

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Public Information Request System
(PIRS)

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

Social Security Administration
(SSA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending October 31, 2009 plus up to four optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

Contractor interfacing with SSA's National File Transfer Management System (FTMS) for electronic transmission of files from SSA to the production facility will take place from Date of Award until actual production begins.

BID OPENING: Bids shall be publicly opened at 11 am, prevailing Washington, DC time December 8, 2008

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June, 2001.

DISPLAY SAMPLES: Previously printed samples comparable to those to be produced on this contract will be available for inspection by bidders in the bid room, at the U.S. Government Printing Office, Washington, DC. Samples may be inspected between the hours of 8:00 a.m. and 2:00 p.m. Monday through Friday, until bid opening date. While these samples are representative of the printing, binding, folding, and construction operations required for the major part of the work to be ordered on this contract, occasional orders may include additional requirements as provided for in these specifications.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

Changes are scattered throughout.

For information of a technical nature call Mrs. Jamie Pintilie at (202) 512-0310 (No collect calls, please).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. 6 - 01) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979, Rev. 8 - 02).

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

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

- P-7. Average type dimension in publication, electronic media, camera copy, Government furnished negatives.
- P-8. Electronic media, camera copy, Government furnished negatives.
- P-9. Pantone Matching System color.

SUBCONTRACTING: The predominant production functions are the laser/ion deposition imaging of data from electronically transmitted files and mailing. Any bidder who cannot perform the imaging and mailing portions of the Program will be declared nonresponsible.

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause except, the total duration of this contract may not exceed 5 years and 4 months as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to October 31, 2009 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 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 July 31, 2008 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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for "Offset & Text" will apply to all paper required under this contract.
2. The applicable index figures for the month of July 2008 will establish the Base Index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the Base Index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.

7. Adjustments under this clause will be applied to the Contractor's bid price(s) for line Items III. (a) through (e) in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

PUBLIC TRUST SECURITY REQUIREMENTS: This contract has been designated Public Trust Position Level 5C. Due to the sensitive nature of the information contained in the products produced under this contract, contractor employees performing under this contract will be subject to a thorough civil and criminal background check as detailed in Exhibit A "Security Requirements". "Performing under this contract" is defined as working on-site at an SSA facility (including visiting the SSA site for any reason) or having access to Government programmatic or sensitive information.

Contractors should anticipate a pre-screening notification within 15 days after receipt of properly completed forms and fingerprinting cards. The Social Security Administration will process all required background checks. It is the responsibility of the contractor to ensure fingerprint cards are processed through their local police departments or other authorized finger printers. All forms and fingerprinting cards must be submitted with ten (10) workdays after receipt of furnished materials and blank forms. Forms may be obtained by calling Social Security Administration (SSA) Personnel Security Suitability Program Officer (SPO) Richard Runk at (410) 965-4548. Once forms have been completed, return all forms to Richard Runk, Social Security Administration, 1260 Dunleavy Bldg., 6401 Security Blvd., Baltimore, MD 21235.

SECURITY REQUIREMENTS: Protection of Confidential Information:

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

- (d) The Contractor/Subcontractor and the Contractor/Subcontractor employees may be subject to the criminal penalties as set forth in 5 U.S.C. Section 552a(I)(1), which is made applicable to Contractors/Subcontractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the SSA for knowingly disclosing confidential information as described in section 1106 of the Social Security Act (422 U.S.C. 1306), the Contractor/Subcontractor and Contractor's/Subcontractor's employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The Contractor/Subcontractor shall assure that each Contractor/Subcontractor employee with access to confidential information knows the prescribed rules of conduct, and that each Contractor/Subcontractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act. When the Contractor/Subcontractor employees are made aware of this information, they will be required to sign the Contractor Personnel Security Certification (see EXHIBIT B). A copy of this signed certification must be forwarded to: Social Security Administration, Center for Printing Procurement, ATTN: Tina Johnson, Room 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401, and a copy must also be forwarded to U.S. Government Printing Office, North Capitol & H Streets, NW, STOP: PPC Room A-843, Attn: Contracting Officer, Washington, DC 20401.
- (f) All confidential information obtained from SSA for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) The Government reserves the right to conduct on-site visits to review the Contractor's/Subcontractor's documentation and in-house procedures for protection of confidential information.

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 of all of the Contractor's computer, printing, and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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

The Contractor shall present in writing to the Contracting Officer within 5 workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities:

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

If award is predicated on the purchase of systems equipment to meet the file transmission requirements, the contractor must provide Purchase Order(s) with delivery date(s) at least 45 days prior to the established production date.

Backup Facility: Failure to deliver these notices/forms/publications in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said locations for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing and mailing the notices/forms/publications specified in this Program.

Plans for this contingency production must be prepared and submitted to the Contracting Officer as part of the preaward survey. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility. Part of the plan must also include the transportation of Government materials from one facility to another. The Government has the option to install a T1 line into the backup facility.

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

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

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

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

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

Quality Control Sample Plans: Plans must provide a description how the contractor will create quality control samples for periodic samplings to be taken during the production run, and shall contain control systems that will detect defective or missing/mutilated pieces.

Plan should include the sampling interval the contractor intends to utilize. Contractor will be required to create two quality control samples to be drawn from the production stream at the same time. One sample will be drawn, inspected and retained as part of the contractor's quality assurance records. The second sample drawn for the Social Security Administration will be packed with the remaining samples associated with each task order and shipped to the Social Security Administration (address to be supplied at the postaward meeting).

Plans shall detail the actions to be taken by the Contractor when either defects or missing/mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. 6-01).

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

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

Computer System Plan: This plan must include a detailed listing of the Contractor's/Subcontractor's operating software platform and file transfer system necessary to interface with SSA's national File Transfer Management System (FTMS) for electronic transmission of PIRS files from SSA. The plan must also include the media type on which files from SSA will be received to the extent that operator intervention (pc transfer or to DARD) is not required at SSA or the Contractor's/Subcontractor's production facility. The Systems Plan shall demonstrate the Contractor's/Subcontractor's ability to provide complete hardware and software compatibility with SSA's existing network (see WIRE TRANSMISSION for additional information). The contractor must complete Exhibit C (System Plan).

Mail Plan: This plan shall include sufficient detail as to how the Contractor/Subcontractor will comply with all applicable U.S. Postal Service mailing requirements as listed in the U.S. Postal Service Domestic and International Mail Manuals in effect at the time of the mailing, and other U.S. Postal Service instructional material such as the Postal Bulletin.

Material Handling and Inventory Control: This plan shall explain in detail how the following materials will be handled: incoming raw materials; work-in-progress materials; quality control inspection materials; U.S. Postal Service inspection materials; and all outgoing materials cleared for U.S. Postal Service pick-up/delivery.

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

Production Plan: This plan shall include items such as a detailed listing of all production equipment and equipment capacities to be utilized on this contract. If new equipment is to be utilized, documentation of the source, delivery schedule and installation dates are required.

Security Control Plan: The proposed Security Control Plan must address, at a minimum, the following:

Materials: How all accountable materials will be handled throughout all phases of production. This plan shall also include the method of disposal of all production waste materials.

Production Area: The Contractor/Subcontractor must provide a secure area(s) dedicated to the processing and storage of data for "Public Information Request System (PIRS)", either a separate facility dedicated to this product, or a walled-in limited access area within the Contractor's/Subcontractor's existing facility. Access to the area(s) shall be limited to security-trained employees involved in the production of Public Information Request System.

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

ON-SITE RERESENTATIVES: One or two full-time Government representatives may be placed on the Contractor's premises on a limited basis or throughout the term of the contract.

On-site representative(s) may be stationed at the Contractor's facility to: provide project coordination in receipt of wire transmissions; verify addresses; monitor the printing, folding, inserting, mail processing, quality control, sample selections and inspections; and monitor the packing and staging of the mail. These coordinators will not have contractual authority, and cannot make changes in the specifications or in contract terms, but will bring any and all defects detected, to the attention of the company Quality Control Officer. The coordinators must have full and unrestricted access to all production areas where work on this program is being performed.

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

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

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

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

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

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

ASSIGNMENT OF JACKETS, PURCHASE, TASK AND PRINT ORDERS: A GPO Jacket Number will be assigned and a Purchase Order issued to the contractor to cover work performed. The Purchase Order will be supplemented by an individual "Task Order" for each job placed with the contractor. A Print Order will be issued weekly and will indicate the total number of task orders placed and total number of copies produced that week. The Print Order will also indicate any other information pertinent to the particular task orders.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of weekly Print Orders supplemented by daily electronic task orders. Orders may be issued under the contract *from* Date of Award *through* September 30, 2009, plus for such additional period(s) as the contract is extended. All Print Orders and task orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any Print Order or Task Order. Task Orders will be "issued" daily for purposes of the contract and shall detail the daily volume of notices required. A Print Order (GPO Form 2511) to be used for billing purposes, will be issued weekly and will cover all daily Task Orders issued that week.

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

The estimated quantities specified in the "DETERMINATION OF AWARD" are not the total requirements of the Government activity but are the estimates of requirements in excess of the quantities that the Government activity may itself furnish using its own equipment, facilities, or employees. Except as this contract otherwise provides, the Government shall order from the Contractor all of that activities requirements for supplies and services specified in the "DETERMINATION OF AWARD" that exceed the quantities that the Government activity may decide to furnish.

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

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

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

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

Subject to any limitations elsewhere in this contract, the Contractor shall furnish to the Government all items set forth herein which are called for by Print Orders issued in accordance with the "Ordering" clause of this contract.

PRIVACY ACT NOTIFICATION: This procurement action requires the Contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The Contractor agrees:

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

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

CRIMINAL SANCTIONS: It is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(I)(1) which is made applicable to Contractors by U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of mailing packages, consisting of English and Spanish: personalized notices; forms; fact sheets; leaflets; and booklet inserts; requiring such operations as programming, the receipt and processing of wire transmitted data, composition, film making, printing and imaging, folding, binding, inserting, metering, presorting and mailing.

The Public Information Request System (PIRS) files are record specifications for formatting in the Advanced Function Presentation (AFP) printing platform.

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

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

SSA will provide a breakdown of the PIRS records reflecting fields within each record, to be used in the completion of the required PIRS notice requested. The documentation will also reflect the fields within each record, to be used in determining all required inserts associated with each request record (see Vendor Display Rules, Exhibit D). The number of inserts per request will allow the Contractor to determine the number of actual mail pieces per request. The mail piece break down will be determined by the Contractor, based on logic which takes their insertion equipment into consideration.

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

Whenever the Contractor makes a change in the programming, the Contractor will be required to execute a self-certification statement (see Exhibit E) specifying the date of the last programming change. Prior notification of a programming change is required in addition to the self-certification statement for the Contractor to schedule a validation test with SSA.

NOTICE

DATA SET NAME

1E	OLBG.BTI.VENDOR.PIR.PIR1E.Ryymmdd
1S	OLBG.BTI.VENDOR.PIR.PIR1S.Ryymmdd
2E	OLBG.BTI.VENDOR.PIR.PIR2E.Ryymmdd
2S	OLBG.BTI.VENDOR.PIR.PIR2S.Ryymmdd
3E	OLBG.BTI.VENDOR.PIR.PIR3E.Ryymmdd
3S	OLBG.BTI.VENDOR.PIR.PIR3S.Ryymmdd
4E	OLBG.BTI.VENDOR.PIR.PIR4E.Ryymmdd
4S	OLBG.BTI.VENDOR.PIR.PIR4S.Ryymmdd

MAKE UP OF MAILERS:

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

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

The SS-5 mailers are English (Notice 1E) or Spanish (Notice 1S) represented by the following data set names. Notices can consist of 1-2 pages. Mailers may include up to 99 copies of the forms below.

Notice 1E (SS-5 English)

<u>OLBG.BTI.VENDOR.PIR.PIR1E.Ryymmdd</u>	Personalized English Notice Form SS-5 Mail-out envelope(s) or container(s)
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Notice 1S (SS-5-SP Spanish)

<u>OLBG.BTI.VENDOR.PIR.PIR1S.Ryymmdd</u>	Personalized Spanish Notice Form SS-5-SP Mail-out envelope(s) or container(s)
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The SS-5 Exception mailers are English (Notice 2E) or Spanish (Notice 2S) represented by the following data set names. Notices can consist of 1-2 pages. Mailers may include up to 99 copies of the form below.

Notice 2E (SS-5 Exception – English)

<u>OLBG.BTI.VENDOR.PIR.PIR2E.Ryymmdd</u>	English Notice Mail-out envelope
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Notice 2S (SS-5 Exception – Spanish)

<u>OLBG.BTI.VENDOR.PIR.PIR2S.Ryymmdd</u>	Spanish Notice Mail-out envelope
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The Generic mailers are English (Notice 3E) or Spanish (Notice 3S) notices represented by the following data set names. Notices can consist of 1-2 pages. Mailers may include any combination of the forms and/or publications listed. A maximum of 99 copies of each form or publication could be requested.

Notice 3E (Generic English)

<u>OLBG.BTI.VENDOR.PIR.PIR3E.Ryymmdd</u>	Personalized English Notice Mail-out envelope(s) or container(s) Form -7004 (English) Form -1020 (English mailing kit) ** Form - 3368-BK Form - 3820-BK Form - 3881-BK Leaflet Pub. No. 05-10002 Fact Sheet Pub. No. 05-10007 Leaflet Pub. No. 05-10018 Fact Sheet Pub. No. 05-10021 Fact Sheet Pub. No. 05-10022 Leaflet Pub. No. 05-10023 Booklet Pub. No. 05-10024 Booklet Pub. No. 05-10026 Booklet Pub. No. 05-10029 Booklet Pub. No. 05-10035 Fact Sheet Pub. No. 05-10038 Fact Sheet Pub. No. 05-10041 Booklet Pub. No. 05-10043 Fact Sheet Pub. No. 05-10045
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Booklet Pub. No. 05-10052
Leaflet Pub. No. 05-10053
Fact Sheet Pub. No. 05-10063
Leaflet Pub. No. 05-10064
Fact Sheet Pub. No. 05-10068
Leaflet Pub. No. 05-10069
Fact Sheet Pub. No. 05-10070
Leaflet Pub. No. 05-10072
Booklet Pub. No. 05-10074
Fact Sheet Pub. No. 05-10075
Booklet Pub. No. 05-10076
Booklet Pub. No. 05-10077
Booklet Pub. No. 05-10084
Fact Sheet Pub. No. 05-10085
Leaflet Pub. No. 05-10087
Booklet Pub. No. 05-10090
Fact Sheet Pub. No. 05-10093
Booklet Pub. No. 05-10095
Fact Sheet Pub. No. 05-10096
Leaflet Pub. No. 05-10097
Fact Sheet Pub. No. 05-10101
Booklet Pub. No. 05-10127
Fact Sheet Pub. No. 05-10141
Booklet Pub. No. 05-10153
Leaflet Pub. No. 05-10541
Booklet Pub. No. 05-11000
Booklet Pub. No. 05-11011
Booklet Pub. No. 05-11015
Leaflet Pub. No. 05-11017
Fact Sheet Pub. No. 05-11051
Leaflet Pub. No. 05-11069

****NOTE:** SSA Provided Stock – If envelopes are not sealed, contractor is required to seal the mailing kit. SSA will accept responsible for all shipping costs of the Form 1020 (English version). The contractor will be required to monitor stock levels and provide SSA with adequate time to deliver additional stock.

Notice 3S (Generic Spanish)

Notices can consist of 1-2 pages. Mailers may include any combination of the forms and/or publications listed. A maximum of 99 copies of each form or publication could be requested.

OLBG.BTI.VENDOR.PIR.PIR3S.Ryymmdd

Personalized Spanish Notice
Mail-out envelope(s) or container(s)
Form -1020 (Spanish mailing kit) **
Form - 7004-SP
Form - 3368-BK-SP
Leaflet Pub. No. 05-10900
Leaflet Pub. No. 05-10902
Booklet Pub. No. 05-10903
Fact Sheet Pub. No. 05-10907

Fact Sheet Pub. No. 05-10921
Fact Sheet Pub. No. 05-10922
Leaflet Pub. No. 05-10923
Booklet Pub. No. 05-10924
Booklet Pub. No. 05-10926
Booklet Pub. No. 05-10927
Booklet Pub. No. 05-10929
Booklet Pub. No. 05-10935
Fact Sheet Pub. No. 05-10938
Fact Sheet Pub. No. 05-10941
Booklet Pub. No. 05-10943
Leaflet Pub. No. 05-10944
Fact Sheet Pub. No. 05-10945
Booklet Pub. No. 05-10952
Leaflet Pub. No. 05-10953
Leaflet Pub. No. 05-10964
Fact Sheet Pub. No. 05-10968
Leaflet Pub. No. 05-10969
Fact Sheet Pub. No. 05-10970
Leaflet Pub. No. 05-10972
Fact Sheet Pub. No. 05-10975
Booklet Pub. No. 05-10976
Booklet Pub. No. 05-10977
Booklet Pub. No. 05-10984
Fact Sheet Pub. No. 05-10985
Leaflet Pub. No. 05-10987
Booklet Pub. No. 05-10995
Fact Sheet Pub. No. 05-10996
Booklet Pub. No. 05-11024
Fact Sheet Pub. No. 05-11052
Leaflet Pub. No. 05-11070
Booklet Pub. No. 05-11090

****NOTE:** SSA Provided Stock – If envelopes are not sealed, contractor is required to seal the mailing kit. SSA will accept responsible for all shipping costs of the Form 1020 (Spanish version). The contractor will be required to monitor stock levels and provide SSA with adequate time to deliver additional stock.

The Exception notices English (Notice 4E) or Spanish (Notice 4S) are represented by the following data set names. These notices can consist of 1-2 pages.

Notice 4E (Exception – English)

OLBG.BTI.VENDOR.PIR.PIR4E.Ryymmdd

English Notice

Mail-out envelope

Notice 4S (Exception – Spanish)

OLBG.BTI.VENDOR.PIR.PIR4S.Ryymmdd

Spanish Notice

Mail-out envelope

TRIM SIZES:

Note: The size of the inserts could change during the course of the contract. The Contractor will be expected to conform to the new size.

Notices: 8-1/2 x 11" flat; folds to 8-1/2 x 3-3/4" or 8-1/2 x 5-1/2" if single copy is to be mailed. If mailing with inserts, fold applicable to package size.

Forms:

SS-5 English/ SS-5-SP Spanish: 25-1/2 x 11" flat; folds to 8-1/2 x 3-3/4".

7004 English: Envelope – 8-3/4 x 13-3/8" flat; 8-3/4 x 4-5/8" constructed (includes 4-5/8" flap). Form – 11 x 7-1/2" flat; folds to 3-3/4 x 7-1/2".

7004-SP: Envelope – 8-3/4 x 13-3/8" flat; 8-3/4 x 4-5/8" constructed (includes 4-5/8" flap).

7004 Insert: 11 x 7-1/2" flat; folds to 3-3/4 x 7-1/2".

3368-BK&SSA-3368-BK-SP: 8-1/2 x 11", 12-page paste-on-fold.

3820-BK: 8-1/2 x 11", 16-page paste-on-fold.

3881-BK: 8-1/2 x 11", 8-page paste-on-fold.

1020- ENG: Mailing Kit (provided by SSA)

1020-SP: Mailing Kit (provided by SSA)

Fact Sheets: Trim to 8-1/2 x 11" flat; fold to 8-1/2 x 5-1/2" or 8-1/2 x 3-3/4"

Booklets: Trim sizes 5-1/4 x 8"
3-1/2 x 8"
3-3/4 x 5-1/2"

Leaflets: Trim sizes 24-1/2 x 8" fold to 3-1/2 x 8"
17-1/2 x 8" fold to 3-1/2 x 8"
14 x 8" fold to 3-1/2 x 8"
10-1/2 x 8" fold to 3-1/2 x 8"

Envelopes: Sizes 4-1/8 x 9-1/2"
6-1/8 x 9-1/2"
6-1/2 x 10"
9 x 12"

QUANTITY, LEAVES, AND FREQUENCY OF ORDERS: The combined total for all notices will be approximately 2,000,000 per year; for inserts approximately 3,800,000 per year. The Government reserves the right to increase or decrease by up to 25% of the total number of notices and/or inserts ordered annually.

The figures indicated below are estimates based on annual historical data gathered from June 2006 to present. The figures show the estimated quantities required annually, the estimated quantities required monthly, number of printed pages in a notice and insert(s) to be inserted into the mail-out package along with the notice. Exact quantities will not be known until each run is electronically transmitted to the contractor. NO SHORTAGES WILL BE ALLOWED. Envelope estimates are below

Notice 1E (SS-5 English)

1. OLBG.BTI.VENDOR.PIR.PIR1E.Ryymmdd

Estimated (Est.) Annual	:	1,057,039 (monthly 88,087)
Notice Printed Pages	:	1-2
Insert – Form SS-5	:	1,442,607 (monthly 120,217)

Notice 1S (SS-5-SP Spanish)

2. OLBG.BTI.VENDOR.PIR.PIR1S.Ryymmdd

Est. Annual	:	84,411 (monthly 7,034)
Notice Printed Pages	:	1-2
Est. Annual – Form SS-5-SP	:	114,918 (monthly 9,577)

NOTE: As evidenced above, the SS-5 notice requests represent approximately 70% of the workload (which could be automated).

Notice 2E (SS-5 Exception – English)

3. OLBG.BTI.VENDOR.PIR.PIR2E.Ryymmdd

Est. Annual	:	1,814 (monthly 151)
Notice Printed Pages	:	1-2
Est. Annual - Form SS-5	:	300

Notice 2S (SS-5 Exception – Spanish)

4. OLBG.BTI.VENDOR.PIR.PIR2S.Ryymmdd

Est. Annual	:	1,512 (monthly 126)
Notice Printed Pages	:	1-2
Est. Annual - Form SS-5-SP	:	55

Notice 3E (Generic – English)

5. OLBG.BTI.VENDOR.PIR.PIR3E.Ryymmdd

Est. Annual	:	766,202 (monthly 63,850)
Notice Printed Pages	:	1-2
Est. Annual Inserts:		
Form 7004 (English)	:	213,658
Form 3368-BK	:	28,253
Form 3820-BK	:	6,310
Form 3881-BK	:	6,598

Form 1020 - mailing kit	:	306,664 **
Leaflet Pub. No. 05-10002	:	16,969
Fact Sheet Pub No. 05-10007	:	17,041
Leaflet Pub. No. 05-10018	:	16,946
Fact Sheet Pub. No. 05-10021:		1,910
Fact Sheet Pub. No. 05-10022:		6,019
Leaflet Pub. No. 05-10023	:	7,117
Booklet Pub. No. 05-10024	:	111,258
Booklet Pub. No. 05-10026	:	16,386
Booklet Pub. No. 05-10029	:	90,368
Booklet Pub. No. 05-10035	:	95,972
Fact Sheet Pub. No. 05-10038:		7,896
Fact Sheet Pub. No. 05-10041:		9,555
Booklet Pub. No. 05-10043	:	64,197
Fact Sheet Pub. No. 05-10045:		19,597
Booklet Pub. No. 05-10052	:	9,804
Leaflet Pub. No. 05-10053	:	39,641
Fact Sheet Pub. No. 05-10063:		12,991
Leaflet Pub. No. 05-10064	:	78,340
Fact Sheet Pub. No. 05-10068:		22,897
Leaflet Pub. No. 05-10069	:	75,573
Fact Sheet Pub. No. 05-10070:		58,000
Leaflet Pub. No. 05-10072	:	19,874
Booklet Pub. No. 05-10074	:	1,369
Fact Sheet Pub. No. 05-10075:		7,491
Booklet Pub. No. 05-10076	:	17,078
Booklet Pub. No. 05-10077	:	61,098
Booklet Pub. No. 05-10084	:	65,469
Fact Sheet Pub. No. 05-10085:		6,632
Leaflet Pub. No. 05-10087	:	13,181
Booklet Pub. No. 05-10090	:	14,143
Fact Sheet Pub. No. 05-10093:		2,341
Booklet Pub. No. 05-10095	:	117,057
Fact Sheet Pub. No. 05-10096:		2,384
Leaflet Pub. No. 05-10097	:	13,707
Fact Sheet Pub. No. 05-10101:		15,501
Booklet Pub. No. 05-10127	:	110,768
Booklet Pub. No. 05-10153	:	65,215
Booklet Pub. No. 05-11000	:	73,480
Fact Sheet Pub. No. 05-10141:		24,030
Booklet Pub. No. 05-11011	:	51,188
Booklet Pub. No. 05-11015	:	7,521
Leaflet Pub. No. 05-11017	:	24,999
Fact Sheet Pub. No. 05-11051:		5,420
Leaflet Pub. No. 05-11069	:	36,726

Notice 3S (Generic – Spanish)

6. OLBG.BTI.VENDOR.PIR.PIR3S.Ryymmdd

Est. Annual	:	52,824 (monthly 4,402)
Printed Pages	:	1-2
Est. Annual Inserts:		

Form 7004-SP (Spanish)	:	44,843
Form 3368-BK-SP (Spanish)	:	2
Form 1020 – mailing kits	:	5,848 **
Leaflet Pub. No. 05-10900	:	1,348
Leaflet Pub. No. 05-10902	:	2,003
Booklet Pub. No. 05-10903	:	2,352
Fact Sheet Pub No. 05-10907	:	608
Fact Sheet Pub. No. 05-10921:		503
Fact Sheet Pub. No. 05-10922:		1,070
Leaflet Pub. No. 05-10923	:	1,197
Booklet Pub. No. 05-10924	:	7,076
Booklet Pub. No. 05-10926	:	8,716
Booklet Pub. No. 05-10927	:	5,102
Booklet Pub. No. 05-10929	:	3,475
Booklet Pub. No. 05-10935	:	4,726
Fact Sheet Pub. No. 05-10938:		599
Fact Sheet Pub. No. 05-10941:		774
Booklet Pub. No. 05-10943	:	4,026
Leaflet Pub. No. 05-10944	:	363
Fact Sheet Pub. No. 05-10945:		441
Booklet Pub. No. 05-10952	:	597
Leaflet Pub. No. 05-10953	:	1,229
Leaflet Pub. No. 05-10964	:	6,514
Fact Sheet Pub. No. 05-10968:		1,216
Leaflet Pub. No. 05-10969	:	3,035
Fact Sheet Pub. No. 05-10970:		4,152
Leaflet Pub. No. 05-10972	:	2,574
Fact Sheet Pub. No. 05-10975:		1,141
Booklet Pub. No. 05-10976	:	1,403
Booklet Pub. No. 05-10977	:	2,851
Booklet Pub. No. 05-10984	:	2,745
Fact Sheet Pub. No. 05-10985:		1,042
Leaflet Pub. No. 05-10987	:	1,082
Booklet Pub. No. 05-10995	:	3,278
Fact Sheet Pub. No. 05-10996:		1,055
Booklet Pub. No. 05-11024	:	544
Fact Sheet Pub. No. 05-11052:		3,079
Leaflet Pub. No. 05-11070	:	3,267
Booklet Pub. No. 05-11090	:	3,786
Leaflet Pub. No. 05-10541	:	2,749

**SSA provided Stock – If not sealed, contractor is required to seal the mailing kit.

Notice 4E (Exception – English)

7. OLBG.BTI.VENDOR.PIR.PIR4E.Ryymmdd

Approximate annual	:	2,812 (monthly 234)
Notice Printed Pages	:	1-2
Inserts	:	None

Notice 4S (Exception – Spanish)

8. OLBG.BTI.VENDOR.PIR.PIR4S.Ryymmdd

Approximate annual : 8 (monthly 1)
Notice Printed Pages : 1-2
Inserts : None

Estimated annual usage for each PIRS envelope (does not include free U.S. Postal Service envelopes/containers) is as follows:

<u>ITEM</u>	<u>SIZE</u>	<u>Estimated Annual Usage</u>
#10 White Window Envelope	4-1/8 x 9-1/2"	1,193,000
White Window Envelope (SEPSC)	6-1/8 x 9-1/2"	550,000
White Window Envelope (Form-1020)	6-1/2 x 10"	255,000
Kraft Window Envelope (SEPSC)	9 x 12"	60,500
Kraft Window Envelope (Form-1020)	9 x 12"	2,200

IT IS ESTIMATED 40 TO 45 PERCENT OF THIS WORKLOAD IS A PICK AND PACK OPERATION. THEREFORE, THE CONTRACTOR WILL BE ALLOWED TO CHARGE A MANUAL PROCESSING FEE FOR EACH 3E, 3S AND MULTIPLE FORM 1020 (ENGLISH AND SPANISH) MAILING KIT REQUESTS REQUIRING MANUAL INSERTION.

GOVERNMENT TO FURNISH: Electronic media, manuscript copy (may be used for the SSA-7004 English/Spanish only), camera copy, negatives for the notices, forms, booklets, leaflets and fact sheets (cartridges with testing data will be furnished in the event a T-1 line is not available).

NOTE: At SSA's option, electronic media may be furnished for notices, forms, booklets, leaflets, and fact sheets. The electronic media will be as follows:

Platform: Macintosh OSX (or latest version); IBM Windows XP, Windows 95, Windows NT 4.0 Windows 2000 operating systems.

Storage Media: 3-1/2" disk(s); Zip 100 MB.; CD-ROM;

Software: Adobe Creative Suite 3 (InDesign, Photoshop, Illustrator, Acrobat) or latest version; Quark Express 6.5 or latest version; Ventura Publisher versions 4.1.1, 5.0, 6.0 and 7.0 or latest version; Adobe Capture 4.0 or latest version; Pagemaker latest version; Corel Draw versions 3.0, 4.0, 5.0, 7.0, Framemaker 5.5 or latest version; or a PDF file may also be supplied.

NOTE: All software upgrades which may occur during the term of the contract, must be supported by the Contractor.

Fonts: All printer and screen fonts will be furnished. The Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the Contractor's archive immediately after completion of the contract.

Additional

Information: A visual of the furnished electronic files will be provided. Files will be furnished in both native application format and PostScript format. Files will be provided with Program, Postscript, PDF or ZIP format files.

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

PS Form 3615, Mailing Permit Application and Customer Profile.

PS Form 3601-A, Application or Update for a License to Lease and Use Postage Meters

CASS and NCOA certificates (for any qualifying automation discounted mailings)

Official Government Postage Meters.

A T1 (or up to a T3) equivalent bandwidth connection.

Exhibit A: Security Requirements

Exhibit B: Contractor Personnel Security Certification.

Exhibit C: System Plan (to be completed by Contractor).

Exhibit D: Vendor Display Rules and Record Layout Specifications

Exhibit E: Certification of Programming/Formatting Change (Form SSA 353)

Email Address File of Key GPO and SSA Personnel.

Electronic Files: A record will be transmitted for each mailing address. The records will contain all the data relevant for the mailing of an associated mail piece.

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

The Government will furnish files for the Pre-Production Test via wire transmission after the postaward conference (if a SSA T-1 line connection already exists between the Contractor's location and SSA) that are to be used in performing the 12-hour prior to production press and mail run test. If the Contractor does not have an existing SSA T-1 line, then pre-production test files will be supplied via cartridges (3490). Cartridges are IBM compatible with 38K bpi to be used for the Prior to Production run.

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

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

NOTE: The Contractor must not compress files in processing data for this contract.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under Government to Furnish, necessary to produce the products in accordance with these specifications. The Contractor must provide a process to break down mailings based on insertion equipment. Contractor will incur all costs relating to the proofing process.

MANAGEMENT INFORMATION (MI): The Contractor shall also be required to gather MI or notice workloads to be transmitted back to SSA.

The contractor will be required to forward to SSA a daily automated report via fax/email for both English and Spanish Form-1020 Medicare Mailing Kits. The report format must be approved by SSA and must contain the following:

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

Contractor will be required to forward to SSA daily (via fax/email) the quantities used for each of the five envelopes (4-1/8 x 9-1/2", 6-1/8 x 9-1/2", 6-1/2 x 10" and two 9 x 12"s) for each file date. This report format must be approved by SSA.

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

PRE-PRODUCTION VALIDATION TESTS: Prior to beginning the Pre-Production Press and Mail Run Test, (from the furnished test cartridges--3490 or wire transmission test files) the contractor shall furnish SSA, within two days of receipt of cartridges or files, a total of 140 printed samples of the eight notices listed below:

<u>Notices</u>	<u>Copies</u>
Notice 1E (SS-5 English)	25
Notice 1S (SS-5-SP Spanish)	25
Notice 2E (SS-5 Exception English)	10
Notice 2S (SS-5 Exception Spanish)	10
Notice 3E (Generic English)	25
Notice 3S (Generic Spanish)	25
Notice 4E (Exception English)	10
Notice 4S (Exception Spanish)	10

Sample notices from the Pre-Production Validation Tests do not require inserts or mailing containers. The contractor shall submit these test samples to: Social Security Administration, Center for Printing Procurement, ATTN: Tina Johnson, Room 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. See "SCHEDULE" (PRIOR TO PRODUCTION TESTS: page 30 of 37).

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

NOTE: If errors are found, additional samples of notices (as indicated above) will be required until such time as the validation produces no errors.

PREPRODUCTION PRESS AND MAIL RUN TEST: Prior to commencement of production of the contract the Contractor will be required to perform a 12-hour preproduction press and mail run test utilizing test files transmitted electronically (wire transmission) shortly after the postaward conference. The Contractor will be required to print and prepare for mailing notices as follows:

Notice 1E (SS-5 English)	9,000
Notice 1S (SS-5-SP Spanish)	500
Notice 2E (SS-5 Exception English)	50
Notice 2S (SS-5 Exception Spanish)	50
Notice 3E (Generic English)	2,000
Notice 3S (Generic Spanish)	500
Notice 4E (Exception English)	50
Notice 4S (Exception Spanish)	50

The Contractor must perform the preproduction press and mail run test on their equipment and using their personnel (test must be performed on printing equipment and inserting machines that will be used for live production). The test run will incorporate all aspects of the program from the processing of the electronically transmitted test files to: the duplex/simplex imaging of notices; gathering requested enclosure(s); folding; inserting dating of form inserts; metering; presorting; and preparing finished notices for delivery to the U.S. Postal Service. To simulate actual production conditions, the product to be produced must be in accordance with all contract specifications and all U.S. Postal Service regulations. The Contractor will be required to have all composition, proofing, film making, printed booklets, forms, leaflets, fact sheets and envelopes necessary for the test, completed prior to beginning the test. Mailers are to be completed in accordance with contract requirements, inserted into appropriate mailing packages and prepared for mailing. See "SCHEDULE" (PRIOR TO PRODUCTION TESTS: Page 30 of 37).

The Contractor shall also be required to gather MI for notice workloads to be transmitted back to SSA.

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

Samples of the preproduction press and mail run test will be brought back to SSA for validation. The Government will approve, conditionally approve, or disapprove the validation output within 10 workdays of receipt thereof. Approval or conditional approval shall not relieve the Contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the Contractor. A notice of disapproval shall state the reasons thereof.

WIRE TRANSMISSIONS: Upon award of this contract, the Government will place an order for a data connection under GSA's FTS 2001 contract to be installed within 60 calendar days between the Contractor's location and SSA's network interface. The cost of this connection will be borne by the Government. The Government shall not be responsible for installation delays of data connections due to any external influences such as employee strikes, weather, supplies, etc., which conditions are beyond the control of the Government.

SSA will provide the necessary dedicated data connection, including a router, at the contractor's specified location; the contractor shall provide a dedicated analog dial-up line within 8 feet of the router. This dedicated analog dial-up line will be used for router management and access for troubleshooting. The line must be in place and active prior to the installation of the circuit/router.

Also, upon contract award, the Contractor shall immediately provide a complete delivery address with nearest cross-street, contact name and phone number for installation of data transmission services and equipment. The contractor's contact person shall be available for delivery of services at the specified location. The Government shall not be responsible for incorrect or lack of address information, nor for nonavailability of contact persons at the delivery site.

It is the contractor's responsibility to notify SSA when systems or data line problems arise and transmission(s) cannot take place. SSA's first point-of-contact for systems or data line problems shall be the HELP DESK at 888-772-6111.

WIRE TRANSMISSION TEST: After the appropriate bandwidth connection has been installed, the Contractor will be required to receive within one workday 25,000 notices (average of 1 printed page per notice). The Contractor will be required to perform a record count verification broken down by data set name within one workday after the complete transmission of the test file. When the record count verification has been successfully completed, the Contractor will be required to provide SSA within two workdays, 50 sample documents from the wire transmission test for each mailer (mailers 1-8). Wire transmission test notices do not require inserts and envelopes. The Contractor shall submit these test samples to Tina Johnson at the SOCIAL SECURITY ADMINISTRATION, Center for Printing Procurement, Room 1356, Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

NOTE: Failure of the Contractor and/or Subcontractor to perform either of the two (2) tests (i.e., wire transmission test or preproduction press and mail run test) satisfactorily may be cause for default. The Government reserves the right to waive the requirements of any of the two tests for any contractor that has previously demonstrated the ability to perform the requirement. Contractor will be notified at the Postaward Conference if any test(s) is to be waived. If errors are found, additional samples of notices (as indicated above) will be required until such time as the validation produces no errors.

SYSTEMS CHANGE VALIDATION TEST: When appropriate, the Government will furnish test files for wire transmission that are to be used in performing a Systems Change Validation Test. This test is required whenever SSA or the Contractor initiates a systems/programming change. See quantities under Pre-Production Validation Test. Contractor is not to implement change until authorized by SSA. Prior to systems/programming changes, the Contractor must execute a self-certification statement and schedule the validation test with SSA. The contractor shall furnish SSA samples within two days of receipt of the requested change. The Government will approve, conditionally approve or disapprove the samples within five workdays of receipt thereof.

ALL PRODUCTION FILES FOR THE PUBLIC INFORMATION REQUEST SYSTEM SHALL BE WIRE TRANSMITTED.

NOTE: The Contractor's FTMS software shall be operational for the receipt of data files 24 hours a day, seven days a week (see WIRE TRANSMISSIONS for additional information).

In the event that any wire transmission cannot be processed due to media problems, the Contractor shall notify SSA within 2 hours of receipt.

In the event any wire transmission cannot be processed due to link problems or data transmission circuit/connection outages, the Contractor shall notify SSA's HELP DESK operations immediately at 888-772-6111 and report required observations and findings.

The contractor must notify SSA of any reprogramming and/or reformatting of data supplied by wire transmission necessitated due to the contractor's method of production, with 2 hours of receipt of the data.

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

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

FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS: The Contractor shall provide the capability to interface with SSA's national FTMS for electronic transmission of Public Information Request System files from SSA to the production facility. SSA will provide the necessary data connection into the Contractor's location. The Contractor must provide, at their expense, the equipment and operating software platform, and the file transfer software required at their location. The contractor assumes all responsibility for configuration, maintenance, and troubleshooting of their equipment and software.

SSA utilizes, and the Contractor must provide compatibility with, Connect: Direct software with SECURE PLUS using IP protocol product from Sterling Commerce, Inc. The Contractor may implement this capability on any of the following platforms: Mainframe platforms capable of IP connectivity and running Connect:Direct with SECURE PLUS using IP protocol, or personal computers/servers capable of running Connect:Direct with SECURE PLUS using IP protocol running on NT, or UNIX (i.e. IBM's AIX, SUN or HP) platforms. SSA must approve the platform selected by the Contractor.

SSA will not permit any private Class A, B, or C IP addresses, i.e. 10.xxx.xxx.xxx type IP addresses from external users on its network. At connection time to SSA's network, the Contractor will be provided a suitable IP address for access to SSA's network via a firewall. The Contractor will be responsible for their own name/address translation and firewall configuration for SSA access to their network, providing SSA with appropriate IP address information to fulfill the intended purpose of data transfers. SSA will provide Connect:Direct node information to the Contractor as required to accomplish file transfers.

The Contractor may determine the media type on which files from SSA will be received, to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the Contractor's production facility. Multiple transmission sessions must be possible simultaneously on the Contractor's equipment. All files transmitted by SSA will be written as Physical Sequential or "flat" files at the Contractor's location and will be distinguished with a "run date" in the Contractor's file name. Virtual Storage Access Method files and Generation Data Groups, supported by IBM/MVS or IBM/ZOS390 operating systems are not permitted under this contract. The Contractor's storage format must not preclude the availability of the Connect: Direct Checkpoint/Restart features.

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

The Contractor's FTMS software shall be operational for the receipt of data files 24 hours, 7 days a week. The communications protocol between SSA and the contractor shall be Internet Protocol (IP). The Contractor is responsible for providing complete hardware and software compatibility with SSA's existing network. Production file transfers will be established according to SSA's standard procedures for transmission control, dataset naming, and resource security. The Contractor's file management system must accommodate multiple file transmission sessions without intervention at either end. The Contractor must have sufficient capacity to support the number of concurrent transmission file sessions as dictated by SSA.

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

The Contractor shall notify SSA of any reprogramming and/or reformatting of data supplied by wire transmission necessitated due to the Contractor's method of production, within 2 hours of receipt of the data. Wire transmission of production files shall be the standard, automated technique. In the event that the transmission network is unavailable for a time period deemed critical by the Government the files may (at the Government's option) be processed at the SSA print/mail facility.

It is the Contractor's responsibility to notify SSA when systems or line problems arise and transmission cannot take place. SSA's first point of contact for systems or connectivity problems shall be the HELP DESK at 888-772-6111.

PRINTER RESOURCES: AFP

SSA will provide the AFP resources for notice workload. These resources will be provided on the Contractor's choice of media (wire transmission or Email) shortly after the postaward conference. SSA will also provide test files for wire transmission with samples of each workload to enable the start of the final validation process. (The test cartridges/electronic test files are to be used in the wire transmission test. (See "Test Files.")

For proper processing of AFP resources (AFP Page Definitions, Form Definitions, Overlays, Page Segments and/or fonts as needed) supplied to the vendor by SSA, used for printing.

Notices in AFP print image format, the vendor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS/ZOS390 operating system accompanied by the most recent release of IBM Print Service Facility (PSF). These compliances related solely to interpreting and printing files to be provided to the vendor by SSA, to insure that the vendor is able to print the files as provided without alteration of any kind on the part of SSA.

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

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

PRODUCTION INSPECTION: Production inspection(s) may be required at the Contractor's and/or Subcontractor's plant for the purpose of establishing that the receipt of transmitted files, the printing of booklets, forms, leaflets and fact sheets, the imaging, dating of form inserts, collating, folding, binding, inserting and mailing is being accomplished in accordance with contract quality attributes and requirements. A production inspection is for the purpose of setting specific standards that are to be maintained throughout the duration of the contract.

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

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

DIGITAL DELIVERABLES/REPURPOSED DELIVERABLES: One copy of the native application files (digital deliverables) corrected to represent the final production files, which must be an exact representation of the final printed product; plus one copy of a single, searchable Adobe Acrobat 6. x (PDF v 1.5) file (repurposed deliverable) (no hyperlinks, video or any other dynamic features) created by the vendor from the final production files. The PDF file must be distilled at press quality. Electronic media is to be delivered on CD-Write once medium written in compliant with ISO 9660 specifications or delivered via e-mail as a print ready PDF (e-mail to tina.johnson@ssa.gov).

PROOFS:

- Forms: Four sets of digital color content proofs (includes Form 7004 wrap around envelope).
- Leaflets: Four sets of digital color content proofs.
Four sets of digital one-piece composite laminated color proofs (of pages printing in two or more ink colors).
- Booklets: Four sets of digital color content proofs.
Four sets of digital one-piece composite laminated color proofs (of pages printing in two or more ink colors of saddle stitched booklets).
- Fact Sheets: Four sets of digital color content proofs.
Four sets of digital one-piece composite laminated proofs (of pages printing in two or more ink colors).
- Envelopes: Two construction samples, two film-based bluelines or similar composite proofs. Proofs must indicate margins.

Digital Color Content Proofs: At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Digital One-Piece Composite Laminated Proofs: Must be done on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16" x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Note: Proofs will be required with initial order and any time a copy change may be required during the term of the contract. The Government may require one or more sets of revised proofs before rendering an "OK to Print."

If any Contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications. The Contractor must not print to prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

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

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

A60.

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

Form 7004 English/Spanish - Request for Earnings and Benefit Estimate Statement:

Form – White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Envelope – White Opacified Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80.

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

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

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

Publications, Booklets, Fact Sheets, and Leaflets: White Litho Coated Offset Book, basis weight: 70 lbs. per 500 sheets, 25 x 38", equal to JCP Code A180.

Envelope - #10 4-1/8 x 9-1/2" White Window – White Wove 20#, Substance 20 or 24, bursting strength 20 or 24.

Envelopes - 6-1/8 x 9-1/2"/6-1/2 x 10" White Window – White Wove 24#, Substance 24, bursting strength 38.

Envelopes - (2) 9 x 12" Kraft - Window Brown Kraft 28#

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

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

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

Notices: Notices are simplex (face only), and duplex (face and back, head-to-head) printed/imaged in black ink. While most notices will be simplex, multiple booklet requests may require a duplex notice.

Forms: Form SS-5 (English and Spanish): Print face and back, head-to-head in black and a match of Pantone's 287 blue. Print screens in a match of Pantone's 287 blue @ 10% on panel 5 (folded page).

Form 7004 (English and Spanish) and Envelope: – Envelope prints face and back (before construction) in black.

Form prints face and back, head-to-head in black and a match of Pantone's 287 blue. Less than 5% blue ink coverage. Contractor to match the final OK'd press sheets.

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

furnished sample.

Form 3820-BK: – Prints face and back, head-to-head in black ink. Margins: Follow furnished sample.

Form 3881 BK: – Prints face and back, head-to-head in black ink. Margins: - face 5/8” from left, follow sample for top margin; back 5/8”.

Fact Sheets: Print both face and back in TWO Pantone ink colors. Contains adequate gripper margins. Match Pantone ink colors specified on Print Order

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

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

Envelopes: Envelopes are opaque and print face and back in black ink.

RECYCLED PAPER LOGO: If recycled paper is used, the recycled paper logo and legend must be printed in black ink on the notices, envelopes and forms.

Notices – The recycled paper logo/legend must be digitized by the Contractor and imaged in the bottom right corner aligned with the Contractor’s control number on the first page of each notice. On Spanish notices the logo will appear in Spanish.

Form 7004 – (includes wrap-around envelope)
The logo/legend must be printed on the back of the envelope in the bottom left hand corner. Near the form number on the forms and envelopes.

Forms – The SSA furnished camera copy/negative(s) will contain the recycled paper logo legend in either English or Spanish (as appropriate). Location of logo will vary.

PRESS SHEET INSPECTION: Final make-ready press sheets may be inspected and approved for each item listed in this contract, at the Contractor’s (subcontractor’s plant) for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, Contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002.

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

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

MARGINS: Will be indicated on Print Order, sample, or electronic file.

CONSTRUCTION/BINDING/ASSEMBLY:

Notices: Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2" or 8-1/2 x 3-3/4" addressee out. If mailing container is large enough to accept 8-1/2 x 11", notice is not to be folded.

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

Form 7004 (English and Spanish) – Form – Trim form four sides. Fold from a flat size of 11 x 7-1/2" to 3-3/4 x 7-1/2" with two wraparound folds, title panel out. Follow furnished sample. NOTE: All specified sizes must be maintained. Final finished size of 3-3/4 x 7-1/2" is critical and must be held to $\pm 1/32$ " of standard specified.

Form 7004 Envelope (when viewed from back) – Fold from 8-3/4 x 13-3/8" to 8-3/4 x 9-1/4" creating a 4-1/8" deep pocket that is to be firmly glued left and right (firm glue shall not spread, thereby causing inserting problems with the folded form). Perforate (slit or slot without ink) horizontally the entire 8-3/4" dimension at 4-5/8" from top of envelope and score at 5-1/8" to form flap for the "Courtesy Reply Mailback" portion of the envelope. Apply a water remoistenable dry gummed adhesive strip approximately 8-3/4 x 1/2" between the score (where the pocket ends) and the perforation.

Form 7004 Assembly – Insert one folded form into each envelope pocket with title portion face up and folded edge towards envelope flap to form a mailing kit. Fold envelope on the perforation to 8-3/4 x 4-5/8"; follow furnished sample. Apply temporary spot glue and seal along the three outside edges (exclusive of an approximately 1" linear area on the 8-3/4" dimension, so as not to obscure or deface "FIM" and "Barcode" marks on "mailback" portion of envelope.) **NOTE: Prices to include insertion of form into envelope.**

Form 3820-BK; 3368-BK; and 3368-BK-SP: Paste on fold. Perforate pages 1 and 2 only, 1/4" off the fold along the entire 11" dimension; drill 2 round holes 9/32" in diameter centered on the left bind side 2-3/4" center to center; center of holes to be 3/8" from left edge of sheet.

Form 3881 BK: Paste on fold. Drill 2 round holes 9/32" in diameter on the left, 2-3/4" center to center, center of holes to be 3/8" from left edge of sheet.

Publications: There are 28 Fact Sheets - Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2" with one fold, addressee out. If larger mailing container is used, fact sheets should not be folded.

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

Twenty-five booklets (four with 12 pages, two with 16 pages, seven with 20 pages, six with 24 pages, five with 28 pages, and one with 32 pages). All are 10-1/2 x 8" folding down to 5-1/4 x 8" title out. Follow sample.

Five booklets (one with 12 pages, two with 16 pages, one with 20 pages and one with 24 pages). All are 7 x 8" folding down to 3-1/2 x 8" title out. Follow sample.

One Booklet (contains 24 pages) 7-1/2 x 5-1/2" folds down to 3-3/4 x 5-1/2" title out. Follow sample.

Leaflets: Two leaflets 24 1/2" x 8" folding down to 3-1/2" x 8" title out, with six folds. Follow furnished folding sample.

Eight leaflets 17 1/2" x 8" to folding down to 4-3/8" x 8" title out, with four folds. Follow furnished folding sample.

Four leaflets 14 x 8" folding down to 3-1/2 x 8" title out, with three folds. Follow furnished folding sample.

Eight leaflets 10-1/2 x 8" folds down to 3-1/2 x 8" title out, with two folds. Follow furnished sample.

Envelopes: #10 4-1/8 x 9-1/2" White Window - Open side, any seam, gummed flap, flap depth minimum is 1-1/4". Window size is 1-1/2 x 4" with slightly rounded corners and located 3/4" from the left envelope edge and 1/2" from the bottom of the envelope edge. Window material must be fully and securely attached and free from any distortions that would affect U.S. Postal Service readability.

6-1/8 x 9-1/2"/6-1/2 x 10" White Window - Open side, any seam, gummed flap, flap depth minimum is 1-1/4". Window size is 1-1/2 x 4" with slightly rounded corners and located 3/4" from the left envelope edge and 2-1/4" from the bottom of the envelope edge. Window material must be fully and securely attached and free from any distortions that would affect U.S. Postal Service readability

9 x 12" Kraft (2 envelopes containing different return addresses) - Any seam, gummed flap, flap is located on 12" side of envelope, flap depth minimum is 1-3/4". Window size is 1-1/2 x 4" with slightly rounded corners and located 1" from the left envelope edge and 7-3/4" from the bottom of the envelope edge. Window material must be fully and securely attached and free from any distortions that would affect U.S. Postal Service readability

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

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

Insert single notice and item request(s) into a suitable envelope.

Insert single notice and multiple item request(s) up to 3 lbs. into 6-1/8 x 9", 6-1/2 x 10" or 9 x 12" suitable envelope.

Insert single notice and multiple item requests over 3 lbs. up to 14 lbs. in U.S. Postal Service "free of charge" small shipping carton. Apply SSA return address label.

Insert single notice and multiple item requests over 14 lbs. up to 30 lbs. in U.S. Postal Service "free of charge" shipping containers. Apply SSA return address label.

Note: Any mailing over 13 ounces in weight where a U.S. Postal Service Priority envelope is not used, the contractor is required to affix to the package a "free of charge" U.S. Postal Service Priority label.

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

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The Print Order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by

GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket, and Print Order numbers, must be furnished with billing as evidence of mailing.

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

DISTRIBUTION: Mail f.o.b. contractor's city.

Domestic First Class Mail: Prepare domestic first-class in accordance with appropriate U.S. Postal Service rules and regulations, including the U.S. Postal Service Domestic Mail Manual, in effect at the time of the mailing. Mailings over 13 oz. are to be Priority mail. For shipments weighing over 13 ounces, contractor is to use "free of charge" U.S. Postal Service supplied Priority Mail envelopes. The contractor is responsible for ensuring an adequate supply of these envelopes is available for use at all times. Contractor must use these flat rate envelopes appropriately (fill to capacity).

The Contractor may use postage meters and/or the G-11 permit imprint for all mail in this contract, whichever method is most cost effective and promotes maximum postage discounts. Permit imprint mailings must contain at least 200 identical (in size and weight) pieces or 50 pounds per mailing statement.

The Contractor is required to obtain the maximum U.S. Postal Service postage discounts possible for Public Information Request System in accordance with the U.S. Postal Service First Class Domestic Mail automated and nonautomated mail discount structure in effect at the time of the mailing:

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

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

NOTE: Mail addressed to United States possessions (e.g., Guam, Virgin Islands, American Samoa, Federated States of Micronesia, Marshall Islands, etc.) and Military Overseas Addresses (APO/FPO mail) is Domestic Mail, not International Mail.

POSTNET bar coding, delivery address placement and envelopes used for the mailing are among the items that must comply with U.S. Postal Service requirements for automation-compatible mail in effect at the time of the mailing.

Note: In May 2009, the U.S. Postal Service will implement Intelligent Mail Barcodes. The contractor will be required to comply with U.S. Postal Service requirements when available and as SSA migrates to the new barcode. The contractor is expected to be capable of achieving the postage discounts available with the proposed full-service option.

U.S. Postal Service has instituted a verification procedure called a "Tap" test. This test is used to screen all mailings with bar coded inserts for proper bar code spacing within the envelope window. U.S. Postal Service will randomly select samples from a mailing and tap the pieces to test whether the bar code remains in the barcode clear zone. If a window envelope is used, the clearance between the leftmost and rightmost bars and any printing or window edge must be at least 0.125 (1/8) inch. The clearance between the barcode and the top and bottom window edges must be at least 0.040 (1/25) inch for POSTNET barcodes or 0.028 inch for Intelligent Mail barcodes. These clearances must be maintained during the insert's range of movement in the envelope.

U.S. Postal Service has implemented the Mail Evaluation Readability Look-up Instrument (MERLIN). MERLIN verifies mail against the standards set in the Domestic Mail Manual (DMM) for barcode readability, sorting, piece counts, and postage discounts. The contractor must ensure that all barcoded mail meets MERLIN standards. The contractor will be responsible for payment of any additional postage resulting from a loss of such discounts due to failure of the contractor-generated barcodes to pass the MERLIN test because of inaccuracy or failure to conform to U.S. Postal Service specifications.

International First Class Mail: All items mailed must conform to the appropriate U.S. Postal Service International Mail Manual (IMM) and other U.S. Postal Service rules and regulations in effect at the time of mailing.

Permit imprint may be used for International Mail providing the mailing consist of at least 200 pieces or 50 pounds. If the Permit Imprint is less than the minimum quantity or weight, the mail must be metered and any Permit Imprint must be covered/concealed by a meter tape. The Contractor will be reimbursed for the meter tape if a government meter is not used by submitting a properly completed Postal Service form.

If the mailing meets the qualifications for International Priority Airmail (IPA), it must be processed through IPA in accordance with U.S. Postal Service rules and regulations in effect for IPA at the time of the mailing. To maximize postage savings, the contractor shall sort to the IPA Rate Group 1 through 8 levels. Pieces not qualifying at the Worldwide Nonpresorted rate level and any remaining pieces that do not meet IPA qualifications will be sorted by individual country rules according to the U.S. Postal Service IMM in effect at the time of the mailing.

International Mail return addresses must show as the last line of the address UNITED STATES OF AMERICA or USA all in upper-case letters. The Contractor may use a rubber stamp to meet this requirement.

All International Mail must be endorsed PAR AVION or AIRMAIL as described in the U.S. Postal Service IMM.

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

The contractor must enter the Federal Agency Cost Code 276-00047 in the appropriate block on U.S. Postal Service's Form 3600-R when mailing the workload.

The Contractor shall provide the copies to SSA's Printing Team via overnight/next day delivery carrier (at Contractor's expense) within 72 hours of being provided to U.S. Postal Service. All copies must be legible and include both obverse and reverse side and should be addressed to: Social Security Administration, Center for Printing Procurement, Attn: Tina Johnson, Room 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

The contractor will be required to forward photocopies of all Application for Voucher Refund of Postage and Fees, Postal Form 3533 (to U.S. PO Postal Service for credit), Postage Meter Activity Report forms and all postage meter replenishment receipts (from the meter vendor) to: Donna Bell, Room 1608 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

Note: The Contractor is required to forward by file date a daily report to the Center for Printing Procurement showing the number of notices printed, folded, inserted, and delivered to the post office. This report should also include the type (e.g., envelope, padded envelopes, box, (and size of) and number of mailing containers used on a daily basis. These reports are to begin on the day of printing and continue daily until the end of the term of the contract. Reports are to be emailed to: Tina Johnson at tina.johnson@ssa.gov of the Center for Printing Procurement at (410) 965-1146.

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

SCHEDULE: The maximum daily total number of mailers is estimated at 7,950. **Complete mailing must be done within 3-5 workdays.** Contractor must complete all production and begin mailing after receipt of each complete wire transmission; (e.g., transmissions received on Monday must begin mailing by close of business Thursday, transmissions received on Saturday must begin mailing by close of business Wednesday). Complete mailing must be done within 5 workdays after receipt of each complete wire transmission.

Workday – The term “workday” is defined as 24 hours a day, 7 days a week, exclusive of the days on which Federal Government holidays are observed. Also excluded are those days on which the Government Printing Office is not open for the transaction of business, such as days of national mourning, hazardous weather, etc. Adherence to the following schedule must be maintained.

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

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

Furnished material and proofs must be picked up from and delivered to: Social Security Administration (SSA), Center for Printing Procurement, ATTN: Tina Johnson, Room 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

Manuscript, negatives, electronic files, or camera copy of forms, booklets, leaflets, and fact sheets will be provided at the post award conference.

Submit all proofs for leaflets, fact sheets, forms, booklets, and return address labels within 14 workdays after receipt of furnished materials. Submit all proofs for envelopes that are printed by the contractor within 14 days. Furnished materials must be returned with proofs.

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

Submit revised proofs, if necessary due to author’s alterations, within 5 workdays after receipt of furnished material. No additional time will be permitted due to contractor’s errors.

Revised proofs will be available for pickup within 5 workdays.

PRIOR TO PRODUCTION TESTS: Prior to receiving wire transmission of live production data files, the Contractor will be required to perform the following tests:

- 1) *Preproduction Press and Mail Run Test*: Following approval of all proofs (and press sheet inspection(s) if required) and receipt of files the Contractor will be required to print and prepare for mailing approximately 12,200 notices in accordance with contract requirements, inserted into appropriate mailing packages and prepared for mailing. See PREPRODUCTION PRESS AND MAIL RUN TEST on Page 20 of 37.

The Government will approve, conditionally approve, or disapprove the validation output within 10 workdays of receipt thereof.

- 2) *Wire Transmission Test*: Within (2) workdays after the appropriate bandwidth connection has been installed, the Contractor will be required to provide SSA, 50 sample documents from the wire transmission test for each mailer (mailers 1-8). See WIRE TRANSMISSION TEST on Page 21 of 37.

Test output will be held 5 workdays from receipt in SSA until it is made available for pickup by the contractor.

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

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

Contractor must notify the GPO of the date and time that production inspections can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection for orders placed on the regular schedule, and 24 hours prior to the inspection for orders placed on the accelerated schedule. Notify Mrs. Jamie Pintilie, at the U.S. Government Printing Office, Agency Publishing Services, Agency Strategic Team 4, telephone (202)-512-3010. Telephone calls will only be accepted between the hours of 9:00 am and 3:00 p.m., prevailing Eastern Time.

Note: See contract clauses; paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or (202) 512-0517; callers outside the Washington, DC area may call toll free 800-424-9470 or 800-424-9471.

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SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

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

- | | | | | | | | |
|------|-----|-----------|--------|-------|-------|-----|-----|
| I. | (a) | 526 | | | V. | (a) | 1 |
| | (b) | 13 | | | | (b) | 1 |
| II. | (a) | 261 | | | VI. | (a) | 319 |
| | (b) | 60,473 | | | | | |
| | (c) | 15,578 | | | | | |
| | (d) | 5,170 | | | | | |
| | (e) | 2,585 | | | | | |
| | (f) | 283 | | | | | |
| | (g) | 63 | | | | | |
| | (h) | 66 | | | | | |
| | (i) | 1,537 | | | | | |
| | (j) | 1,048 | | | | | |
| | (k) | 1,130 | | | | | |
| | (l) | 2,364 | | | | | |
| | (m) | 56,742 | | | | | |
| | (n) | 348,556 | | | | | |
| | (o) | 11,930 | | | | | |
| | (p) | 5,500 | | | | | |
| | (q) | 2,550 | | | | | |
| | (r) | 627 | | | | | |
| III. | (1) | (2) | (3) | (4) | | | |
| | (a) | XXXX | 32,822 | XXXX | XXXX | | |
| | (b) | XXXX | XXXX | 2,692 | XXXX | | |
| | (c) | XXXX | 46,734 | XXXX | XXXX | | |
| | (d) | XXXX | 1,696 | XXXX | XXXX | | |
| | (e) | XXXX | 769 | XXXX | XXXX | | |
| | (f) | 202,650 | 3,905 | 1,048 | 1,103 | | |
| | (g) | XXXX | 11,930 | XXXX | XXXX | | |
| | (h) | XXXX | XXXX | 5,500 | XXXX | | |
| | (i) | XXXX | XXXX | 2,550 | XXXX | | |
| | (j) | XXXX | XXXX | XXXX | 627 | | |
| IV. | (a) | 2,197,701 | | | | | |
| | (b) | 757,575 | | | | | |
| | (c) | 62,700 | | | | | |
| | (d) | 901,600 | | | | | |

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

- (a) Setting base forms and/or inserts per 8-1/2 x 11" page \$ _____
- (b) Envelopes (includes Form 7004 wrap-around).. per 8-1/2 x 11" page \$ _____

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

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

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

- (b) Notices (printing/imaging per page) English or Spanish
Price offered includes folding to 8-1/2 x 5-1/2"
or 8-1/2 x 3-3/4" when required per 100 pages\$ _____
- (c) Form SS-5 (English or Spanish) 25-1/2 x 11"
Prints face and back, in
Black and PMS 287
Price offered includes
folding down to 8-1/2 x 3-3/4" ... per 100 complete forms.....\$ _____
- (d) Form 7004 (English or Spanish) 11 x 7-1/2"
Prints face and back, in Black and PMS 287
Price offered includes insertion into envelopes and
Folding down to 3-3/4 x 7-1/2")..... per 100 complete forms\$ _____
- (e) Envelope - Form 7004 (English or Spanish)
Printing in Black ink only
8-3/4 x 13-3/8" flat;
8-3/4 x 4-5/8" constructed
(includes 4-5/8" flap)..... per 100 complete envelopes\$ _____
- (f) 12-page paste-on-fold Form 3368-BK
(English or Spanish);
Printing in Black ink only
8-1/2 x 11" including binding..... per 100 complete forms\$ _____

(Initials)

- (g) 16-page paste-on-fold Form 3820-BK;
Printing in Black ink only
8-1/2 x 11" including binding..... per 100 complete forms\$ _____
- (h) 8-page paste-on-fold Form 3881-BK;
Printing in Black ink only
8-1/2 x 11" including binding..... per 100 complete forms\$ _____
- (i) Leaflets: 7 x 8" (Printed face and back).
Prints in 2 Pantone Colors
Price offered includes
folding down to 3-1/2 x 8" per 100 complete leaflets\$ _____
- (j) Leaflets: 14 x 8" (Printed face and back)
Prints in 2 Pantone Colors
Price offered includes
folding down to 3-1/2 x 8" per 100 complete leaflets\$ _____
- (k) Leaflets: 17-1/2 x 8" (Printed face and back)
Prints in 2 Pantone Colors
Price offered includes
folding down to 3-1/2 x 8"per 100 complete leaflets.....\$ _____
- (l) Fact Sheets: 8-1/2 x 11" (Printed face and back)
Prints in 2 Pantone Colors
Prices offered includes
folding down to 8-1/2 x 5-1/2"per 100 complete fact sheets.....\$ _____
- (m) Saddle-stitched booklets: 3-1/2 x 8"
Prints in 2 Pantone Colors
including binding..... per 100 pages\$ _____
- (n) Saddle-stitched booklets
Prints in 2 Pantone Colors
5-1/4 x 8" including binding..... per 100 pages\$ _____
- (o) White Window Envelope 4-1/8 x 9-1/2" per 100 envelopes\$ _____
- (p) White Window Envelope 6-1/8 x 9-1/2" per 100 envelopes\$ _____
- (q) White Window Envelope 6-1/2 x 10" per 100 envelopes\$ _____
- (r) Kraft Window Envelope 9 x 12" per 100 envelopes\$ _____

(Initials)

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

Notices

Form 3368-BK
 Form 3820-BK
 Form 3882-BK

8-1/2 x 11"

A charge will be allowed in Format B for each page size leaf for notices, Forms 3368, 3820, and 3882.

Form7004 Envelope

8-3/4 x 13-3/8"

One page size leaf in Format C will be allowed for each.

Form SS-5

25-1/2 x 11"

Three page size leaves in Format B will be allowed for each form.

Form 7004

11 x 7-1/2"

One page size leaf in Format B will be allowed for each form.

Fact Sheets

8-1/2 x 11"

One page size leaf in Format B will be allowed for each fact sheet.

Leaflets

10-1/2 x 8"
 14 x 8"

One page size leaf in Format B will be allowed for each leaflet.
 One page size leaf in Format C will be allowed for each leaflet.

17-1/2 x 8"
 24-1/2 x 8"

One page size leaf in Format D will be allowed for each leaflet.
 One page size leaf in Format D will be allowed for each leaflet.

Booklets

3-3/4 x 5-1/2"
 3-1/2 x 8"
 5-1/4 x 8"

A charge will be allowed in Format A for each page size leaf for all booklets.

Envelopes

4-1/8 x 9-1/2"
 6-1/8 x 9-1/2"
 6-1/2 x 10"
 9 x 12"

One page size leaf in Format B will be allowed for each envelope.
 One page size leaf in Format C will be allowed for each envelope.
 One page size leaf in Format C will be allowed for each envelope.
 One page size leaf in Format D will be allowed for each envelope.

	Format A (5-1/4 x 8") (1)	Format B (8-1/2 x 11") (2)	Format C (14 x 8") (3)	Format D (24-1/2 x 8") (4)
--	---------------------------------	----------------------------------	------------------------------	----------------------------------

(a) White Offset Book (50 lb.)per 100 leaves.....	N/A	\$ _____	N/A	N/A
(b) White Opacified Offset Book (60 lb.) (7004 Envelope).....per 100 leaves.....	N/A	N/A	\$ _____	N/A
(c) White C.W. Writing (20 lb.) ..per 100 leaves.....	N/A	\$ _____	N/A	N/A
(d) Green C.W. Writing (20 lb.) ..per 100 leaves.....	N/A	\$ _____	N/A	N/A
(e) Pink C.W. Writing (20 lb.).....per 100 leaves.....	N/A	\$ _____	N/A	N/A
(f) White Litho Coated Offset Book (70 lb.)per 100 leaves.....	\$	\$ _____	\$ _____	\$ _____

 (Initials)

	Format A (5-1/4 x 8") (1)	Format B (8-1/2 x 11") (2)	Format C (14 x 8") (3)	Format D (24-1/2 x 8") (4)
(g) Envelope 4-1/8 x 9-1/2" per 100 leaves	N/A	\$_____	N/A	N/A
(h) Envelope 6-1/8 x 9-1/2" per 100 leaves	N/A	N/A	\$_____	N/A
(i) Envelope 6-1/2 x 10" per 100 leaves	N/A	N/A	\$_____	N/A
(j) Envelope 9 x 12" per 100 leaves	N/A	N/A	N/A	\$_____

IV. INSERTING AND MAILING: Prices offered include notice insertion, insert insertion, all labeling (SSA and USPS required), packing material (if required) and mailing. Only one line item per mailer may be charged.

- (a) Inserting and mailing of notice and inserts into letter-size envelopeper envelope
- (b) Inserting and mailing of notice and multiple item request(s) into a 6-1/8 x 9" or 6-1/2 x 10" white envelope.....per envelope
- (c) Inserting and mailing of notice and multiple item request(s) into a 9 x 12" kraft envelope.....per kraft envelope
- (d) A manual processing fee (price is to include labeling/insertion charges) will be permitted for 3E, 3S mailers and requests for multiple mailing kits (Form 1020)per container

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

- (a) Preproduction Press and Mail Run Test\$_____
- (b) Wire Transmission Test.....\$_____

VI. DESTRUCTION OF OUTDATED STOCK:

- (a) Destroy outdated or time sensitive stock per 100 pieces \$_____

 (Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.- SCHEDULE OF PRICES", initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)