U.S. GOVERNMENT PRINTING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

OCSE Federal Offset Program

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

U.S. Department of Health and Human Services (DHHS)
Office of Child Support Enforcement (OCSE)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning December 1, 2012, and ending November 30, 2013, plus up to four (4) 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.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on October 18, 2012

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop: PPSB, 36 H Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 50-mile radius of U.S. Department of Health and Human Services, 901 D Street, SW, Washington, DC 20447.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, call Kariane Smith at (202) 512-1164. (No collect calls.)

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

GPO Contract Terms (GPO Publication 310.2) – http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf.

GPO QATAP (GPO Publication 310.1) – http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf.

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: Contractor may subcontract the manufacturing of the envelopes and the printing of the envelopes only.

GPO IMPRINT REQUIREMENT: The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9, is waived.

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

Product Quality Levels:

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

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

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

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

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Average type dimension/Electronic media

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from December 1, 2012, to November 30, 2013, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending August 31, 2012, 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.

SECURITY REQUIREMENTS: Protection of Confidential Information:

(a) The contractor shall restrict access to all confidential information obtained from the Office of Child Support Enforcement (*including tax information – see "NOTE" below*) 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 postaward conference between the Contracting Officer and the responsible contractor representative.

NOTE: In conjunction with the preaward survey plans, the contractor must establish written safeguards for the processing and storage of the furnished tax information, and the delivery of the packaged notices to the USPS in conformance with section 6103(p)(4) of the Internal Revenue Code (IRC). Only authorized employees will be permitted to handle the notices. All affected employees must receive, read, understand, and follow the procedures as delineated in the IRS Publication 1075 ("Tax Information Security Guidelines").

(b) The contractor shall process all confidential information obtained from OCSE in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.

(c) The contractor shall inform all personnel with access to the confidential information obtained from OCSE in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.

(d) For knowingly disclosing information in violation of the Privacy Act (see "PRIVACY ACT" specified herein), the contractor and the contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i) (1), which is made applicable to contractors by 5 U.S.C. 552a (m) (1) to the same extent as employees of OCSE.

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

When the contractor employees are made aware of this information, they will be required to sign a nondisclosure agreement (to be furnished after award).

A copy of this signed certification must be forwarded to: DHHS, Attn: Project Officer, 901 D Street, SW, Washington, DC 20447. A copy must also be forwarded to: U.S. Government Printing Office, Attn.: AST 3, STOP: CSAPS, Room C838, 732 North Capitol Street, NW, Washington, DC 20401.

(f) All confidential information obtained from OCSE for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.

(g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information shall be handled as confidential and may not be disclosed without the written permission of the Government. (See "SECURITY REQUIREMENTS," paragraph (a).)

For willingly disclosing confidential tax return information in violation of the IRC, the contractor and contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.

(h) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard Personally Identifiable Information (PII) from loss, theft or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personal identifiable information includes, but is not limited to, a person's name, address, date of birth, Social Security Number, and/or tax return information.

All employees working on this contract must –

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

Contractor's managers working on this contract must –

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

Applicability –

The responsibility to protect personally identifiable information applies during the entire term of this contract and all option year terms, if exercised.

All contractors must secure and retain written acknowledgement from their employees stating they understand these policy provisions and their duty to safeguard personally identifiable information.

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

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

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

The Preaward Survey will include a review of the contractor's mail, material, personnel, production, quality control/recovery program, security, and backup facility plans as required by this specification.

NOTE: Due to PII issues, the Government cannot award the contract until all security requirements are met. If the contractor fails to meet these requirements at time of contract award, the contractor will be declared nonresponsive.

PREAWARD PRODUCTION PLANS: The contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule.

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

Backup Facility – The failure to deliver these notices in a timely manner would have an impact on the daily operations of OCSE. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said location for a period longer than three (3) workdays, contractor must have a backup facility with the capability of producing the notices.

Plans for their 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.

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

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

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

The quality control plan must account for the number of pieces mailed weekly, unless otherwise instructed. (NOTE: The ordering agency may require the contractor to furnish this information twice per week.).

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

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

- One (1) sample will be drawn, inspected and retained as part of the contractor's quality assurance records.
- One (1) sample will be drawn for the OCSE and must be provided to OSCE (address to be supplied at the postaward conference).

The plan shall detail the actions to be taken by the contractor when defective, missing, or mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

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

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

The contractor must maintain quality control samples, inspection reports and records for a period of no less than 120 calendar 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.

Furnished Materials Plan – This plan must include detailed information concerning the receipt, storage, and disposal of the furnished materials (CD), and the deletion of furnished data from contractor's systems, as specified herein.

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

NOTE: Contractor must also include details as to how the notices will be transported to the USPS (see "SECURITY REQUIREMENTS," paragraph (a)).

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; USPS inspection materials; and all outgoing materials cleared for USPS pickup/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 should include the source of these employees, and a description of the training programs the employees will be given to familiarize them with the requirements of this program.

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

(a) list of all production equipment and equipment capacities to be utilized on this contract;
(b) the production capacity currently being utilized on this equipment;
(c) capacity that is available for these workloads;
(d) if new equipment is to be utilized, documentation of the purchase order, source, delivery schedule and installation dates are required; and,
(e) if equipment malfunctions, how the contractor will repair the equipment. If the contractor must use a repair shop, contractor must include their name, address, and telephone number.

NOTE: Contractor is required to carry an appropriate level of Errors and Omissions Insurance Coverage and be able to provide a certificate of insurance coverage upon request.

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

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

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

The plan shall contain at a minimum:

(1) How Government files (data) will be secured to prevent disclosure to a third party.
(2) The written safeguards for the processing and storage of the furnished tax information in conformance with section 6103(p)(4) of the IRC, as specified under "SECURITY REQUIREMENTS," paragraph (a).
(3) How the disposal of waste materials will be handled.
(4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor.

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

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

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

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

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

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

To achieve these requirements, the contractor will be allowed to add bar codes or other images to facilitate the automated tracking of the notices leaves throughout production. The bar codes/images placement and size must not interfere with the notice and must be approved by the Government.

NOTE: The Government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not complying with any part of this requirement.

Notice integrity shall be defined as follows –

- Each notice shall include all pages (and only those pages) intended for the designated recipient as contained in the files received from OCSE.

The contractor is responsible for providing the automated print notice integrity control systems and processes required to prevent the commingling of pages intended for different recipients into a completed package.

The contractor's printing process must have automated systems that include notice coding and scanning technology capable of –

- Validating the count of pages in a notice set.
- Validating the sequence of pages in a notice set.
- Validating the sequence of notice sets in a production batch.
- Interrupting production if variances are detected.

Mailing integrity shall be defined as follows –

- All records received from OCSE for each print order were printed/imaged/folded/inserted into envelope and entered correctly into the United States postal system.

The contractor is responsible for providing the automated inserted notice tracking/reporting systems and processes required to validate that 100% of all notices received from OCSE were printed//imaged, inserted and mailed correctly. The contractor's inserting equipment must have automated systems that include notice coding and scanning technology capable of:

- Reconciling page and notice counts from OCSE-provided files to print order control totals provided by OCSE; reporting variances.

- Uniquely identifying each notice within a print order.

- Unique identifier to be scanned after insertion to ensure all notices are present and accounted for.

- Tracking and reporting all notices produced and mailed within a print order at the notice level.

- Identifying and reporting all missing notices that were lost or spoiled during production within a print order.

- Generating a new production file for all missing notices.

- Tracking and reporting all notices that were reproduced and mailed within a print order at the notice level.

- Reconciling the total of all notices produced and mailed within a print order to the control totals provided by OCSE; reporting all variances.

- Reconciling the total of all notices mailed to mailing totals contained on Postal Entry Forms within a print order; reporting all variances.

- Generate a final automated Sequence Summary Report*.

*This report provides information that all mail pieces have been scanned, after insertion, verifying that all pieces for each mailer and file date are accounted for. The summary report will contain the sequence number range for a particular file date and mailer, show all sequence numbers were scanned and accounted for after notice is inserted, and event information on any spoiled or missing pieces verifying that they were scanned and accounted for. A copy of the summary report must be submitted with the matching GPO 712(s). The required information on the summary report will be discussed at the postaward conference.

Contractor must generate an automated audit report when necessary showing the tracking of all notices throughout all phases of production for each mail piece. This audit report will contain all information outlined above for each phase of printing/imaging, folding, inserting, and mailing. All notice tracking/reporting data must be retained in electronic form for 120 calendar days after mailing, and must be made available to OCSE for auditing of contractor performance upon request.

UNIQUE IDENTIFICATION NUMBER: Unique identification numbers will be used to track each individual notice, thereby providing 100% accountability. This enables the contractor to track each notice through completion of the project. The contractor will be required to create a test sampling of 1,000 notices, divided equally among the equipment the contractor plans to use for the production of notices on this contract. This sampling must have a unique number and must be produced on each notice. The contractor will generate a list of the unique identifying numbers for each sample. As samples are pulled, the unique numbers will be marked off the list. This enables the contractor to track which samples have been produced and pulled and what records have been produced.

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

NOTE: For each option year exercised, the contractor may be required to run 1,000 test samples as specified above.

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

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

PREAWARD TEST: The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

NOTE: The Government may require test samples at the beginning of each option year exercised.

For the preaward test, the Government will furnish a CD containing electronic files that are representative of the files to be furnished under these specifications.

The furnished test materials will be delivered by Government courier directly to the contractor's facility.

The prospective contractor must produce 1,000 mailers (print/image, fold, and insert into envelopes) as specified herein. (DO NOT SEAL ENVELOPES.)

NOTE: Test mailers are to be divided equally among all equipment to be used for production of mailers required by this contract, and will cover all phases of production except mailing.

Preaward test samples will be inspected and tested for conformance of materials and must comply with the specifications stated herein as to construction, kind, and quality of materials.

The Government courier will pick up all test samples. Contractor must make test samples available for pickup by Government courier within 24 hours of receipt of furnished test materials.

NOTE: The contractor must notify the Contracting Officer via email of the date and time the Government courier delivers the test materials and when the Government courier picks up test samples.

If the preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects or to submit additional test samples if so notified by the Contracting Officer.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver the completed test within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities and on the equipment in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the DHHS, Washington, DC, immediately after award. NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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

In addition, the contractor shall be prepared to present detailed production plans, including such items as quality assurance, projected commencement dates, equipment loading, pallet needs, etc. The contractor is to provide the name of the representative responsible for the mailing operation and that individual's backup.

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

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from December 1, 2012, through November 30, 2013, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

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 5 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.

PAYMENT: Within five (5) workdays of completion of mailing on each print order, contractor must submit their billing invoice for payment. Submit all billing invoices to: U.S. Government Printing Office, Office of Financial Management, Attn: Comptroller, Stop FMCE, Washington, DC 20401.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of mailers requiring such operations as electronic prepress, printing/variable imaging, binding, construction, inserting, and distribution.

TITLE: OCSE Federal Offset Program.

BACKGROUND: The Federal Offset Program is a Government-wide delinquent debt matching and payment offset system. It is a means of offsetting Federal payments due the delinquent debtor from the Federal Tax Refund Offset Program and the Administrative Offset Program. It is a cooperative effort between the Office of Child Support Enforcement and Treasury's Financial Management Service (FMS). The Program refers the names of non-custodial parents who are past due in their child support obligations to FMS to offset payments being refunded to delinquent obligors.

One of the functions OCSE performs is the production of a due process, or pre-offset notice. The pre-offset notice is sent to those noncustodial parents certified by the State IV-D child support agency (State) for administrative and/or tax refund offset. This notice (mailed to the delinquent debtor at the address used to file his/her last year's tax return or the most current address on file at the State and submitted to OCSE) may be sent by either OCSE or the State at the State's option. The pre-offset notice informs the individual of the amount of support claimed to be past due, provides a State or local contact address and phone number to whom the obligor may submit any objections regarding the proposed administrative and/or tax refund offset, and provides information about their rights to an administrative review.

Currently, OCSE issues the pre-offset notices for 25 States and/or jurisdictions. Additional states/jurisdictions may be added to the program throughout the year with a corresponding pre-offset notice being issued to the noncustodial parent. (NOTE: Jurisdictions could include the District of Columbia, Puerto Rico, Guam, American Virgin Islands, and/or Tribal Nations.)

It is estimated that the number of notices mailed annually will be approximately 1,500,000 to 3,500,000. New cases and/or states/jurisdictions may be added each year thereby increasing the number of notices being produced annually. Additionally, states and/or jurisdictions could elect to opt out of this program.

FREQUENCY OF ORDERS: Up to approximately 8 orders per month.

NOTE: Currently, it is anticipated that one order per week will be issued.

QUANTITY: Approximately 1,000 to 200,000 mailers per order. (The average quantity per order is approximately 40,000 mailers. On occasion, there may be orders placed for up to 500,000 mailers.)

NOTE: Due to the pre-printed envelopes being furnished immediately after award, the Government does not anticipate the contractor producing envelopes during the first contract year (see "GOVERNMENT TO FURNISH").

The Government reserves the right to increase or decrease by up to 25% the total number of mailers ordered annually.

NUMBER OF PAGES:

Notice: Approximately 1 to 3 leaves per order. (NOTE: Currently, the majority of mailers ordered will be for one face only leaf.)

Envelope: Face only (after manufacturing).

TRIM SIZE:

Notice: 8-1/2 x 11".

Envelope: 4-1/8 x 9-1/2" (No. 10), plus flap.

GOVERNMENT TO FURNISH:

For the static text matter, a CD containing an Adobe Acrobat PDF file (current or near current version) will be furnished at the beginning of the contract and is to be held for use throughout the contract. (NOTE: If the static text matter changes at any point during the term of the contract, the Government will furnish a new CD.)

Electronic media for the variable data will be furnished as follows –

Platform: Windows Vista (6.0).

Storage Media: CD-ROM.

Software: Adobe Acrobat (current or near current version).

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

Fonts: *All printer and screen fonts will be embedded; however, contractor must modify embedded fonts to Arial, 9pt., to fit the page.*

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: Text files will be encrypted.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Approximately 2,500,000 pre-printed envelopes to be used for the production of the mailers.

"Postage and Fees Paid" mailing indicia.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

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.

Immediately upon notification of award, contractor must arrange for pickup of the furnished envelopes. **(See "STORAGE.")**

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

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

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

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

PROOFS:

Proofs for the notices will be required with the initial order placed on the contract and any time that a copy change may be required during the term of the contract. Proof will be of the static text matter and variable data.

One (1) set of digital color content proofs for five (5) different randomly selected notices for each state/jurisdiction. 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, as applicable.

Proofs for the envelopes will be required on the first order placed for envelopes and any time that a copy change may be required during the term of the contract.

One (1) set of digital color content proofs of the envelope. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall have all elements in proper position (not pasted up) with margins (including crop marks) indicated.

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

The contractor must not print prior to receipt of an "O.K. to Print."

PRIOR TO PRODUCTION SAMPLES (Initial order and any time that a copy change may be required during the term of the contract): Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than five (5) different randomly selected notices for each state/jurisdiction. (NOTE: These five randomly selected notices must be different from the randomly selected notices for the proofs). The notices must be printed/imaged, bound, and assembled/inserted into required envelopes. (DO NOT SEAL ENVELOPES.) The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and program numbers.

Each sample shall be printed/imaged, bound, and assembled/inserted as specified and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

Samples will be picked up by a Government courier. (NOTE: DHHS/OCSE may choose to be in attendance for the complete production of the prior to production samples.)

Contractor must make samples available for pickup within 24 hours of receipt of "O.K. to print" on proofs.

The Government will approve, conditionally approve, or disapprove the samples within 24 hours of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

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

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

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

Notice: White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Envelope: White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22".

PRINTING/VARIABLE IMAGING: *At contractor's option, digital printing using pigment-based inks, electro inks, soy inks, inkjet inks, or toner-based inks may be used to produce the products with a minimum of 812 x 812 resolution. NOTE: Inks used must be able to be irradiated by the USPS without damage to the notice, or interfere with the readability of the information on the notice.*

NOTE: Unless otherwise specified, when ordered, the contractor will produce and stockpile approximately 3,500,000 envelopes per contract option year. (See "STORAGE.")

Notice: Leaves print face only or face and back in black ink only. Printing consists of text and line matter. Variable image in black only. Imaging consists of text matter and bar code. At contractor's option, static text and line matter may be digitally printed. (See Exhibit A.)

Envelopes – Print face only (after manufacture) in black ink only. Printing consists of text and line matter, including the mailing indicia. Printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side. (See Exhibit B.)

Envelopes require a security tint printed on the inside (back - before manufacture) in black ink. The security tint must not show through the envelope nor interfere with USPS equipment reading the bar code read area (i.e., no show through of ink). Contractor may use his own design (subject to approval by OCSE) but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein. The contractor shall not print tint on the inside flap or in the area that falls directly behind the bar code clear zone after construction.

NOTE: GPO imprint is waived and must not print on the finished product.

MARGINS: Margins will be as indicated on the print order or furnished electronic media.

BINDING: Notice trims four sides.

CONSTRUCTION (Envelopes): Envelopes are open side, with gummed fold-over flap for sealing and contain high-cut diagonal or side seams, at contractor's option. Flap depth is at contractor's option, but must comply with all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient.

Face of envelope contains two die-cut windows, as follows:

- Lower mailing address window (1-3/16 x 4") is located 5/8" from the bottom edge of the envelope and 3-1/2" from the left edge of the envelope. Window to have rounded corners.

- Upper return address window (7/8 x 3-1/2") is located 2-5/8" from the bottom edge of the envelope and 1/2" edge from the left edge of the envelope. Window to have rounded corners.

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

ASSEMBLY AND INSERTING: Collate notice leaves in proper sequence, when required, and letter-fold with return address and recipient name/address out. Either wraparound or accordion folds are acceptable.

Insert notice into envelope with recipient's name/address/bar code and return address facing out for visibility through windows. Seal envelopes.

It is the contractor's responsibility to assure that only the addresses and bar code on the notice will be visible through the windows and that only one notice is inserted into each envelope.

DISTRIBUTION: Mail f.o.b. contractor's city each individual mailer. (NOTE: The contractor is responsible for all costs incurred in transporting the mailers to the U.S. Postal Service facility.)

All mailing shall be made at the First Class rate.

The contractor must use the ordering agency's "Postage and Fees Paid First Class Mail" mailing permit. The mailing permit must be printed on each mail piece.

Permit imprint mailings must contain at least 200 pieces or 50 pounds. Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with his billing invoice.

The contractor is cautioned that the "Postage and Fees Paid First Class Mail" mailing permit may be used only for the purpose of mailing material produced under this contract.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Domestic First-Class Letter-Size Mail – The contractor is required to prepare domestic First Class letter-size mail and obtain the maximum postage discount allowed by the USPS in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual, and Postal Bulletins, in effect at the time of the mailing.

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

The contractor is required to prepare Domestic First Class letter-size mail pieces and obtain the maximum postage discount allowed by USPS in accordance with the appropriate USPS rules and regulations, including USPS Domestic Mail Manual, and Postal Bulletins on Automation-Compatible First-Class Domestic Mail-Automated and Non-automated mail discount structure in effect at the time of the mailing; a) Automation (5-digit); (b)Automation (3-digit); (c) Automation (AADC); (d) Automation (Mixed AADC); (e) Non-automation (Presorted); and (f) Non-automation (Single Piece).

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

To achieve the maximum automation compatible postal discount, the contractor is required to either presort the notices prior to printing or sort the mail after the notices are inserted into the envelopes. All of the pieces without a bar code must be separated and mailed as a non-automation rate single piece mailing.

NOTE: Mail addressed to United States territories and possessions (e.g., Puerto Rico, Guam, Virgin Islands, and Military Overseas Addresses (APO/FPO mail) is Domestic Mail, not International Mail.

Intelligent Mail Barcoding, delivery address placement and envelopes used for the mailing are among the items that must comply with USPS requirements for automation-compatible mail in effect at the time of the mailing.

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

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

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

International Mail –

If the mailing meets the qualifications for International Priority Airmail (IPA), it should be processed through IPA in accordance with postal rules and regulations in effect for USPS IPA at the time of the mailing. To maximize postage savings, the contractor shall sort to the IPA Rate Group 1 through 15.

Pieces not qualifying for the IPA Rate Group Levels of discount shall be prepared at the Worldwide Non-presorted rate level and any remaining pieces that do not meet IPA qualifications will be sorted by individual country rules according to the USPS 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” in all capital letters. All International Mail must be endorsed “PAR AVION” or “AIR MAIL” as described in the USPS IMM. International Mail cannot contain a presort endorsement.

NOTE: Again, the contractor is cautioned that files listed will contain mail addressed to United States territories and possessions (Puerto Rico, Guam, Virgin Islands, and Military Overseas Addresses (APO/FPO mail). This mail is Domestic Mail, NOT International Mail and should be included in the discount sorting above.

CASS and NCOA Certification of Notice Files –

The files provided by OCSE to the contractor are not CASS or NCOA certified. Contractor will be required to complete all necessary processing to obtain certification and mail discounts for USPS.

CASS Certification – Contractor is required to perform the Coding Accuracy Support System (CASS) certification using USPS certified ZIP+4software to generate ZIP+4 Codes and Delivery Point Barcodes (and the Intelligent Mail Barcode when implemented by OSCE). Contractor is required to furnish USPS with any required CASS certificates. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

NCOA Certification – Contractor is required to process all files through USPS approved NCOA software such as NCOA^{Link} or FastForward and furnish USPS with required NCOA certification to achieve the required postal discounts. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

IMPORTANT: Contractor <u>CANNOT</u> at any time perform move updates or address corrections on the notice address. Notices that require a move update can be separated/diverted and sent at the full USPS first class rate. Contractor will be required to provide USPS postal discounts for the balance of mail pieces that pass NCOA.

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

Within 72 hours of being delivered to the USPS, the contractor shall provide the copies to OSCE via overnight/next day delivery carrier (at contractor's expense). All copies must be legible.

The contractor is to supply a weekly MS Excel spreadsheet for each mailing (to include, but not limited to: job title; jacket, program, and print order numbers; number of notices printed and date printed; breakdown of postage computation found on the USPS Form PS3600R; and, date delivered to the post office). These reports are to begin the first full week of production and continue until the end of the term of the contract. Reports must be emailed to OCSE. Contact and email information to be provided at time of award, or shortly thereafter.

NOTE: On same day as mailing for each print order, contractor must destroy the furnished materials (CD). Additionally, contractor must permanently delete/scrub all data pertaining to that print order from their data systems.

Upon completion of each order, contractor must furnish one (1) copy of the billing payment invoice form 1034 for each print order showing amount of billing invoice the email address as specified on the print order. The original invoice must be sent to: U.S. Government Printing Office, FMCE, Attn: Comptroller, Washington, DC 20401.

Upon completion of each order, the contractor must notify the ordering agency on the same day that the product mails via email to the address specified on the print order. The subject line of the email shall be "Distribution Notice for Program 557-S, P.O. XXXXX, Jacket XXX-XXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, mailing method, and title. Contractor must be able to provide copies of all mailing receipts upon agency request.

All expenses incidental to destroying furnished materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print order and furnished material will delivered by Government courier directly to the contractor's facility.

Proofs will be picked up at, and returned to (if applicable), the contractor's facility by Government courier.

Furnished electronic media and visual(s) must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after receipt of print order and furnished material; the workday after receipt will be the first workday of the schedule.

Initial Order –

- Contractor must make proofs available for pickup by Government courier within 24 hours of receipt of print order and furnished materials.

- Proofs will be withheld no more than 24 hours from their receipt at the ordering agency.

  NOTE: In the event of corrections and/or revisions, the Government courier will deliver the marked up proofs to the contractor's facility, followed by a phone call by the ordering agency. If there are no corrections/revisions, the Government will notify the contractor with the "O.K. to print" via email.

- Contractor must make prior to production samples available for pickup by Government courier within 24 hours of receipt of an "O.K. to print" on proofs. (NOTE: Ordering agency may choose to be in attendance for the complete production of the prior to production samples.)

- Prior to production samples will be approved, conditionally approved, or disapproved within 24 hours of receipt thereof.

- Contractor must complete production and distribution within five (5) workdays of receipt of an approval on prior to production samples.

Balance of Orders –

- Contractor must complete production and distribution within five (5) workdays of receipt print order and furnished material.

NOTE: *Any defective or mutilated notices must be reprinted, assembled/inserted, and mailed within two (2) workdays of notification of damage.*

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

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

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment or delivery. Call (202) 512-0516 or 0520; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

STORAGE: Within 24 hours of contract award, contractor must arrange for pickup of approximately 2,500,000 furnished pre-printed envelopes. Pickup address to be furnished immediately after award.

NOTE: During each option year, if exercised, it is anticipated that the contractor will produce and store approximately 3,500,000 envelopes for use throughout that option year. (See "PRINTING.")

Contractor is responsible for storing the Government-furnished envelopes and/or any contractor-produced envelopes for use throughout the term of the contract, as applicable. Contractor is responsible for replacing any envelopes damaged in his possession at no cost to the Government.

Every six (6) months, the contractor must notify the ordering agency with the inventory balance. When required, the contractor will replenish the envelope inventory by printing the amount specified on the print order.

If, at any point during the contract year, the inventory count is depleted to the point of affecting contract production, it is the contractor's responsibility to notify the Government immediately in order to allow time to produce additional envelopes as needed to meet the contract requirements without affecting the schedule on any given print order.

Contractor will NOT be allowed additional time in the schedule for envelope production due to failure to notify the Government in a timely manner.

"Postage and Fees Paid" mailing indicia will be furnished immediately after award.

CONTRACTOR MEETINGS AND INSPECTIONS: Approximately twice per contract year, the ordering agency will meet with the contractor at the contractor's facility to ensure that all details of the contractor's preaward survey plans are being adhered to and that all phases of production are being performed in accordance with the requirements specified herein.

Attending this meeting will be representatives from the OCSE.

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

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 (1) 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 for a like period of time.

NOTE: While it is not anticipated that the contractor will be required to produce envelopes during the first contract year, a line item and determination of award estimate is provided for the envelopes (I.(b)) that will be required during the option years, if exercised. For the purpose of contract award, the contractor's submitted bid price for Line Item I.(b) will be considered to determine the lowest bid, as specified in the above paragraph.

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

			(1)	(2)
I.	(a)	1.	32	1,280
		2.		
	(b)		16	640

II. 192,000

SECTION 4. - SCHEDULE OF PRICES

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

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

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

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

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

I. PRINTING/IMAGING AND BINDING/CONSTRUCTION: Prices offered must include the cost of all materials and operations (including proofs and prior to production samples) necessary for the complete printing/imaging and binding/construction of the product listed in accordance with these specifications.

NOTE: No charge will be allowed for envelopes furnished by the Government.

	Makeready and/or Setup (1)	Running Per 1,000 Copies (2)
(a) *Notices –*		
1. Printing/imaging face only in black, including binding ..... per leaf.....	$_____	$_____
2. Printing/imaging face and back in black, including binding ..... per leaf.....	$_____	$_____
(b) *Envelopes –* Printing in black, including construction ..... per 100 envelopes.....	$_____	$_____

II. ASSEMBLY, INSERTING, AND MAILING: Prices offered must be all inclusive and include the cost of all required materials and operations necessary for the mailing of the notices including cost of collating, when required, folding to required size in accordance with these specifications, insertion of notice into envelope, CASS and NCOA verification/certification, and mailing, in accordance with these specifications.

Mailers ..... per 1,000 mailers.....$_____

_____
(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City_____, State_____, Zip Code _____

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)

EXHIBIT A

<RETURN ADDRESS>

<CONTACT ADDRESS>

PHONE(S) <CONTACT PHONE #>

<DATE>

CONTACT ADDRESS ABOVE
120723-013238

<NAME>
<ADDRESS1>
<ADDRESS2>
<CITY> <STATE> <ZIP CODE>

SSN	CASE NUMBER	LOCAL ID	PAST DUE AMOUNT CLAIMED
<SSN>	<CASE ID>	<LOCAL CODE>	$<ARREARAGE> <PRT CASE TYPE>

The agency identified above has determined that you owe past-due child and/or spousal support. Our records show that you owe at least the amount shown above. If your case was submitted to the United States Department of the Treasury for collection in the past, this amount is subject to collection at any time by Administrative Offset and/or Federal Tax Refund Offset. If your case has not already been submitted to the United States Department of the Treasury and you do not pay in full within 30 days from the date of this notice, this amount will be referred for collection by Administrative Offset and/or Federal Tax Refund Offset. Under Administrative Offset (31 U.S.C.3716), certain Federal payments that might otherwise be paid to you will be intercepted, either in whole or in part, to pay past-due child and/or spousal support. Under Federal Tax Refund Offset (42 U.S.C.664;26 U.S.C.6402), any Federal Income Tax Refund to which you may be entitled will be intercepted to satisfy your debt. The amount of your past-due support will also be reported to consumer reporting agencies.

If you owe or owed arrearages of child support in an amount exceeding $2,500, the agency identified above will certify your debt to the State Department pursuant to 42 USC 654(31). Once you are certified, the Secretary of State will refuse to issue a passport to you, and may revoke, restrict or limit a passport that was previously issued.

Your debt will remain subject to Federal Tax Refund Offset, Administrative Offset, and/or passport certification until it is paid in full. Important: If you owe current support, any further arrears accruing due to payments missed may be added to your debt and will be subject to collection by Federal Tax Refund Offset and/or Administrative Offset now or in the future without further notice. To determine additional amounts owed or the total amount past-due which the agency has submitted for collection, you may contact us at the address or phone number listed above.

You have a right to contest our determination that this amount of past-due support is owed, and you may request an administrative review. To request an administrative review, you must contact us at the address or phone number listed above within 30 days of the date of this notice. If your support order was not issued in our state, we can conduct the review or, if you prefer, the review can be conducted in the state that issued the support order. If you request, we will contact that state within 10 days after we receive your request and you will be notified of the time and place of your administrative review by the state that issued the order. All requests for administrative review, or any questions regarding this notice or your debt, must be made by contacting the agency identified above.

If you are married, filing a joint income tax return, and you incurred this debt separately from your spouse, who has no legal responsibility for the debt and who has income and withholding and/or estimated tax payments, your spouse may be entitled to receive his or her portion of any joint Federal Tax Refund. If your spouse meets these criteria, he or she may receive his or her portion of the joint refund by filing a Form 8379 - Injured Spouse Claim and Allocation. Form 8379 should be attached to the top of the Form 1040 or 1040A when you file, or filed according to other instructions as indicated on the Form 8379.

EXHIBIT B

PRESORTED
FIRST CLASS MAIL
U.S. POSTAGE
PAID
BALTIMORE, MD
PERMIT #7798

IMPORTANT:
FEDERAL TAX
REFUND INFORMATION

Official Business
Penalty for Private Use $300