

U.S. Government Publishing Office (GPO)
Northeast Regional Office
General Terms, Conditions, and Specifications
for the procurement of
Document Scanning (ETEC)
As requisitioned from the U.S. Government Publishing Office (GPO) by the
Department of the Energy

BID OPENING: Bids shall be opened at **2:00 p.m.**, prevailing Eastern Standard Time, on **September 30, 2024** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

Any questions before or after award concerning these specifications call Juliann Handziak at (614) 488-4616, Ext. 3. No collect calls.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The Jacket Number 741-846 and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time specified above will not be considered for award.***

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

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

BIDDERS PLEASE NOTE: The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, pages 9-10.

INSPECTION OF MATERIAL: Contractor is required to examine furnished material immediately upon receipt, pursuant to GPO Publication 310.2, Contract Clauses, 7. Government Furnished Property (GFP). If at that time there is disagreement with the description or requirements as presented in the specifications and prior to the performance of any work, the contractor shall contact the contract administrator Juliann Handziak at 614-488-4616, x3. Failure to bring any discrepancies to the attention of the GPO will not relieve the contractor of the responsibility to perform. An accurate number of originals cannot be determined at this time. Contractor must inform the US GPO Publishing Specialist via email immediately if furnished material is 10% more than estimated count.

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 12/1/87, Rev. 01-18).

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

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

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number.
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

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).
5. See SOW Attached for additional requirements.

The Contractor shall assume all records are unclassified, as all previously classified records should have been declassified. There could be instances where the record(s) were declassified (noted on the first page), but the markings on subsequent pages were not properly removed. In the event records are found with classified markings, the Contractor shall immediately protect the record and contact DOE.

The Contractor must utilize a Federal accredited moderate boundary network to ensure the protection of Federal records. The records may contain Controlled Unclassified Information (CUI) and in most cases are not marked properly or have old markings. The Contractor must safeguard the records and the records must be kept under an authorized person's direct control or protected with at least one physical barrier to protect CUI from unauthorized access. When not in an authorized holder's direct possession, CUI will be kept in a locked desk drawer, filing cabinet or within a locked office as long as the CUI is protected from unauthorized viewing. DOE O 471.7, Controlled Unclassified Information (CUI) Paragraph 4f(4)v

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

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

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

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

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

NOTE: Partial Payments, as defined in GPO Pub. 310.2, Contract Terms, Contract Clause 25, are authorized provided that each payment request is for one or more completed lots (payment for a partial lot will not be permitted). Payment requests must include the signed certification for each lot, with the DOE coordinator's signature of acceptance, for each invoice submitted to GPO. Lots will be determined after award, with agreement between the DOE, GPO, and the contractor.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES.

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. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

*****SECURITY REQUIREMENTS: Special ATTENTION.** Contractors MUST be able to provide proof of meeting all requirements in Attachment Item #5 concerning National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 Rev5 for federal information systems or NIST SP 800-171 Rev2 for non-federal information systems. Contractors unable to provide required information will be determined non-responsible.

NOTE: Vendors are required to provide an ATO or an NIST Certificate along with additional documents as outlined in the SOW attached, within 24 hours requested from GPO; for review and acceptance prior to award. Information must definitively demonstrate that the product quoted meets the specifications in every respect before consideration of award can be made.

TITLE: Document Scanning (ETEC)

PRODUCT: These specifications cover scanning 835 banker boxes, approximately 2,508,500 sheets, of primarily letter-sized paper and including 3,500 drawings. Award will be based on scanning documents into multi-page-PDF files, estimated total of 2,508,500 originals.

QUANTITY: Approximately 2,508,500 sheets, 835 banker boxes including 3,500 drawings.

TRIM SIZE: Estimated 80% will be 8-1/2x11", legal or ledger; rest are large drawings. See products to be scanned for breakdown.

DESCRIPTION: PREDOMINANT PRODUCTION FUNCTION: Scanning Services (NO PRINTING REQUIRED).

SCOPE: This statement of work is for digitization for approximately 2,508,500 sheets, 835 banker boxes of paper copy records.

Contractor will be required to separate each page for scanning. Contractor may disassemble and unbind to scan the furnished document to get it ready for scanning.

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

The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor to contact Publishing Specialist at Jhandziak@gpo.gov.

PRODUCTS TO BE SCANNED: Hard copy original documents furnished in storage boxes will consist of a variety of materials, including but not limited to 2 sided GBC bound, Bound Books, Faxes, Fold-ins, 8-1/2 x 11 Forms, Half Pages, Maps, newspapers, Non-standard sizes (not 8.5 x 11 or 8.5 x 14), Oversized documents (not 8.5 x 11 or 8.5 x 14), Photos, Paper clipped, Sticky notes affixed, Folded products, bound in folders and stapled documents.

Sticky notes to be scanned as it is on corresponding document, then removed the sticky note from the document. The sticky note and document to be then scanned separately.

Content is as follows:

- Approx. 2% are smaller than 8.5 x 11" (50,170 Sheets)
- Approx. 80-81% are 8.5 x 11" (2,028,385 Sheets)
- Approx. 2% are 8-1/2 x 14" (50,170 Sheets)
- Approx. 15% are 11x17 (376,275 Sheets)
- Approx. >1% are over 11 x 17" up to and including 36x48" (3,500 drawings/maps included).

CHAIN OF CUSTODY: Chain of custody must be maintained at all times. Documentation may be requested at any time to verify this.

See attached for SOW: Jacket 741-846 ETEC Records Digitization GPO

PICKUP LOCATION:

U.S. Department of Energy, Environmental Management Consolidated Business Center, 175 Tri-County Parkway, Suite C3, Cincinnati Office 45246 (835 boxes Plus Drawings)

ALL BOXES MUST BE PICKED UP BY OCTOBER 7, 2024.

Descriptions for paper records:

1% No Intervention: Furnished source materials are ready to be inserted into an automatic document scanner, requiring no deconstruction. For example: loose leaf documents that are all one standard size (8-1/2 x 11, 8-1/2 x 14, or 11 x 17).

25% Light Intervention: Furnished source materials require slight deconstruction before being inserted into an automatic document scanner. For example: all one standard size documents that are rolled, stapled or paper clipped.

64% Medium Intervention: Furnished source materials require moderate deconstruction before being inserted into an automatic document scanner and consists of light intervention. For example: documents of various standard sizes and may include folder tabs and/or tab dividers, sticky notes to be removed and replaced.

9% Heavy Intervention: Furnished source materials require difficult deconstruction before being inserted into an automatic document scanner and consists of light and/or medium intervention. For example: documents of various standard sizes and may include folded, torn, or stuck-together pages.

1% Glass Work: Defined as copies made from originals that can only be scanned manually on the scanner glass and may include but not limited to, receipts, half-pages, envelopes, onion skin, or thermal facsimile paper, odd-size originals, checks, permanently bound books, two-sided spiral bound, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

- The contractor is to prep all documents for scanning (i.e. removing staples, paper clips, rubber bands and other binding methods).
- Color Mode to 100% match source document.
- OCR required - To be text searchable. Format to be PDF – images & text.
- Metadata requirements:

For those records that are permanent, any additional metadata requirements from 36 CFR 1236, Subpart E must also be captured. (<https://www.ecfr.gov/current/title-36/chapter-XII/subchapter-B/part-1236/subpart-E>)

The EMCBC shall provide an acronym list to assist in spelling out acronyms when needed.

- Bates numbering NOT Required.
- Naming Convention: EX: File name (Bulletin 2015-04 Appendix B | National Archives)
<https://www.archives.gov/records-mgmt/bulletins/2015/2015-04-appendix-b.html>

If there are subfolders, the folder/subfolder field needs to include both throughout – Example: If the original folder is Building 059 Concrete Removal and there is a subfolder titled Cast in Place Concrete, the folder/subfolder title field would read: Building 059 Concrete Removal - Cast in Place Concrete."

- Image cleanup Required - Deskewed and Despeckled

- No Section 508 accessibility requirements

DELIVERABLE: Contractor to provide Multiple page PDFs.

The documents do not need to be re-stapled or re-bound, but the order needs to remain intact.

STORAGE MEDIA: EMCBC will provide access to an external SharePoint Site; requires Microsoft account/email.

Section 5 of the SOW Attached - Security and Protection of the Records

The Contractor shall assume all records are unclassified, as all previously classified records should have been declassified. There could be instances where the record(s) were declassified (noted on the first page), but the markings on subsequent pages were not properly removed. In the event records are found with classified markings, the Contractor shall immediately protect the record and contact DOE.

The Contractor shall utilize an information system for all activities associated with the provided service that implements the proper security controls as defined for a moderate boundary environment in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 Rev5 for federal information systems or NIST SP 800-171 Rev2 for non-federal information systems. The Contractor shall provide evidence of the accreditation for the information system in the form of an Authority to Operate (ATO) issued by a federal agency, as well artifacts that will allow the government to assess any risks associated with the environment and to issue their own local authorization.

The records may contain Controlled Unclassified Information (CUI) and in most cases are not marked properly or have old markings. The Contractor must safeguard the records and the records must be kept under an authorized person's direct control or protected with at least one physical barrier to protect CUI from unauthorized access. When not in an authorized holder's direct possession, CUI will be kept in a locked desk drawer, filing cabinet or within a locked office as long as the CUI is protected from unauthorized viewing. DOE O 471.7, "Controlled Unclassified Information (CUI)" Paragraph 4f(4)

An ATO or NIST Certificate must be provided with contractor/vendor proposal, along with the following artifacts:

- Account Management Policies/Procedures
- Audit Policies/Procedures
- Configuration Management Plan
- Incident Response Plan
- Media Protection Plan
- System Security Plan
- CMMC/800-171 certification
- Third Party Independent Assessment Detailed Report

Work must be completed by US Citizens.

GOVERNMENT TO FURNISH (GFM):

Boxes to be picked up from Cincinnati, Ohio. See attached for SOW. PO to be emailed from GPO.

POC: Kathy Reid, 513.246.0607, kathy.reid@emcbc.doe.gov. **Contractor NOT to contact POC's until after award.**

NOTE: CONTRACTOR MUST INFORM GPO NORTHEAST IMMEDIATELY IF ORIGINALS FURNISHED IS MORE THAN 10% OVER THE ORIGINAL ESTIMATED ORIGINALS. DO NOT PROCEED UNLESS INSTRUCTED BY GPO.

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.

PROOFS: Proofs will NOT be required; contractor is responsible that output is in conformance with visuals provided. See SOW 4. for Test Set Requirements.

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

QUALITY OF SCANNING: FADGI 3 Star - and OCR capable.

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): https://www.digitizationguidelines.gov/guidelines/FADGITechnicalGuidelinesforDigitizingCulturalHeritageMaterials_ThirdEdition_05092023.pdf FADGI May 2023 Technical Guidelines for Digitizing Cultural Heritage Materials and the 36 CFR- 36 CFR 1236, Subpart D “Digitization of Temporary Records”, 36 CFR 1236, Subpart E “Digitization of Permanent Records” and 36 CFR 1236, Subpart F “Transfer Metadata”.

Based on the product being scanned, refer to Chapter 3: Evaluation Criteria Values for Specific Material Types for the most applicable category.

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

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

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

Monitoring: GPO may request Device Level Target and accompanying report upon request throughout contractor performance.

Files are to be uploaded on GPO File Sharing at filesharing.gpo.gov. Under Select an Office, choose Quality Control for Published Products. If additional assistance is needed, contact qcqp@gpo.gov for instructions. Files are to be named: Jacket_Date (e.g., 741846_mmddyy).

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order will be e-mailed from U.S. Government Publishing Office by: **October 3, 2024.**

ALL BOXES MUST BE PICKED UP BY October 7, 2024.

Deliver completed product (All scans completed, named, and uploaded along with all boxes returned) no later than October 9, 2026 (24 Months)

Contractor to make arrangements after award to pick up 835 estimated boxes along with 3,500 drawings from the location listed below.

ALL COSTS FOR PICK UP AND DELIVERY OF DOCUMENTS TO BE INCLUDED IN THE BID.

RECEIPT FOR DELIVERY: As applicable, the contractor must furnish their own receipts for deliveries. These receipts must include the GPO jacket number; total quantity delivered number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copies of these receipts must accompany the contractor's voucher for payment.

DISTRIBUTION: F.O.B. Destination. All pickup and delivery charges (including return of boxes) to be included in the bid.

Pickup boxes with original contents:

U.S. Department of Energy, Environmental Management Consolidated Business Center, 175 Tri-County Parkway, Suite C3, Cincinnati Office 45246

ALL BOXES MUST BE PICKED UP BY OCTOBER 7, 2024.

Original Source Documents to be delivered to:

U.S. Department of Energy, Office of Legacy Management, 99 Research Park Road, Morgantown, WV 26505-3296

Contractor to store all documents (835 banker boxes, approximately 2,508,500 sheets, of primarily letter-sized paper and including 3,500 drawings) until the written approval for has been provided by GPO.

DETERMINATION OF AWARD: The Government will determine the lowest offer by applying the prices listed in the "Schedule of Prices" to the following units of production. The item designations correspond to those listed in the "Schedule of Prices". The bidder must make an entry in each of the spaces provided.

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

1. Approx. 2% are smaller than 8.5 x 11" (50,170 Sheets)
2. Approx. 80-81% are 8.5 x 11" (2,028,385 Sheets)
3. Approx. 2% are 8-1/2 x 14" (50,170 Sheets)
4. Approx. 15% are 11x17 (376,275 Sheets)
5. Approx. >1% are over 11 x 17" up to and including 36x48" (3,500 drawings/maps included).

SCHEDULE OF PRICES (PAGE 1 OF 2)

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.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (no bid), NA (not applicable), or blank spaces for an item may be declared non-responsive.

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

For double-sided documents, contractor will be allowed a charge for each side. Contractor will not be allowed a charge for blank pages. **OCR must be included in prices below.**

INCLUDE THE FOLLOWING SCHEDULE OF PRICES WITH YOUR BID

The contractor is responsible to appropriately scan each original source document, with scanner settings established for each image scanned as appropriate to ensure the 100% accuracy of image capture. Images must be scanned appropriately for accurately capturing all color, grayscale, and text values as applicable and in accordance with all contract requirements.

- 1. Smaller than 8-1/2 x 11"per image scanned.....\$ _____
- 2. 8-1/2 x 11"per image scanned.....\$ _____
- 3. 8-1/2 x 14"per image scanned.....\$ _____
- 4. 11 x 17".....per image scanned.....\$ _____
- 5. Greater than 11 x 17" up to and including 36 x 48"...per image scanned.....\$ _____

DISCOUNTS: Discount is offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

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

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

(Initials)

*****NOTE: SUBMIT BOTH PAGES 9 AND 10 VIA EMAIL*****

