types of documents. Additional details of this will also be provided by the Government in the instructions document to the Contractor with any updates made to the document.

In addition to the unique identification number above, a recovery system will be required to ensure that all defective, missing, or mutilated pieces detected are identified and a new production file is created (reprint file).

The recovery system must use unique sequential numbers assigned to each piece 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 within the contractor's plant at any given time to the original data supplied by the Government.

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

The Contractor's Quality Assurance System and the Verification of Production and Mailing plans must account for the number of pages and mail pieces. The Contractor shall monitor all aspects of the job including material handling to assure that the production and packaging of these mail pieces meet specifications and Government requirements.

#### **INSPECTION AND ACCEPTANCE**

Inspection and Acceptance shall be conducted in accordance with GPO Contract Terms (Pub. 310.2) and GPO QATAP (GPO Publication 310.1) which is hereby incorporated by reference.

#### **GOVERNMENT IN-PLANT INSPECTIONS**

The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production.

#### **EXTENSION OF TERM OF CONTRACT**

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.

#### **OPTION TO EXTEND THE TERM OF CONTRACT**

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**June 30, 2029**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "[Extension of Term of Contract](#)" clause. See also "[Economic Price Adjustment](#)" clause for authorized pricing adjustment(s).

#### **ECONOMIC PRICE ADJUSTMENT**

The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through June 30, 2025**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **March 31, 2024**, called the base index.

The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

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

#### **PAPER PRICE ADJUSTMENT**

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

1. **BLS code 0913 for “All Paper”** will apply to all paper required under this contract.
2. The applicable index figures for the month of **June 2024** will establish the base index.
3. There shall be no price adjustment for the first three months of the production period of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month from beginning of production period, index variances will be calculated in accordance with the following formula:

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

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor’s bid price(s) for **Line Items IV. Stock/Paper in the [Schedule of Prices](#)** and will be effective on the first day of any month for which prices are to be adjusted.



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

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

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

#### **PRE-AWARD 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.

#### **POST-AWARD CONFERENCE**

Unless waived by the Government, the post-award conference between Contractor and the Government is required and will be held via telephone or at the Contractor's plant as determined by the Contracting Officer. The purpose of the conference will be to discuss and review all aspects of the Contractor's production plan and to establish coordination of all internal and external operations required to complete the contract and for DLA to determine the appropriate level of data security has been established.

#### **POST-AWARD TEST**

Immediately after award, unless waived by the Contracting Officer, the Government will require testing and validation of importing Government furnished data, filtering and applying variable data to Government furnished templates, utilization of 2D barcodes, or relevant tracking barcode, and Contractor furnished Unique ID.

All aspects of the Post-Award Test will be done at no additional charge to the Government.

#### **Testing and Validation**

Testing and Validation will consist of Proof of Concept, PDF Proofs, and Prior-to-Production Construction Samples.

A tracking barcode, at contractor's option for placement, will be used for inserting and sequence information on all products to ensure pieces will be inserted into correct envelope or created as a self-mailer.

All mail pieces will be printed in sequence with a tracking barcode that will have the necessary logic to identify groupings (including [house-holding](#)) for proper insertion and the original print sequence. The logic for the tracking barcode will be discussed at the post-award conference.

After contractor creates a Unique ID, it will need to be incorporated into each mail piece. The Unique ID will be used for tracking the document through the production process and for other reporting and tracking purposes. The format, size, and position of the Unique ID will be determined during the post-award conference.

The contractor shall test and validate the tracking barcode and contractor furnished Unique ID technology prior to the production period of the contract to ensure compliance with the post office and the ability to identify and locate each mail piece at all stages of production.

All samples must be manufactured at the same facilities used for producing contract production quantities.

### ***Proof of Concept***

The contractor shall provide proof of concept related to production throughput to ensure all tax documents will meet the required mail/delivery dates.

The Contractor shall be required to demonstrate their ability to download files, program the files, and print, gather, fold, and insert into envelopes or pressure-seal the items as required in these specifications at the requisite quality level by producing prior-to-production samples as described below.

The Contractor will be required to download up to 50 test files of each document type from Contractor maintained SFTP site. Test files will be in PDF format and will consist of dummy data (no PII). Contractor to output files to completed mail pieces as described below.

Each mail piece must be complete, ready-to-mail tax documents gathered, folded, and inserted into unsealed envelopes or folded self-mailers (not pressured sealed) in accordance with the furnished copy and specifications and must be constructed as specified and must be of the size, kind, and quality that the Contractor will furnish.

The samples submitted by the Contractor must be manufactured at the same facilities that will be used for producing contract production quantities.

Contractor to submit samples to Defense Logistics Agency address provided at the time of award.

The Contractor will need to test, validate, and provide proof of concept of importing the Government furnished data, filtering and applying data to templates, utilizing the 2D/tracking barcode and Contractor furnished Unique ID technology and production throughput from receipt of files.

All testing and validation must be completed within 3 workdays of receipt of test files.

The samples produced will be checked for adherence to all specifications. The Government will approve, conditionally approve, or disapprove these test copies within 5 workdays of the receipt thereof. Approval or conditional approval shall not relieve the Contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the Contractor. A notice of disapproval shall state the reasons therefore.

If these copies are disapproved by the Government due to printer's errors, the Government may require the Contractor to submit additional copies for inspection and testing, in the time and under the terms and conditions specified in the notice of disapproval.

Such additional copies shall be furnished and necessary changes made at no additional cost to the Government. In the event these additional copies are disapproved by the Government due to printer's errors, the Contractor may be deemed to have failed to make delivery within the meaning of the Default clause ([GPO Pub. 310.2](#)) in which event this contract shall be subject to termination for default.

### ***Proofs***

As part of the Testing and Validation process, the Contractor will be required to submit 1 press quality PDF soft proof of all static data using the same Raster Image Processor (RIP) that will be used to produce the final printed product.

PDF proofs for tax forms, statements, newsletter, and all envelopes will be evaluated for text flow, image position, and color breaks of static data only. Proofs will not be used for color match. Proofs not to contain variable data.

PDF proofs for the envelopes to show seam, flap, and window locations. PDF proofs for pressure-seal, self-mailer tax forms to show perforation lines, fold lines, and glue spots as applicable.

Contractor to submit proofs within 3 workdays of receipt of artwork to [lprice@gpo.gov](mailto:lprice@gpo.gov) and Defense Logistics Agency (e-mail address(es) provided at post-award conference). It is anticipated that artwork and manuscript copy will be available at the time of award.

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

The Government will approve or disapprove the proofs within 3 workdays of the receipt thereof. Notification will be given by e-mail. Approval or disapproval will not relieve the Contractor of complying with the specifications and all other terms and conditions of the contract. Additional e-mail proofs may be required if proofs are disapproved.

The Contractor must not print/image static data components prior to receipt of an "O.K. to Print."

### ***Prior-to-Production Samples***

The sample requirement for this contract is not less than 550 printed construction samples.

- 50 samples each of the complete mail pieces for Phase 1 Variations AV1, AV2, AV3, RV1, RV2, and RV7. Applicable 1099-R form(s), applicable Annuitant Account Statement(s), COLA statement(s), FITW statement(s), newsletter, and envelope.
- 50 samples each of the complete mail pieces for Control Prefixes CQD and NWNS. Applicable tax forms and envelope.
- 50 samples of W2's
- 25 samples of 1099-INT's
- 25 samples of 1099-MISC's
- 25 samples of 1099-NEC's
- 25 sample of 1095-C's

Each sample shall be printed (static data only, no PII), constructed as specified, folded and inserted into envelopes as applicable, and must be of the size, kind, and quality that the contractor will furnish. The mailing envelopes and self-mailer samples must contain the applicable return address and applicable mailing indicia provided after award.

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

The Contractor shall submit the samples to the Defense Logistics Agency address provided after award.

The containers and accompanying documentation shall be marked "PRE-PRODUCTION SAMPLES" and shall include the GPO jacket and purchase order numbers, and applicable program and print order numbers. The samples must be submitted 3 workdays after proof approval to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

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

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

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

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

Manufacture of the final product prior to approval of the samples submitted is at the Contractor's risk. Samples will not be returned to the Contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity, and no separate print order will be issued for reimbursement of costs incurred.

All samples shall be manufactured at the facility in which the contract production quantities are to be manufactured.

#### **ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS**

A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

#### **ORDERING**

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

#### **REQUIREMENTS**

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

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

**ADDITIONAL E-MAILED BID SUBMISSION PROVISIONS**

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following:

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

**PAYMENT**

Before any invoices will be accepted by the GPO for payment, the itemized statement for each print order must be submitted to the ordering agency for examination and certification as to correctness of the billings.

After agency approval, contractor must submit the signed billing invoice to the U.S. Government Publishing Office.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to:

U.S. Government Publishing Office  
Office of Financial Management  
Attn: Comptroller  
Stop: FMCE  
Washington, DC 20401.

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

Contractor's billing invoice must be itemized in accordance with the line items in "[Section 4. – Schedule of Prices.](#)"

At time of invoicing, the Contractor shall submit a copy of the purchase order, Contractor's invoice, and proof of mailing and bulk delivery via e-mail to [infortheast@gpo.gov](mailto:infortheast@gpo.gov).

**SECTION 2 – SPECIFICATIONS**

**SCOPE**

These specifications cover the production of Defense Finance and Accounting Service (DFAS) End of Year (EOY) Tax Documents, including such operations as downloading and manipulating Government furnished data files; creating templates for both static and variable data; digital proofs; digital prior-to-production samples; printing/imaging static and variable data; gathering; folding; inserting into envelopes; sealing envelopes or perforating, folding, and pressure-sealing forms to create self-mailers; preparing and providing various reports with regard to production and mailing; and packaging and preparing for pickup by United States Postal Service or for bulk delivery to Indianapolis, IN.

**TITLE**

End of Year Tax Documents

- Phase 1: Annuitant Tax Forms and Statements and Retired Pay Tax Forms and Statements
- Phase 2: Various Tax Forms
- Phase 3: Affordable Care Act Tax Forms

**NUMBER OF ORDERS**

Anticipate 9 orders per year: 1 order for [Data Programming](#), 5 orders for [Dry Runs](#), 1 print order for each phase of production (Phase 1, 2, and 3).

**QUANTITY, PAGES, AND TRIM SIZES**

Quantity variation allowed. The quantities stated herein are approximate and the Government reserves the right to increase or decrease the quantity by up to 1%, not to exceed 25,000 mail pieces. Exact quantity will be furnished with the variable data files. Billing adjustment due to quantity change will be made at the contractor’s “per 1,000” rates. See “[Section 4. – Schedule of Prices.](#)” Adjustment in excess of 1% will be accomplished in accordance with [GPO Pub. 310.2](#), Contract Clause 4. Changes.

**Phase 1**

***Annuitant Account Statements (AAS)***

Anticipated quantities per year provided in Tables 1.1 and 1.2 below in “Estimated Mail Pieces” column. Statements will have 4 to 10 pages. All pages will have 8-1/2 × 11” trim size.

There are 8 variations consisting of a combination of 0, 1, or 2 sets of 1099-R Tax Forms and 0, 1, or 2 sets of Annuitant Account Statements. Each variation will also include a newsletter (2 pages, 8-1/2 × 11” trim size) and a #10 mailing envelope (4-1/8 × 9-1/2” trim size with [small window](#)). Tables 1.1 and 1.2 below provide individual variation quantities and page counts.

Table 1.1: Domestic Annuitant Statements

Variation Name	Sets of 1099-R Tax Forms	Sets of Annuitant Account Statements	Sets of Newsletters	Leaves per Set	Pages per Set	Estimated Mail Pieces
AV-01	0	1	1	2	4	500 to 1,000
AV-02	1	0	1	2	4	27,000 to 30,000
AV-03	1	1	1	3	6	298,000 to 300,000
AV-04	0	2	1	3	6	0 to 10
AV-05	1	2	1	4	8	0 to 10
AV-06	2	0	1	3	6	10 to 20
AV-07	2	1	1	4	8	10 to 20
AV-08	2	2	1	5	10	10 to 20

Table 1.2: Foreign Annuitant Statements

Variation Name	Sets of 1099-R Tax Forms	Sets of Annuitant Account Statements	Sets of Newsletters	Leaves per Set	Pages per Set	Estimated Mail Pieces
AV-01	0	1	1	2	4	2,100 to 2,500
AV-02	1	0	1	2	4	100 to 200
AV-03	1	1	1	3	6	1,100 to 1,500
AV-04	0	2	1	3	6	0 to 10
AV-05	1	2	1	4	8	0 to 10
AV-06	2	0	1	3	6	0 to 10
AV-07	2	1	1	4	8	0 to 10
AV-08	2	2	1	5	10	0 to 10

**Retired Pay Account Statements (RAS)**

Anticipated quantities per year provided in Tables 1.3 and 1.4 below in “Estimated Mail Pieces” column. Statements will have 4 to 10 pages. All pages will have 8-1/2 × 11” trim size.

There are 11 variations consisting of a combination of 0, 1, or 2 sets of 1099-R Tax Forms, 0 or 1 set of COLA Statements, and 0 or 1 set of FITW Statements. Each variation will also include a newsletter (2 pages, 8-1/2 × 11” trim size) and a #10 mailing envelope (4-1/8 × 9-1/2” trim size with [small window](#)). Tables 1.3 and 1.4 below provide individual variation quantities and page counts.

Table 1.3: Domestic Retired Pay Statements

Variation Name	Sets of 1099-R Tax Forms	Sets of COLA Statements	Sets of FITW Statements	Sets of Newsletters	Leaves per Set	Pages per Set	Estimated Mail Pieces
RV-01	0	1	0	1	2	4	200 to 500
RV-02	0	0	1	1	2	4	200,000 to 203,000
RV-03	0	1	1	1	3	6	200 to 500
RV-04	1	0	0	1	2	4	125,000 to 126,000
RV-05	1	1	0	1	3	6	6,500 to 7,000
RV-06	1	0	1	1	3	6	16,000 to 16,200
RV-07	1	1	1	1	4	8	1,072,000 to 1,075,000
RV-08	2	0	0	1	3	6	70 to 100
RV-09	2	1	0	1	4	8	10 to 20
RV-10	2	0	1	1	4	8	20 to 25
RV-11	2	1	1	1	5	10	850 to 900

Table 1.4: Foreign Retired Pay Statements

Variation Name	Sets of 1099-R Tax Forms	Sets of COLA Statements	Sets of FITW Statements	Sets of Newsletters	Leaves per Set	Pages per Set	Estimated Mail Pieces
RV-01	0	1	0	1	2	4	0 to 10
RV-02	0	0	1	1	2	4	500 to 750
RV-03	0	1	1	1	3	6	10 to 20
RV-04	1	0	0	1	2	4	1,000 to 1,500
RV-05	1	1	0	1	3	6	20 to 25
RV-06	1	0	1	1	3	6	30 to 40
RV-07	1	1	1	1	4	8	2,800 to 3,000
RV-08	2	0	0	1	3	6	0 to 10
RV-09	2	1	0	1	4	8	0 to 10
RV-10	2	0	1	1	4	8	0 to 10
RV-11	2	1	1	1	5	10	10 to 20



**Phase 2: Various Tax Statements**

Anticipated quantities per year provided in Tables 2.2 to 2.10 below in “Estimated Mailer Quantity” column.

There are currently 87 variations, identified by Control Prefixes. Each Control Prefix will have a specified output format ([Large Envelope](#) Mailer, Pressure-Seal Self-Mailer, or a PDF Only Output File).

Tax forms are 8-1/2 × 11” or 8-1/2 × 14” with 2 or 4 pages per form.

Table 2.1 below provides tax form type, individual trim size, page counts, and output format.

Tables 2.2 through 2.10 below provide Section/Titles, Control Prefixes, statement types, domestic or foreign mailing designations, output format, and individual estimated mailer quantities (including record counts and page counts for large window mailer output).

Table 2.1: IRS Tax Forms

Tax Form	Trim Size	Pages (leaves) per Form	Output Format
<b>W2 (Single)</b>	8-1/2 × 14”	2 pages (1 leaf) per form	1 form per self-mailer
<b>W2 (Double)</b>	8-1/2 × 14”	2 pages (1 leaf) per form	2 forms per envelope mailer
<b>W2 (Triple)</b>	8-1/2 × 14”	2 pages (1 leaf) per form	3 forms per envelope mailer
<b>W2 (Quad)</b>	8-1/2 × 14”	2 pages (1 leaf) per form	4 forms per envelope mailer
<b>W2 (PDF)</b>	8-1/2 × 14”	2 pages (1 leaf) per form	PDF Only Output File
<b>W2-G</b>	8-1/2 × 11”	4 pages (2 leaves) per form	1 form per envelope mailer
<b>1099-INT</b>	8-1/2 × 11”	2 pages (1 leaf) per form	1 form per self-mailer
<b>1099-MISC</b>	8-1/2 × 11”	2 pages (1 leaf) per form	1 form per self-mailer
<b>1099-NEC</b>	8-1/2 × 11”	2 pages (1 leaf) per form	1 form per self-mailer

Table 2.2: IRS Tax Forms with Anticipated Volumes, Section 1.5 Voluntary Separation Incentive (VSI) and Reserve Special Pay Program (RSSP)

Section/Title	Control Prefix	Statement Type	(D)omestic (F)oreign	Output Format	Estimated Mailer Quantity
<b>1.5 Retired Pay VSI/RSSP</b>	VSI	W2	D	Self-Mailer	2,000 to 3,000
<b>1.5 Retired Pay VSI/RSSP</b>	VSF	W2	F	Self-Mailer	10 to 30

Table 2.3: IRS Tax Forms with Anticipated Volumes, Section 2 NAF

Section/Title	Control Prefix	Statement Type	(D)omestic (F)oreign	Output Format	Estimated Mailer Quantity
<b>2.1 NAF</b>	NAD	W2	D	Self-Mailer	6,000 to 6,500
<b>2.1 NAF</b>	NAF	W2	F	Self-Mailer	13,000 to 14,000
<b>2.1 NAF</b>	NED	W2	D	Self-Mailer	1,000 to 2,000
<b>2.1 NAF</b>	NEF	W2	F	Self-Mailer	50 to 75
<b>2.1 NAF</b>	NRD	W2	D	Self-Mailer	9,000 to 10,000
<b>2.1 NAF</b>	NRF	W2	F	Self-Mailer	5 to 20
<b>2.1 NAF</b>	NPD	W2	N/A	PDF ONLY	13,000 to 14,000



Table 2.4: IRS Tax Forms with Anticipated Volumes, Section 3 Civilian Pay

Section/Title	Control Prefix	Statement Type	(D)omestic (F)oreign	Output Format	Estimated Mailer Quantity
3.1 Civilian Pay	CSD	W2	D	Self-Mailer	490,000 to 495,000
3.1 Civilian Pay	CDD	W2 (2 forms)	D	Large Window	5,000 to 15,000 mailers 10,000 to 30,000 records
3.1 Civilian Pay	CTD	W2 (3 forms)	D	Large Window	25 to 100 mailers 75 to 300 records
3.1 Civilian Pay	CQD	W2 (4 forms)	D	Large Window	2 to 10 mailers 8 to 40 records
3.1 Civilian Pay	CSP	W2	D	Self-Mailer	1,000 to 2,000
3.1 Civilian Pay	CDP	W2 (2 forms)	D	Large Window	2 to 10 mailers 4 to 20 records
3.1 Civilian Pay	CFD	W2	F	Self-Mailer	150 to 200
3.1 Civilian Pay	CFP	W2	F	Self-Mailer	5 to 20
3.1 Civilian Pay	MSC	W2	N/A	PDF ONLY	No mailers, PDF only 5,000 to 6,000 PDF files
3.2 Civilian Pay	DCPSI	1099-INT	D	Self-Mailer	3,000 to 3,500

Table 2.5: IRS Tax Forms with Anticipated Volumes, Section 4 DJMS AC (Active Component)

Section/Title	Control Prefix	Statement Type	(D)omestic (F)oreign	Output Format	Estimated Mailer Quantity
4.1 DJMS AC Air Force	AFL	W2	D	Self-Mailer	38,000 to 40,000
4.2 DJMS AC Army	UAL	W2	D	Self-Mailer	70,000 to 75,000
4.2 DJMS AC Army	UAF	W2	F	Self-Mailer	200 to 225
4.3 DJMS AC Navy	NVD	W2	N/A	PDF ONLY	No mailers, PDF only 200 to 225 PDF files
4.4 ASLRP	A	W2	D	Self-Mailer	300 to 325
4.4 ASLRP	S	W2	D	Self-Mailer	25 to 50
4.5 Army Casualty	AAC	1099-MISC	D	Self-Mailer	350 to 400
4.5 Army Casualty	AACF	1099-MISC	F	Self-Mailer	5 to 20
4.6 Air Force Casualty	DGRAT	1099-MISC	D	Self-Mailer	200 to 225
4.6 Air Force Casualty	DGRATF	1099-MISC	F	Self-Mailer	5 to 20

Table 2.6: IRS Tax Forms with Anticipated Volumes, Section 5 DJMS RC (Reserve Component)

Section/Title	Control Prefix	Statement Type	(D)omestic (F)oreign	Output Format	Estimated Mailer Quantity
5.1 DJMS RC Domestic	AFRS	W2	D	Self-Mailer	2,000 to 3,000
5.1 DJMS RC Domestic	UARS	W2	D	Self-Mailer	3,500 to 4,500
5.1 DJMS RC Domestic	UNRS	W2	D	Self-Mailer	9,000 to 10,000
5.2 DJMS RC Foreign	UARF	W2	F	Self-Mailer	25 to 50
5.2 DJMS RC Foreign	UNRF	W2	F	Self-Mailer	5 to 20
5.3 DJMS RC Casualty	ARC	1099-MISC	D	Self-Mailer	25 to 50
5.3 DJMS RC Casualty	ARCF	1099-MISC	F	Self-Mailer	5 to 20

Table 2.7: IRS Tax Forms with Anticipated Volumes, Section 6 Marine Corps

Section/Title	Control Prefix	Statement Type	(D)omestic (F)oreign	Output Format	Estimated Mailer Quantity
6.1 Marine Corps Pay	MCL	W2	D	Self-Mailer	3,000 to 3,500
6.1 Marine Corps Pay	MCF	W2	F	Self-Mailer	25 to 50

Table 2.8: IRS Tax Forms with Anticipated Volumes, Section 7 Travel

Section/Title	Control Prefix	Statement Type	(D)omestic (F)oreign	Output Format	Estimated Mailer Quantity
7.1 Travel	T	W2	D	Self-Mailer	50 to 100
7.1 Travel	PPM	W2	D	Self-Mailer	12,500 to 13,500
7.2 Travel	TARM	W2	D	Self-Mailer	1,000 to 2,000
7.2 Travel	TAMC	W2	D	Self-Mailer	5 to 20
7.2 Travel	TDLA	W2	D	Self-Mailer	200 to 250
7.2 Travel	TUSMC	W2	D	Self-Mailer	50 to 75
7.2 Travel	TNAV	W2	D	Self-Mailer	300 to 800
7.2 Travel	TNAVF	W2	F	Self-Mailer	5 to 20
7.2 Travel	TARMI	1099-INT	D	Self-Mailer	300 to 800
7.2 Travel	TDLAI	1099-INT	D	Self-Mailer	100 to 125
7.2 Travel	TUSMCI	1099-INT	D	Self-Mailer	10 to 30
7.2 Travel	TNAVI	1099-INT	D	Self-Mailer	125 to 150
7.3 Travel	TLIM	W2	D	Self-Mailer	35,000 to 45,000
7.3 Travel	TLIMF	W2	F	Self-Mailer	50 to 100
7.4 Travel	TROM	W2	D	Self-Mailer	9,000 to 10,000
7.4 Travel	TROMF	W2	F	Self-Mailer	5 to 20
7.4 Travel	TROMT	W2	D	Self-Mailer	5 to 20
7.4 Travel	TROMC	W2	D	Self-Mailer	5 to 20
7.4 Travel	TROMN	W2	D	Self-Mailer	5 to 20
7.4 Travel	TRMI	1099-INT	D	Self-Mailer	3,500 to 4,500
7.5 Travel	TIND	1099-INT	D	Self-Mailer	25 to 50
7.6 Travel	TINW	W2	D	Self-Mailer	300 to 800
7.6 Travel	TINWF	W2	F	Self-Mailer	5 to 20
7.7 Travel	NTEX	W2	D	Self-Mailer	25 to 50
7.7 Travel	NTEXF	W2	F	Self-Mailer	5 to 20

Table 2.9: IRS Tax Forms with Anticipated Volumes, Section 8 Vendor Pay

Section/Title	Control Prefix	Statement Type	(D)omestic (F)oreign	Output Format	Estimated Mailer Quantity
8.1 Vendor Pay	LOAN	W2	D	Self-Mailer	350 to 400
8.2 Vendor Pay	VTRPM	1099-MISC	D	Self-Mailer	6,000 to 6,500
8.2 Vendor Pay	VTRPMF	1099-MISC	F	Self-Mailer	10 to 30
8.2 Vendor Pay	VTRPN	1099-NEC	D	Self-Mailer	20,000 to 30,000
8.2 Vendor Pay	VTRPNF	1099-NEC	F	Self-Mailer	50 to 100
8.3 Vendor Pay	VTRPI	1099-INT	D	Self-Mailer	2,000 to 3,000
8.3 Vendor Pay	VTRPIF	1099-INT	F	Self-Mailer	5 to 20
8.5 Vendor Pay	AFIT	W2	D	Self-Mailer	50 to 100
8.6 Vendor Pay NAF	NIGP	1099-INT	D	Self-Mailer	300 to 800
8.6 Vendor Pay NAF	NEGP	1099-NEC	D	Self-Mailer	300 to 325
8.6 Vendor Pay NAF	NENS	1099-NEC	D	Self-Mailer	2,000 to 3,000
8.6 Vendor Pay NAF	NWNS	W2-G (2 pages)	D	Large Window	300 to 800 mailers 600 to 1,600 pages
8.6 Vendor Pay NAF	NMNS	1099-MISC	D	Self-Mailer	50 to 100
8.6 Vendor Pay NAF	NMGP	1099-MISC	D	Self-Mailer	50 to 100
8.6 Vendor Pay NAF	NIGPF	1099-INT	F	Self-Mailer	5 to 20
8.6 Vendor Pay NAF	NEGPF	1099-MISC	F	Self-Mailer	125 to 150
8.6 Vendor Pay NAF	NENSF	1099-NEC	F	Self-Mailer	5 to 20
8.6 Vendor Pay NAF	NMNSF	1099-MISC	F	Self-Mailer	5 to 20
8.6 Vendor Pay NAF	NMGPF	1099-MISC	F	Self-Mailer	5 to 20

Table 2.10: IRS Tax Forms with Anticipated Volumes, Section 9 Saving Deposit Program

Section/Title	Control Prefix	Statement Type	(D)omestic (F)oreign	Output Format	Estimated Mailer Quantity
9.1 SDP 1099-INT	SDPAR	1099-INT	D	Self-Mailer	25 to 50
9.1 SDP 1099-INT	SDPAF	1099-INT	D	Self-Mailer	50 to 75
9.1 SDP 1099-INT	SDPAFF	1099-INT	F	Self-Mailer	5 to 20
9.1 SDP 1099-INT	SDPNV	1099-INT	D	Self-Mailer	10 to 30
9.1 SDP 1099-INT	SDPMC	1099-INT	D	Self-Mailer	5 to 20

**Phase 3: Affordable Care Act Statements**

The 1095-C tax form mailer will be ordered. The Government reserves the right to add the 1095-B tax form mailer during the term of the contract. Specifications for 1095-B are anticipated to be the same or similar to 1095-C.

Estimated annual quantities for tax forms/mailers listed in Tables 3.1 and 3.2 below.

There are currently 13 DJMS components and 6 DCPS Components, each with Domestic and Foreign mail addresses and 50 to 55 different files with up to approximately 50,000 forms per file.

Tax forms will have 2 pages, 8-1/2 × 11” trim size.

Each variation will consist of one tax form inserted into a #10 mailing envelope (4-1/8 × 9-1/2” trim size, [large window](#)).

Table 3.1: IRS Tax Forms with Anticipated Volumes, DJMS Mil Pay

Proponent	Component	Statement Type	(D)omestic or (F)oreign	Output Format	Estimated Mailer Quantity
DJMS Mil Pay	ARA	1095-C	D	Large Envelope	100,000 to 120,000
DJMS Mil Pay	ARA	1095-C	F	Large Envelope	200 to 500
DJMS Mil Pay	ARJ	1095-C	D	Large Envelope	1,000 to 3,000
DJMS Mil Pay	ARJ	1095-C	F	Large Envelope	0 to 10
DJMS Mil Pay	ARN	1095-C	D	Large Envelope	30,000 to 40,000
DJMS Mil Pay	ARN	1095-C	F	Large Envelope	25 to 75
DJMS Mil Pay	ARV	1095-C	D	Large Envelope	10,000 to 20,000
DJMS Mil Pay	ARV	1095-C	F	Large Envelope	25 to 75
DJMS Mil Pay	AFA	1095-C	D	Large Envelope	50,000 to 100,000
DJMS Mil Pay	AFA	1095-C	F	Large Envelope	500 to 1,000
DJMS Mil Pay	AFJ	1095-C	D	Large Envelope	1,000 to 3,000
DJMS Mil Pay	AFJ	1095-C	F	Large Envelope	0 to 10
DJMS Mil Pay	AFN	1095-C	D	Large Envelope	10,000 to 20,000
DJMS Mil Pay	AFN	1095-C	F	Large Envelope	10 to 25
DJMS Mil Pay	AFV	1095-C	D	Large Envelope	5,000 to 10,000
DJMS Mil Pay	AFV	1095-C	F	Large Envelope	10 to 25
DJMS Mil Pay	MCA	1095-C	D	Large Envelope	40,000 to 60,000
DJMS Mil Pay	MCA	1095-C	F	Large Envelope	200 to 500
DJMS Mil Pay	MCV	1095-C	D	Large Envelope	5,000 to 10,000
DJMS Mil Pay	MCV	1095-C	F	Large Envelope	10 to 25
DJMS Mil Pay	NVA	1095-C	D	Large Envelope	50,000 to 100,000
DJMS Mil Pay	NVA	1095-C	F	Large Envelope	200 to 500
DJMS Mil Pay	NVJ	1095-C	D	Large Envelope	1,000 to 3,000
DJMS Mil Pay	NVJ	1095-C	F	Large Envelope	0 to 10
DJMS Mil Pay	NVV	1095-C	D	Large Envelope	2,000 to 6,000
DJMS Mil Pay	NVV	1095-C	F	Large Envelope	10 to 25

Table 3.2: IRS Tax Forms with Anticipated Volumes, DCPS Civ Pay

Proponent	Component	Statement Type	(D)omestic or (F)oreign	Output Format	Estimated Mailer Quantity
DCPS Civ Pay	311575142	1095-C	D	Large Envelope	100,000 to 120,000
DCPS Civ Pay	311575142	1095-C	F	Large Envelope	200 to 500
DCPS Civ Pay	473331792	1095-C	D	Large Envelope	1,000 to 3,000
DCPS Civ Pay	473331792	1095-C	F	Large Envelope	0 to 10
DCPS Civ Pay	521101890	1095-C	D	Large Envelope	30,000 to 40,000
DCPS Civ Pay	522260085	1095-C	D	Large Envelope	25 to 75
DCPS Civ Pay	530197006	1095-C	D	Large Envelope	10,000 to 20,000
DCPS Civ Pay	741612229	1095-C	D	Large Envelope	25 to 75

**GOVERNMENT TO FURNISH**

Static Data Files will be in DOC, DOCX, or PDF file format and transmitted to Contractor via e-mail. Variable Data Files will be in comma delimited files such as CSV or TXT or will be Excel files and transmitted via Contractor secured SFTP site.

IRS Publication 1220 contains Record Format Specifications and Record Layouts for the 1099 series tax forms and the W2-G tax form. IRS Publication 1220 is available at <https://www.irs.gov/pub/irs-pdf/p1220.pdf>.

Detailed EOY instructions will be furnished in DOC, DOCX, or PDF file format via e-mail. These instructions contain information regarding data set names, control prefixes, estimated quantities, dry run and sampling plan requirements, variable data layout, return addresses, Domestic Mail permit information, bulk delivery information for PDF Only Output Files and Foreign Mail addresses, and additional mission-critical information.

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

**Static Data**

The following static data templates (no variable data) will be available upon award of contract:

Phase 1: Annuitant Statements and Retired Pay Statements

- 1099-R Tax Statements
- Annuitant Statements
- Retired Pay COLA Statements
- Retired Pay FITW Statements
- Newsletter
- #10 Mailing Envelope, Small Window

Phase 2: Various Tax Forms

- W2
- W2-G
- 1099-INT
- 1099-MISC
- 1099-NEC
- #10 Mailing Envelope, Large Window

Phase 3: Affordable Care Act Tax Forms

- 1095-C
- #10 Mailing Envelope, Large Window

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***Statements and Tax Forms (Phases 1, 2, and 3)***

Contractor to typeset artwork as necessary for static data. Contractor's option to pre-print static data and overprint variable data or print static data in line with variable data.

***Newsletter (Phase 1 Only)***

Annuitant Statements and Retired Pay Statements will have the same newsletter. The newsletter will be furnished as a stand-alone file upon award of the contract. Contractor's option to pre-print newsletter and insert into envelope in proper location or to print newsletter in line with variable data.

***Envelopes (Phases 1, 2, and 3)***

Files for construction layout of envelopes will be available at the time of award. Two window styles, "[Small Window](#)" for Phase 1 and "[Large Window](#)" for Phases 2 and 3. See "[Envelope Construction](#)" for size and placement of window.

Various permit numbers and return addresses will be used. The Contractor is cautioned that "Postage and Fees Paid" indicia(s) may be used only for the purpose of mailing material produced under this contract. EOY Instructions will indicate the return address and mail permit to be used for each Variation, Control Prefix, and Proponent.

Contractor will be required to typeset artwork, including mailing indicia(s). All typesetting and artwork must meet USPS regulations in accordance with the [Domestic Mail Manual](#) (DMM) and the [International Mail Manual](#) (IMM).

**Variable Data**

Furnished EOY instructions and Data Layout Instruction files furnished at time of award contain detailed variable data layouts. Additional instructions can be found in [IRS Publication 1220](#).

***Phase 1***

**Annuitant Statements**

***1099-R Tax Form for AAS***

Anticipate 16 separate files, one for each domestic address variation and one for each foreign address variation.

All files contain standard IBM headers and trailers where the file name is contained in the header. The record length is 709 characters, block size is 32,614.

These files are to be matched with the Annuitant Account Statement by using the Annuitant's Social Security Number (SSN), referred to as "[house-holding](#)." Files 1, 2, 3, and 4 are to be printed, folded, inserted into envelopes, sealed, and distributed via the U.S. Postal Service. Files 5, 6, 7, 8 are to be printed, folded, inserted into envelopes, sealed, and sent to Defense Finance and Accounting Service mailroom.

***Annuitant Account Statement (AAS)***

Anticipate 16 separate files, one for each domestic address variation and one for each foreign address variation.

As with 1099-Rs, all files contain standard IBM internal labels containing the data set name. The record length is 90 characters with a block size of 24,840.

The AAS is comprised of a series of 90-character records. The first record is printed on the first line, second record is printed on the second line, and so forth, as shown in the layout previously provided.

The first two positions in the record contain print control characters that define the action to take.

The first position is used for a carriage control character. Any record containing a value of "1" should result in a page eject. If no "1" is present, the record applies to the same annuitant as the previous record.

The second position is a font control character. Any record with a value of "1" in this position will instruct the software to use a normal print font.

Lines 1 through 30 of each annuitant account statement will reflect a “1” in the second record position. A record with a value of “3” in this position will instruct the print software to use a font unique to the printing of the postal bar code.

Line 31 of each annuitant account statement will reflect a value of “3” in position 2. Records with a value of “2” in this position will instruct the print software to use a font unique to the printing of the annuitant’s name and address information.

Lines 32 through 35 of each annuitant account statement will reflect a value of “2” in position 2. These files are to be “[house-helded](#)” and matched with the Annuitant 1099-Rs by using the Annuitant’s SSN.

All files are to be printed, folded, inserted, sealed, and distributed via the U.S. Postal Service except for the foreign addresses which will be bulk delivered to Indianapolis, IN.

#### Retired Pay Statements

##### *1099-R Tax Forms for RAS*

Anticipate one file for domestic addresses and one file for foreign addresses.

These files are to be “[house-helded](#)” and matched with the Retiree Account Statement by using the SSN. Statements are to be printed, folded, inserted, sealed, and distributed using the U.S. Postal Service.

##### *Retired Account Statements (RAS)*

Anticipate five COLA files and five FITW files for domestic addresses and one COLA file and one FITW file for foreign addresses.

These files are to be “[house-helded](#)” and matched with the Retired 1099-R by SSN. The Retired System will produce five files and they will contain domestic, APO/FPO, and foreign addresses. All files will be arranged by the retiree’s last two positions of the SSN. Each domestic mail address file contains the following terminal digits:

- File 1: Terminal Digits 00-19
- File 2: Terminal Digits 20-39
- File 3: Terminal Digits 40-59
- File 4: Terminal Digits 60-79
- File 5: Terminal Digits 80-99

#### ***Phase 2***

Anticipate one file for each Control Prefix.

Furnished EOY instructions and Data Layout Instruction files furnished at time of award contain detailed variable data layouts. Additional instructions for IRS Forms other than W2 can be found in [IRS Publication 1220](#).

#### ***Phase 3***

Anticipate up to seven files for each Component.

Furnished EOY instructions and Data Layout Instruction files furnished at time of award contain detailed variable data layouts.

#### **Exhibits**

The facsimiles of samples pages shown as Exhibits 1 through 4 are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

#### **ELECTRONIC PREPRESS**

Prior to image processing, the Contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the GPO Contracting Officer and DLA prior to further performance.

The Contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the Contractor shall copy the furnished files and make all changes to the copy.

### **CONTRACTOR TO FURNISH**

All materials and operations, other than those listed under "[Government to Furnish](#)" necessary to produce the product(s) in accordance with these specifications.

### **DATA PROGRAMMING**

Contractor will be required to perform all necessary programming on furnished files. Multiple database systems used to create source data files. Anticipate each data file to have a unique file configuration and data map. Contractor to standardize data maps into single data map and combine data sets into domestic address and foreign address print files.

EOY Instructions and Data Layout Instruction files will be furnished at time of award and with each revision. These files contain detailed variable data layouts. Additional instructions can be found in [IRS Publication 1220](#).

### **House-holding**

When multiple files share the same Social Security Number, they are to be combined into a single mail piece. Files are to be matched with the Social Security Number, referred to as "house-holding."

House-hold all files received. It is anticipated that several files in Phase 1 and all files in Phase 2 with Control Prefixes NWNS, CDD, CTD, CQD, and CDP have multiple files with matching SSNs.

After [house-holding](#), contractor to create PDF only output files and print output files.

- Phase 1: Create domestic mail address print file(s) and foreign mail address print file(s).
- Phase 2 Control Prefixes NAF, MSC, and NVD are to be created as a PDF only output file(s) with a maximum of 30,000 pages per PDF. The balance of Phase 2 Control Prefixes are to be created as domestic mail address print file(s) and foreign mail address print file(s).
- Phase 3: Create domestic mail address print file(s) and foreign mail address print file(s).

### **MAILING ADDRESS PROGRAMMING**

Contractor to perform CASS/NCOA certification and applicable reports, create Intelligent Mail Barcode (IMb), and apply IMb to all domestic mail pieces. Contractor to report final mail piece count to GPO and DLA after [house-holding](#) and CASS/NCOA certification is completed.

All foreign mail will be prepared for mailing (inserting into envelopes or pressure-sealing) but will not be mailed. After printing and assembly for mailing, they will be bulk packaged and prepared for mailing to Indianapolis, IN.

### **CASS/NCOA Certification**

The contractor will be responsible for using CASS and NCOA as the certification method of validating recipient address.

Contractor to perform CASS and NCOA certification on all domestic addresses. All address updates are to be accepted, and Contractor must replace the furnished addresses with the updated addresses indicated by CASS and NCOA.

Each address will be identified as "Deliverable" or "Undeliverable" addresses.

Prior to start of production, the number of undeliverable addresses is to be reported to DLA and GPO along with final production quantity. Contractor not to proceed with production without approval of final production quantity by the Government.



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***Deliverable Files***

Contractor to create one “Deliverable” CSV file for each Phase 1 Variation and for each Phase 2 and Phase 3 file transmitted.

Contractor to transmit the comma delimited files to DLA using properly configured file and transmission protocols that protect PII.

***Undeliverable Files***

Contractor to create one “Undeliverable” CSV file for each Phase 1 Variation and for each Phase 2 and Phase 3 file transmitted.

Contractor to create separate “Undeliverable” PDF files for Phase 1 and Phase 2. Do not combine Phase 1 undeliverable addresses in the same PDF file as Phase 2 undeliverable addresses. Phase 3 will not require an “Undeliverable” PDF file.

Each PDF is restricted to a maximum of 30,000 pages per PDF. Each PDF must contain complete addresses. Page number restrictions will be further defined at the post-award conference.

The “Undeliverable File” shall provide the address furnished by the Government, the updated address indicated by CASS, the CASS undeliverable code, the updated address indicated by NCOA, and the NCOA undeliverable code. Final data collection elements will be determined at the post-award conference. Contractor to output furnished addresses and revised addresses to PDF.

**Intelligent Mail Barcode (IMb)**

The Contractor must create full-service IMb for all domestic mail pieces and incorporate USPS Secure Destruct (SD) program which identifies mail pieces that have entered the mail stream but not did not deliver, including the following USPS services/reports:

- Return To Sender (RTS)
- Address Correction Services (ACS)
- Undeliverable as Addressed (UAA)
- Similar/future mail tracking programs offered by USPS through the IMb and SD.

***Post-Entry Mail Tracking***

Using the IMb and SD information provided by USPS, the contractor will provide weekly transmissions of the above reports in CSV or similar data file with a comma-delimited file structure until all mail pieces have been identified and reached their final destinations. In addition, contractor to provide a dashboard for real-time data retrieval of this information, including estimated dates for mail to be received by recipients.

**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.

***Roll/Sheet Tax Forms, Statements, and Newsletter***

Contractor’s option of stock/paper for tax forms (all phases, not pressure-sealed), statements, and newsletter as follows:

- White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 × 38”, equal to JCP Code A60.
- White High-Quality Xerographic Copier, Laser Printer, basis weight: 24 lbs. per 500 sheets, 17 × 22”, equal to JCP Code O61.
- White Plain Copier, Xerographic, basis weight: 20 lbs. per 500 sheets, 17 × 22”, equal to JCP Code O65.

***Pressure-Seal Tax Forms***

White Bond, long grain, basis weight: 28 lbs. per 500 sheets, 17 × 22”, equal to JCP Code G10.

Contractor's option to use roll-fed or sheet-fed stock/paper; however, it must be compatible with InfoSeal<sup>®</sup> pressure-seal layout as indicated under "[Pressure-Seal Self-Mailer Construction](#)" and Exhibits [1](#) and [2](#).

### ***Mailing Envelopes***

White Writing Envelope, basis weight: contractor's option for 20 lbs. or 24 lbs. per 500 sheets, 17 × 22", equal to JCP Code V20.

### **PRODUCTION INSPECTION**

Due to the sensitive nature of the CUI/PII involved, it is anticipated that DLA personnel may conduct production inspections up to two times a day during the entire production run for both Phase 1 and Phase 2.

Inspections may take place at any time, including 24 hours a day and 7 days a week, with minimal notice to the contractor.

Production inspections shall include random sampling of printing/imaging and inserting/sealing. Production inspections may include observation of preparation and staging for pickup by USPS representatives and packaging of bulk deliveries to Indianapolis, IN.

This inspection shall be conducted and approved at the Contractor's plant for the purpose of establishing specified standards for use during the complete production (from download of files to staging for distribution and mailing).

Upon approval, the contractor is charged with maintaining those standards throughout the production process (within [QATAP](#) tolerances when applicable) and with discarding all imaged and/or inserted sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated January 2015 (available on the GPO web site at: [Guidelines for Contractors Holding Press Sheet Inspections](#)).

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

The Government may conduct on-site randomized security inspections at any time.

### **PRIOR-TO-PRODUCTION DIGITAL SAMPLES**

The contractor's data processing shall be operational for the receipt of data files 24 hours per day, seven (7) days per week, unless otherwise specified by the Government.

It is anticipated that all prior-to-production digital samples for Phase 1 will be submitted and approved before December 25 of any given year during the contract term or its exercised option years.

It is anticipated that up to 5 files for Phase 2 will be transmitted after December 25 and before January 1 of any given year of the contract term or its exercised option years.

It is anticipated that the balance of the files for Phase 2 and all files for Phase 3 will be transmitted after January 1 of any given year during the contract term and its exercised option years.

Upon receipt of the file, contractor is to acknowledge receipt of file and provide record counts contained in each file for validation purposes prior to processing. Once the record count has been validated, the data contained in the individual records will be mapped to the respective template and a PDF file will be created. A maximum of 30,000 pages per PDF. Each PDF must include bookmarks that consist of the SSNs for each individual piece to ensure accuracy and placement of data.

Phase 1: Due to the volume and complex nature of Phase 1, if the full set of pre-production samples cannot be obtained within the 48 hours of [house-holding](#), a smaller subset of 200 mail pieces per preproduction PDFs for each variation type is requested for approval within 48 hours, and the balance would be due within the next following 48 hours. If files are transmitted to the contractor prior to 12:00 p.m., Eastern Time, record validation and samples to be provided same day by 5:00 p.m., Eastern Time. If files are transmitted to the contractor after 12:00 p.m., Eastern Time, the record validation and samples will be provided by 12:00 p.m., Eastern Time, the next calendar day.

The only exception to the schedule above is for products that will be "[house-held](#)," specifically Phase 1 - Retired and Annuitant, in which samples will be provided within 48-hours of receipt of final file for [house-holding](#).

In the event that other products require [house-holding](#), the contractor will be notified well in advance of expected products that will require additional time.

### **PDF ONLY DIGITAL OUTPUT**

Phase 2 Control Prefixes NAF, MSC, and NVD are W2 tax forms that do not print but are output to PDF only. A maximum of 30,000 pages per PDF. Files are to be transmitted back to DLA via secure SFTP site in a manner that will ensure protection of PII/CUI.

### **PRINTING/IMAGING**

At contractor's option, the product may be produced via conventional offset or digital printing provided Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 × 1200 dpi × 1 bit or 600 × 600 dpi × 4-bit depth technology. Contractor must produce the entire job either conventional offset or digital printing; split production methods are not acceptable without prior approval.

#### **Phase 1**

Static and variable data. Contractor's option to print static data and then overprint variable data or print static data in-line with variable data.

#### ***Tax Forms***

Prints text matter face and back in black ink. Static data for form template. Extensive variable data for form content: text matter, numbers, and currency.

#### ***Account Statements***

Prints text matter face and back in black ink. Static data for form template. Extensive variable data for form content: text matter, numbers, and currency.

#### ***Newsletter***

Prints text matter face and back in black ink. No variable data.

#### ***Envelopes***

After construction, envelopes print face only in black ink with an inside security tint in dark blue or black ink.

Contractor may use stock design for security tint (no proprietary design or company logo allowed) but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Domestic mail addresses to have mailing indicia printed on envelopes in upper right corner in accordance with USPS regulations. Domestic mailing permit number for each Control Prefix provided in the EOY Instruction document.

Foreign mail addresses **do not** have a mailing indicia printed on envelopes.

#### **Phase 2**

Static and variable data. Contractor's option to print static data and then overprint variable data or print static data in-line with variable data.

#### ***Tax Forms***

Prints text matter face and back in black ink. Static data for form template. Extensive variable data for form content: text matter, numbers, and currency.

#### ***Envelopes***

After construction, envelopes print face only in black ink with an inside security tint in dark blue or black ink.

Contractor may use stock design for security tint (no proprietary design or company logo allowed) but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Domestic mail addresses to have mailing indicia printed on envelopes in upper right corner in accordance with USPS regulations. Domestic mailing permit number for each Control Prefix provided in the EOY Instruction document.

Foreign mail addresses **do not** have a mailing indicia printed on envelopes.

### **Phase 3**

Static and variable data. Contractor's option to print static data and then overprint variable data or print static data in-line with variable data.

#### ***Tax Forms***

Prints text matter face and back in black ink. Static data for form template. Extensive variable data for form content: text matter, numbers, and currency.

#### ***Envelopes***

After construction, envelopes print face only in black ink with an inside security tint in dark blue or black ink.

Contractor may use stock design for security tint (no proprietary design or company logo allowed) but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

Domestic mail addresses to have mailing indicia printed on envelopes in upper right corner in accordance with USPS regulations. Domestic mailing permit number for each Control Prefix provided in the EOY Instruction document.

Foreign mail addresses **do not** have a mailing indicia printed on envelopes.

#### ***Tax Forms***

Prints text matter face and back in black ink. Static data for form template. Extensive variable data for form content: text matter, numbers, and currency.

#### ***Envelopes***

Prints text matter face only in black ink. Domestic mail prints with either AAS or RAS mailing indicia. Foreign mail prints without mailing indicia. AAS return address is different from RAS return address.

### **MARGINS**

Follow furnished files for margins, no bleeds.

All envelopes must have margins that meet compliance with USPS Domestic and International Mail Manuals, including mailing indicia permits.

Pressure-seal the self-mailer products to match margins as stated under "Pressure-Seal Self-Mailer Construction."

### **MAIL PIECE ASSEMBLY**

#### **Phase 1: AAS and RAS**

#### ***Annuitant Statements***

Annuitant Statements are collated in the following order:

1. Any and all 1099-R Tax Forms
2. Any and all Account Statements
3. Newsletter

After collating, fold pieces together with the appropriate number of folds in the appropriate position to fit into envelopes. Insert into small window envelopes. See "[Envelope Construction](#)." Insert statements so mailing address shows through window.

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## ***Retired Pay Statements***

Retired Pay Statements are collated in the following order:

1. Any and all 1099-R Tax Forms
2. Any and all COLA Statements
3. Any and all FITW Statements
4. Newsletter

After collating, fold pieces together with the appropriate number of folds in the appropriate position to fit into envelopes. Insert into small window envelopes. See "[Envelope Construction](#)." Insert statements so mailing address shows through window.

## **Phase 2 Pressure-Seal Self-Mailer Construction**

### ***W2 Tax Forms***

Government furnished variable data files are formatted for output equal to InfoSeal® brand. See additional information under "[Stock/Paper](#)" and [Exhibit 1](#). Flat trim size is 8-1/2 × 14". Mailing address block to appear on back of flat tax form.

### Adhesive

Adhesive spot glue inside the margin area. Follow perforations indicated below for margin area. Up to 20 locations on face page, up to 10 locations on back page. Number and location of spot glue areas at Contractor's option, however, Contractor must ensure that spot glue areas are not placed in printing/imaging areas.

Adhesive moisture content should be 5.5% or below with an average moisture content of 4.7% and must be formulated to accommodate in-line laser printer processing and must be sufficient for in-line sealing immediately after printing.

The adhesive must not be affected by the heat or pressure generated by laser printer processing and must completely seal when 150 lbs. per inch pressure is applied to the folded sheet.

The adhesive is to adhere rigidly to the surface of the sheet and shall not cause any residue in or on any stationary or moving parts of the laser printer used.

### Perforating

Two vertical perforations at 12 teeth per inch (tpi). Perforations located approximately 7/16" from 14" left and right edges of form. Perforations to extend the entire 14" dimension.

Three horizontal perforations at 17 tpi. Perforations located approximately 3-9/16", 7-3/16", and 10-25/32" from top 8-1/2" edge of form. Perforations to extend the entire 8-1/2" dimension.

Perforations must not separate during subsequent printing, folding, and sealing.

### Folding and Pressure Sealing

Double-parallel fold tax forms on horizontal perforations. Bottom of face side of form to fold up first, fold located on 7-3/16" perforation. With fold at bottom of tax form, fold form up where the 3-9/16" perforation and 10-25/32" perforation meet. Folded trim size is 8-1/2 × 3-1/2" with mailing address panel to face outside.

Perforating and folding specifications critical for proper content layout and proper alignment of adhesive to allow for pressure-sealing.

After folding, pressure seal tax forms to create self-mailers.

### ***Phase 2 Tax Forms: W2-G***

Collate sheets in proper sequence and then fold forms together with the appropriate number of folds in the appropriate position to fit into envelopes.

Insert into large window envelopes. Insert tax forms so return and mailing addresses show through the window.

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**Phase 2 Tax Forms: 1099-INT, 1099-MISC, 1099-NEC**

Government furnished variable data files are formatted for output equal to InfoSeal® brand. See additional information under “[Stock/Paper](#)” and [Exhibit 2](#). Flat trim size is 8-1/2 × 11”. Mailing address block to appear on back of flat tax form.

**Adhesive**

Adhesive spot glue inside the margin area. Follow perforations indicated below for margin area. Up to 22 locations on face page, up to 10 locations on back page. Number and location of spot glue areas at Contractor’s option, however, Contractor must ensure that spot glue areas are not placed in printing/imaging areas.

Adhesive moisture content should be 5.5% or below with an average moisture content of 4.7% and must be formulated to accommodate in-line laser printer processing and must be sufficient for in-line sealing immediately after printing.

The adhesive must not be affected by the heat or pressure generated by laser printer processing and must completely seal when 150 lbs. per inch pressure is applied to the folded sheet.

The adhesive is to adhere rigidly to the surface of the sheet and shall not cause any residue in or on any stationary or moving parts of the laser printer used.

**Perforating**

Two vertical perforations at 12 tpi. Perforations located approximately 7/16” from 11” left and right edges of form. Perforations to extend the entire 11” dimension.

Three horizontal perforations at 17 tpi. Perforations located approximately 3-11/16”, 7-3/8”, and 7-3/4” from top 8-1/2” edge of form. Perforations to extend the entire 8-1/2” dimension.

Perforations must not separate during subsequent printing, folding, and sealing.

**Folding and Pressure Sealing**

Letter fold (“C” fold) tax forms. Bottom of face side of form to fold up first, fold located on 7-3/8” perforation. Fold face side up again, fold located on 3-11/16” perforation. Do not fold on 7-3/4” perforation. Folded trim size is 8-1/2 × 3-5/8” with mailing address panel to face outside.

Perforating and folding specifications critical for proper content layout and proper alignment of adhesive to allow for pressure-sealing.

After folding, pressure seal tax forms to create self-mailers.

**Phase 3 Mail Piece Assembly**

***1095-C Tax Forms***

Fold forms together with the appropriate number of folds in the appropriate position to fit into envelopes.

Insert into large window envelopes. Insert tax forms so return and mailing addresses show through the window.

**ENVELOPE CONSTRUCTION**

Size and placement of windows as described below and on Exhibits [3](#) and [4](#) are approximate. Final window size and placement will be determined after award of the contract.

**Small Window Envelope**

Open side, side seams, fully gummed flap. Die-cut window 1-1/4 × 4”, located 7/8” from left and 7/8” from bottom. Window to have clear glassine film patch that must be clear of smudges, lines, and distortions and must be securely glued to inside of envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standards/requirements. See [Exhibit 3](#).

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## **Large Window Envelope**

Open side, side seams, fully gummed flap. Die-cut window 2-1/2 × 5-1/4", located 5/8" from left and 5/8" from bottom. Window to have clear glassine film patch that must be clear of smudges, lines, and distortions and must be securely glued to inside of envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standards/requirements. See [Exhibit 4](#).

## **PACKAGE AND SEALING FOR MAILING AND BULK DELIVERY**

Bulk package and seal for mailing in accordance with pages 12 through 16 of [GPO Pub. 310.2](#).

## **DISTRIBUTION**

Complete distribution and mailing instructions in EOY Instructions document.

PDF only output pieces to be securely transmitted electronically as indicated during post-award conference.

## **Domestic Mail Addresses**

Mail f.o.b. contractor's city using contractor printed "First Class Postage and Fees Paid Permit" imprint. The contractor will be required to provide mailing under the appropriate permit imprint and return address.

The contractor is cautioned that "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under the contract. All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable.

## ***Certificate of Conformance***

When using Permit Imprint Mail, the contractor must complete [GPO Form 712 – Certificate of Conformance \(Rev. 10-15\)](#) and the appropriate mailing statement or statements supplied by USPS.

## **Foreign Mail Addresses**

Contractor to bulk mail to Indianapolis, IN. Exact address provided after award. All shipping containers are to comply with GPO Contract Terms, [GPO Pub. 310.2](#), Supplemental Specifications 3. Packing.

## **Delivery/Shipping Status Information**

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (and/or shipment as applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting GPO via e-mail to [compliance@gpo.gov](mailto:compliance@gpo.gov). Personnel receiving e-mail will be unable to respond to questions of a technical nature.

## **REPORTING**

During the course of this process, there are several tracking/reporting mechanisms that need to be updated throughout each phase to include dry run and production.

During the dry run process, tracking and reporting of receipt and return of samples will assist in determining any areas of improvement prior to production, this will be tracked on a spreadsheet provided by the Government.

During the production process, the reporting becomes more critical and timely response is required for tracking to ensure all production and mailing is in accordance with the schedule. The reports that will be required are as follows:

- Deliverable Report: Delivery method is both Excel and PDF prior to production for each variation.
- Undeliverable Report: Delivery method is both Excel and PDF prior to production for each variation.
- Production Report: Daily reporting on each variation produced (printed) and mailed. Delivery method will be in the form of Excel spreadsheet.
- Postal Report: Postal reports are due upon availability after mail is picked up by the United States Post Office.
- Destroyed Mail Report (SecureDestruct): As mail pieces are returned to the United States Postal Service and destroyed, reports must be made available until all pieces have been identified.



- Mail Tracking: Mail tracking reports will be delivered during production on a daily basis and once mailing has been completed, frequency of these reports can be daily or dropped weekly on a specified time in the future.

### **SCHEDULE**

Adherence to this schedule must be maintained.

The Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Contractor's failure to meet the schedules listed below may cause subsequent Government delays in meeting mandated IRS mail dates for tax products. In accordance with [GPO Contract Terms](#), Contract Clause 21, Actual Damages, Contractor will be subject to any IRS penalties that result from Contractor delays.

### **Dry Run**

Dry Run(s) of all End of Year products will need to be performed prior to live production and a schedule shall be provided by the Government by September 30<sup>th</sup> of the contract term and each of its option year periods. The dry run(s) is/are essential to set the expectation of what will occur during live production.

Multiple Dry Runs may be required. It is anticipated that Phases 1 and 2 will require at least one Dry Run and likely two Dry Runs. It is anticipated that Phase 3 will likely require only one Dry Run. Additional Dry Runs will be needed until it is determined that live production can be satisfactorily accomplished.

Upon receipt of the file, contractor is to acknowledge receipt of file and provide record counts contained in each file for validation purposes prior to processing. Once the record count has been validated, the data contained in the individual records will be mapped to the respective template, and a PDF file will be created, restricted to a maximum of 30,000 pages per PDF, of each data set must be provided to ensure accuracy and placement of data.

EOY Instructions provided after award will indicate the quantity of records from each data set that are required for each Dry Run.

If files are transmitted to the contractor prior to 12:00 p.m., Eastern Time, record validation and samples to be provided same day by 5:00 p.m., Eastern Time, close of business. If files are transmitted to the contractor after 12:00 p.m., Eastern Time, the record validation and samples will be provided by 12:00 p.m., EASTERN Time, the next calendar day.

The only exception to the schedule above is for products that will be "[house-held](#)," specifically Phase 1 – Retired and Annuitant, in which samples will be provided within 48 hours of receipt of final file for [house-holding](#).

In the event that other products require [house-holding](#), the contractor will be notified well in advance of expected products that will require additional time.

### **Live Production**

The Government will provide a production schedule in the October timeframe of the contract term and each of its option year periods in which files will be available to the contractor. It will be critical to adhere to schedule in order to meet scheduled mailing dates.

All mailing and bulk deliveries for Phases 1 and 2 must be completed on or before January 31<sup>st</sup> of each year. All mailing and bulk deliveries for Phase 3 must be completed on or before February 28<sup>th</sup> of each year. After completion of Dry Run and once Live Production files are available, the exact schedule of each Phase will be determined. The following is expected:

Phase 1: Live Production files available by the week of December 8<sup>th</sup> or the week of December 15<sup>th</sup> with completed production and mailing/distribution by January 12<sup>th</sup>.

Phase 2: Live Production files available by the week of December 22<sup>nd</sup> with completed production and mailing/distribution by January 31<sup>st</sup>.

Phase 3: Live Production files available by the week of January 26<sup>th</sup> with completed production and mailing/distribution by February 28<sup>th</sup>.



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### **Additional Schedule Instructions**

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified, and the date products ordered for mailing f.o.b. contractor's city must be delivered to the post office.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, 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.

### **Schedule Reporting**

Once the mail pieces for each variable file are completed on a daily basis, a report containing the number of mail pieces for each file MUST be sent to DLA and GPO within 1 workday of mail piece pickup.

Final report format will be determined at the post-award conference. It is anticipated that minimum data sets reported must include:

- Date files received
- Date files sent to production
- Date finished product staged for pickup
- Date of pickup
- Quantity of files received
- Quantity of files determined "undeliverable" by CASS and NCOA certifications
- Quantity sent to production (grouped by variation)
- Number of domestic mail pieces (grouped by variation)
- Number of foreign mail pieces (grouped by variation)
- Total pages imaged (grouped by variation)
- Total leaves imaged (grouped by variation)
- Total leaves inserted (grouped by variation)
- Total finished envelopes (grouped by variation)

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**SECTION 3. — DETERMINATION OF AWARD**

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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 orders for one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

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

I.	(a)	(1)	1
		(2)	1
		(3)	1
	(b)		3,394
	(c)	(1)	3,384
		(2)	127
		(3)	127
		(4)	65
	(d)		3,384
II.	(a)		5
	(b)		755
III.	(a)	(1)	13,730
		(2)	50
	(b)	(1)	90
		(2)	1,424
	(c)	(1)	1,758
		(2)	879
IV.	(a)	(1)	6,865
		(2)	25
	(b)	(1)	45
		(2)	712
	(c)	(1)	1,758
		(2)	879
V.	(a)		6,890
	(b)	(1)	45
		(2)	712

**SECTION 4. – SCHEDULE OF PRICES**

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

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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 nonresponsive.

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

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

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

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

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

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

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

(a) Initial Data Programming Setup, Mapping, and Design:

(1) Phase 1 .....per order..... \$ \_\_\_\_\_

(2) Phase 2 .....per order..... \$ \_\_\_\_\_

(3) Phase 3 .....per order..... \$ \_\_\_\_\_

(b) House-holding .....per 1,000 addresses..... \$ \_\_\_\_\_

(c) CASS and NCOA:

(1) Certification .....per 1,000 addresses..... \$ \_\_\_\_\_

(2) Deliverable Addresses, CSV file .....per CSV file..... \$ \_\_\_\_\_

(3) Undeliverable Addresses, CSV file .....per CSV file..... \$ \_\_\_\_\_

(4) Undeliverable Addresses, PDF file.....per PDF file..... \$ \_\_\_\_\_

(d) IMb and Post-Entry Domestic Mail Tracking .....per 1,000 mail pieces..... \$ \_\_\_\_\_

**II. DIGITAL ONLY FILE OUTPUT:** Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

(a) Dry Run .....per dry run..... \$ \_\_\_\_\_

(b) Production Samples and PDF Output Only prefixes .....per PDF file..... \$ \_\_\_\_\_

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

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**SCHEDULE OF PRICES**

**III. PRINTING/IMAGING AND TRIMMING TO SIZE:** The prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations for printing/imaging and trimming to size.

(a) Printing/Imaging Static and Variable Data on Roll/Sheet Stock (not pressure-sealed):

- (1) 8-1/2 × 11” Trim Size .....per 1,000 images ..... \$ \_\_\_\_\_
- (2) 8-1/2 × 14” Trim Size .....per 1,000 images ..... \$ \_\_\_\_\_

(b) Printing/Imaging Static and Variable Data on pressure-seal stock):

- (1) 8-1/2 × 11” Trim Size .....per 1,000 images ..... \$ \_\_\_\_\_
- (2) 8-1/2 × 14” Trim Size .....per 1,000 images ..... \$ \_\_\_\_\_

(c) Printing/Imaging Envelopes:

- (1) Small Window .....per 1,000 envelopes ..... \$ \_\_\_\_\_
- (2) Large Window .....per 1,000 envelopes ..... \$ \_\_\_\_\_

**IV. STOCK/PAPER:** Payment for all stock/paper supplied by the Contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves required for tax forms, statements, and newsletters and the net number of envelopes. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

(a) Roll/Sheet Paper, White Uncoated Text (50-lb.):

- (1) 8-1/2 × 11” Trim Size .....per 1,000 leaves ..... \$ \_\_\_\_\_
- (2) 8-1/2 × 14” Trim Size .....per 1,000 leaves ..... \$ \_\_\_\_\_

(b) Pressure-Seal Paper, White Bond (28-lb.):

- (1) 8-1/2 × 11” Trim Size .....per 1,000 leaves ..... \$ \_\_\_\_\_
- (2) 8-1/2 × 14” Trim Size .....per 1,000 leaves ..... \$ \_\_\_\_\_

(c) Envelopes (including construction)

White Writing Envelope (20-lb. or 24-lb.):

- (1) Small Window .....per 1,000 envelopes ..... \$ \_\_\_\_\_
- (2) Large Window .....per 1,000 envelopes ..... \$ \_\_\_\_\_

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

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**SCHEDULE OF PRICES**

**V. ADDITIONAL OPERATIONS:** Price offered for the following operations must include the cost of all required materials and operations.

- (a) Mail Piece Assembly (includes both 8-1/2 × 11” and 8-1/2 × 14” trim sizes for Phases 1 and 2, collating, folding, and inserting into envelopes) .....per 1,000 leaves ..... \$ \_\_\_\_\_
- (b) Pressure-Sealing Self-Mailer Construction:
  - (1) Trim Size 8-1/2 × 11” (includes perforating up to 5 lines and “C” folding in 2 locations and pressure sealing).....per 1,000 self-mailers ..... \$ \_\_\_\_\_
  - (2) Trim Size 8-1/2 × 14” (includes perforating up to 5 lines and “Double Parallel” folding in 2 locations and pressure sealing) .....per 1,000 self-mailers ..... \$ \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the Post Office located at:

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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**SCHEDULE OF PRICES**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

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

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

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

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

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by 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 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)

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**THIS SECTION FOR GPO USE ONLY**

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_

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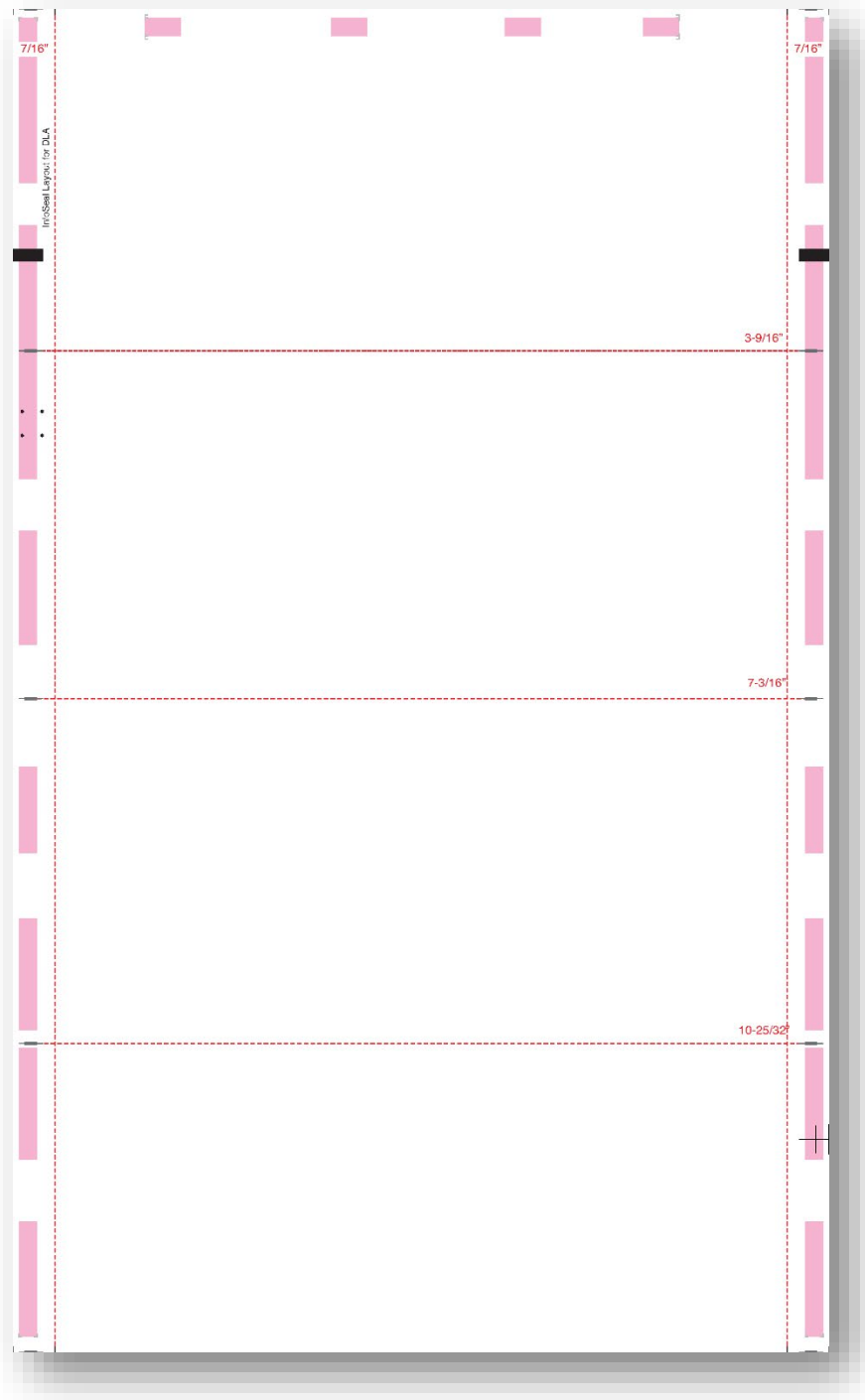
# EXHIBITS

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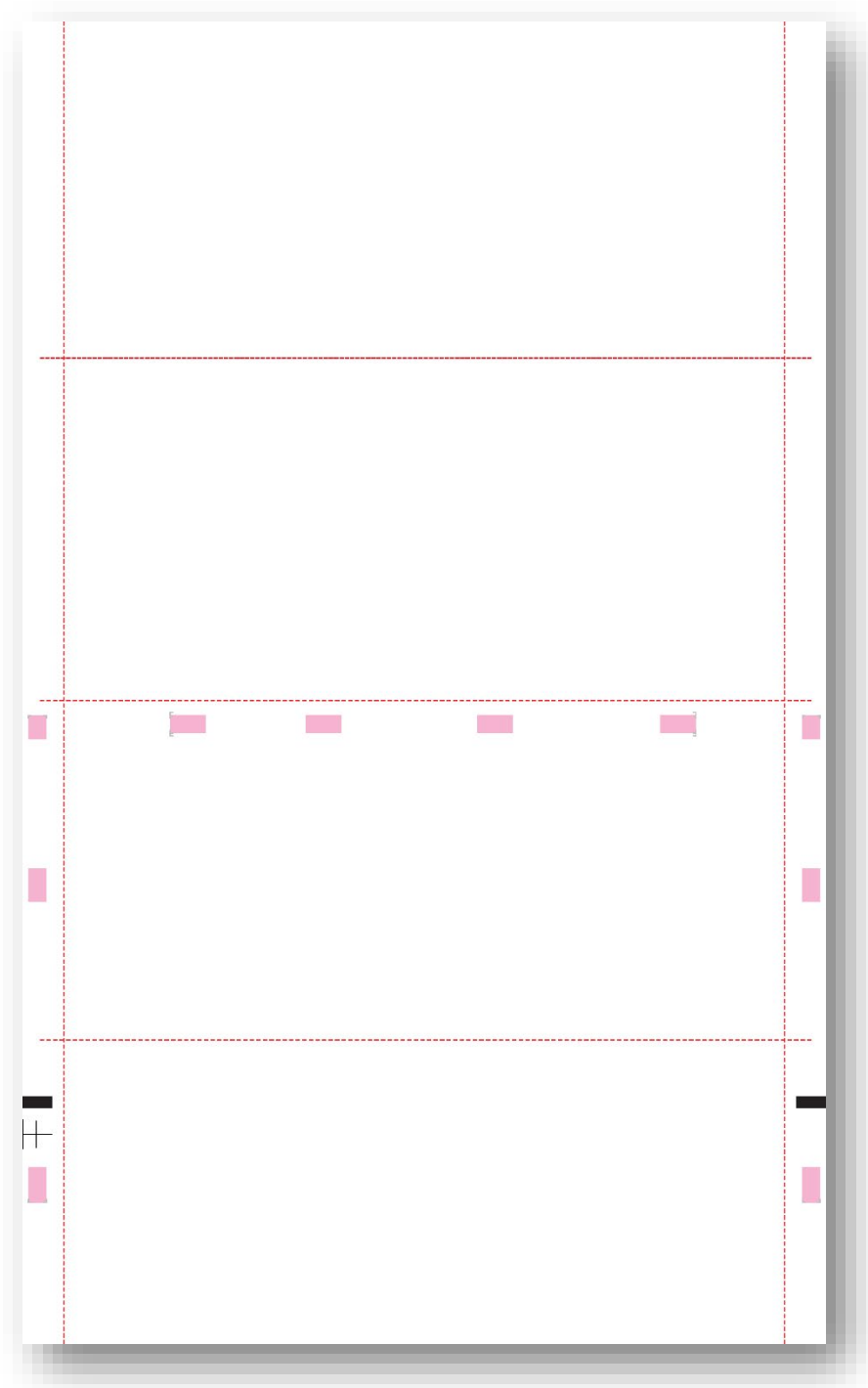
## EXHIBIT 1

### Pressure-Seal Self-Mailer for 8-1/2 × 14" Tax Forms

8-1/2 × 14" Face Side (not to size)



8-1/2 × 14" Back Side (not to size)

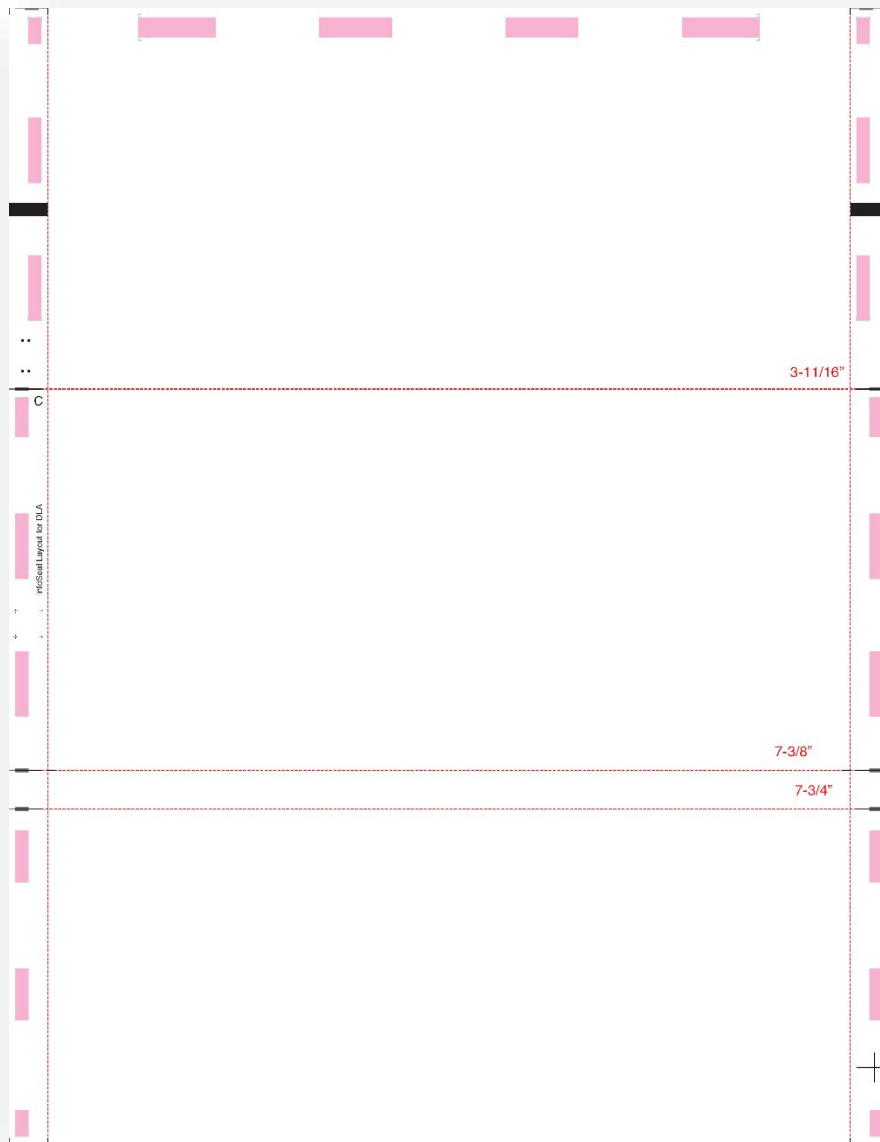




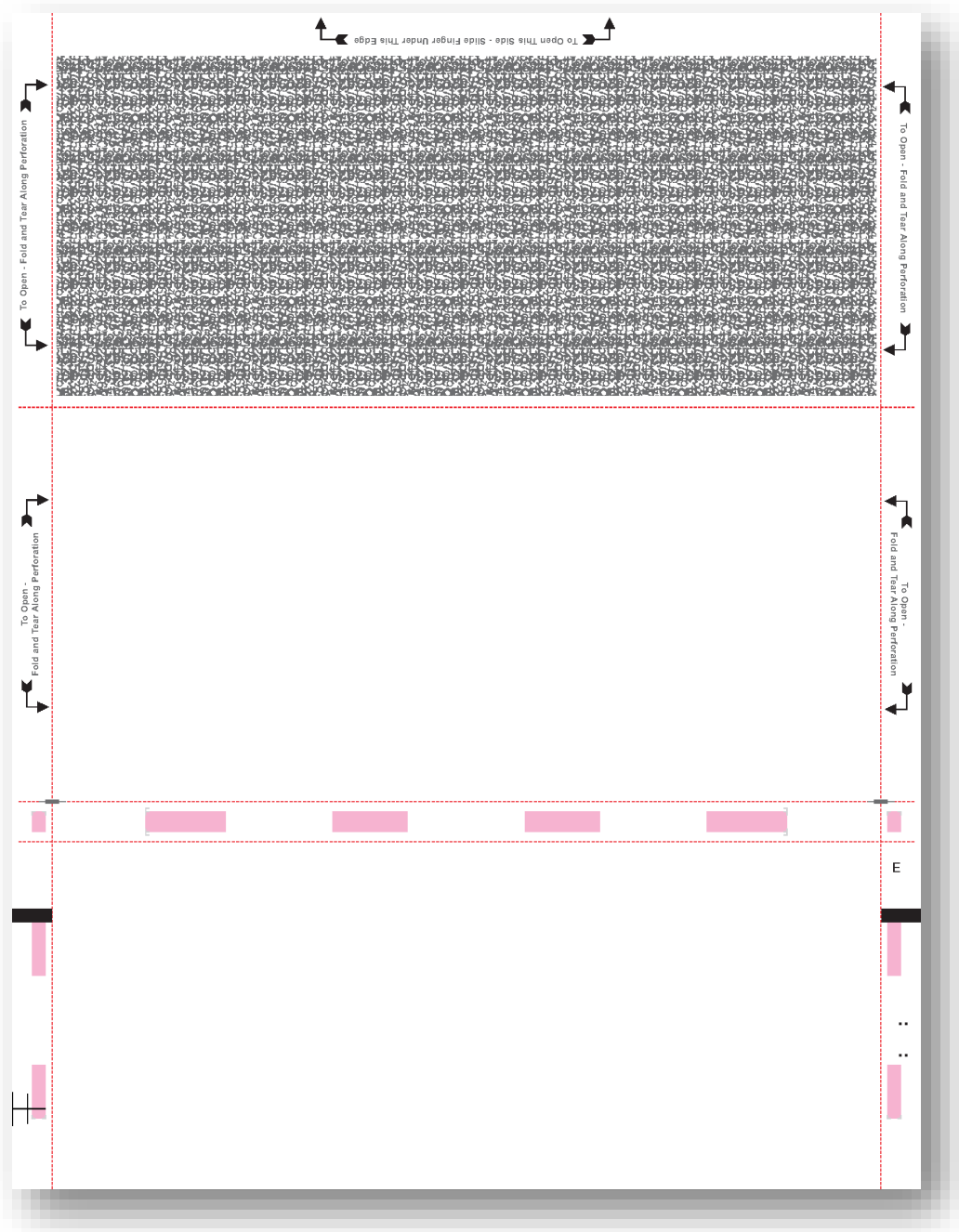
**EXHIBIT 2**

**Pressure-Seal Self-Mailer for 8-1/2 × 11" Tax Forms**

*8-1/2 × 11" Face Side (not to size)*

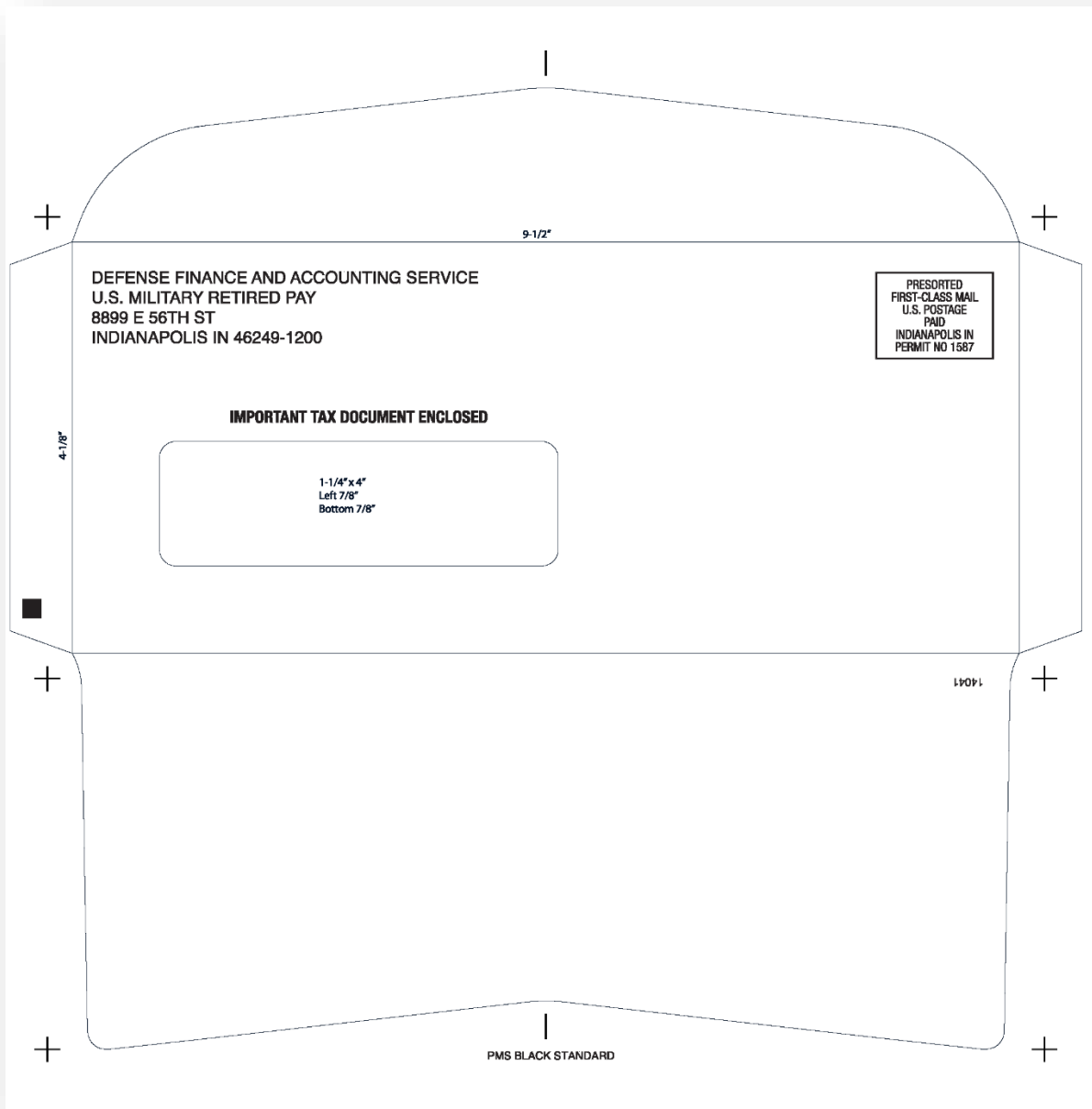


8-1/2 × 11" Back Side (not to size)



**EXHIBIT 3**

Phase 1 Small Window Envelope: Print content will vary for the return address. Phase 1 will have one return address for AAS files, and one return address for RAS files. Domestic mail permit for AAS and RAS is the same. No mail permit required for foreign mail.



**EXHIBIT 4**

Phases 2 and 3 Large Window Envelope: Phase 2 will have various mail permits and return addresses, Phase 3 will have various return addresses. Return addresses are to be printed on tax forms and are to appear inside the window area of the envelope. Contractor's option to print mail permit on envelope or on tax form; however it must comply with USPS manuals for Domestic mail.

