



April 11, 2020

This is Amendment No. 1. The specifications in our invitation for bids on Program 160-M, scheduled for opening at 11:00 a.m. on April 14, 2020, are amended as follows:

The Bid Opening Date remains the same.

Program 160-M is hereby amended to the extent that, on page 15 of 25, the "Prior to Production Samples" requirements are changed as follows:

- Prior to production samples will be required on every order.
- The sample requirement is for 100 samples of the notice only for the first 100 names in the distribution list.
- All samples are to be printed and imaged with the live variable data for that name. The variable data will consist of the taxpayer name and address, the dollar amount to be received, the method to be furnished, and the date.
- The samples are to be furnished as a PDF file for the notice with the static text matter and the variable data for each name.
- The samples are to be securely emailed as an encrypted zip file to the IRS contact as specified on the print order. The password is to be provided in a separate email.
- The email shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO purchase order, program, and print order numbers.
- Samples are to be submitted within one (1) workday of receipt of "O.K. to Print" on proofs or receipt of furnished materials, as applicable.
- All other requirements for the prior to production samples remain the same.

Further change is made to the extent that, on page 17 of 25, the requirement for "Production Samples" is deleted in its entirety.

All other specifications of the solicitation remain the same.

Amended bid or acknowledgement of amendment must be submitted using the method specified in the solicitation for bid submission. No other method of submission will be accepted at this time. **BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.** Failure to acknowledge receipt of amendment, by amendment number, prior to bid opening time, may be reason for bid being declared nonresponsive.

Sincerely,

LORRAINE CARTER
Contracting Officer

April 13, 2020

This is Amendment No. 2. The specifications in our invitation for bids on Program 160-M, scheduled for opening at 11:00 a.m. on April 14, 2020, are amended as follows:

The Bid Opening Date remains the same.

Program 160-M is hereby amended to the extent that the following changes are made:

- On page 12 of 25, the “Payment” requirement is changed to include the statement:

Upon completion of each order, prior to submitting a billing invoice to GPO for payment, the contractor must submit an itemized billing invoice to the ordering agency (agency contact information to be provided after award) for verification, approval, and signature. After agency verification/approval, contractor must submit the signed billing invoice and print order to the U.S. Government Publishing Office.

- On page 13 of 25, under “Frequency of Orders,” add the following statement:

NOTE: For the purpose of this contract, “orders” may also be referred to as “phases.” For clarification, one phase is the same as one order. While it is anticipated that phases (or orders) will be placed weekly, two phases may be offered at the same time. For example, Phase 1 and Phase 2 may be offered at the time that Phase 1 is expected to be offered; Phase 3 and Phase 4 may be offered at the time that Phase 3 is expected to be offered, etc.

- On page 13 of 25, under “Quantity,” delete the following statement: “The actual quantity will not be known until the ordered is placed with the contractor.”

And add the following statement:

NOTE: The quantity provided at the time the order is offered is an approximate quantity only. The exact, final quantity will be furnished when the furnished materials are provided to the contractor.

- On page 13 of 25, the “Trim Size” requirement for the notice is amended to allow an 8-1/2” width. Change is also made to include the following statement:

NOTE: The trim size ranges specified for both the notice and envelope are at the contractor’s option. Additionally, the trim size does not have to be the same for each order awarded to a contractor.

- On page 16 of 25, under “Printing,” add the following statement:

NOTE: All static text matter printing on the notice and envelope will remain the same throughout the term of the contract.

- On page 16 of 25, under “Imaging/Addressing,” add the following statement:

NOTE: Any PII furnished will NOT include any bank information for any of the taxpayers. See below for record layout. Please note that the chart below is a draft layout and is subject to change.

The Spanish side of the notice has the translation for direct deposit and check/debit card. The indicator is as follows:

Payment Type:

Y = direct deposit (English); depósito directo (Spanish)

If that field is blank, contractor to image “check/debit card” for English or “cheque/tarjeta de débito” for Spanish.

ELEMENT NAME	DEC	HEX	LENGTH	TYPE	REF	REMARKS
REFUND AMOUNT	1		15	C		First 13 digits represent the dollar amount, Last two digits represent the cents.
PAYMENT TYPE	16		1	C		IF EFT bank information is populated then set to “Y” else set to blanks.
AS FILED NAMELINE	17		35	C		
SUPPLEMENTAL NAME	52		35	C		
ADDRESS LINE 1	87		35	C		
CITY	122		25	C		Only populated for Domestic Addresses
STATE	147		2	C		Only populated for Domestic Addresses
ZIP	149		5	C		NOTE: CONCATENATE ZIP, ZIP_PLUS_FOUR_CD, and DELIVERY_POINT_BAR_CD to get the 12 digit ZIP for foreign addresses.
ZIP_PLUS_FOUR_CD	154		4	C		
DELIVERY_POINT_BAR_CD	158		3	C		
FOREIGN COUNTRY CD	161		2	C		Only populated for foreign addresses
TOTAL	162					

- On page 18 of 25, under “Distribution,” delete the reference to “self-mailer.”
- On page 20, under “Schedule,” add the following statement:

NOTE: When offering orders, the ordering agency will contact the low bidder at least five (5) workdays in advance of the anticipated date for providing the furnished materials and final quantity. (See Attachment A.)

If two phases are offered at the same time (and the contractor being offered the two phases accepts both), the contractor would proceed with production of each phase as specified in Attachment A. The contractor does not have to produce both phases at the same time.

All other specifications of the solicitation remain the same.

Amended bid or acknowledgement of amendment must be submitted using the method specified in the solicitation for bid submission. No other method of submission will be accepted at this time. **BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.** Failure to acknowledge receipt of amendment, by amendment number, prior to bid opening time, may be reason for bid being declared nonresponsive.

Sincerely,

LORRAINE CARTER
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Mailers

as requisitioned from the U.S. Government Publishing Office (GPO) by the
Internal Revenue Service (IRS)

Multiple Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending March 31, 2021.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on April 14, 2020, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the Government Publishing Office, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: bidsapsdc@gpo.gov. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for certification.*

BIDDERS, PLEASE NOTE: GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

THIS IS A NEW PROGRAM. NO ABSTRACT IS AVAILABLE.

For information of a technical nature *prior to* certification, contact Mary Newton at mnewton@gpo.gov. For contact administration *after* certification, contact Linda Giacomo at lgiacomo@gpo.gov or at (202) 512-0307.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

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

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

SUBCONTRACTING: The predominant production functions are the printing and imaging of the notices, imaging of envelopes (if applicable), and inserting into envelopes. Any bidder that cannot perform the predominant production function will be declared non-responsible.

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

Product Quality Levels:

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

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. Prior to Production Samples/O.K. Proofs/ Average Type Dimension/ Electronic media/

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.

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

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of March 2020, will establish the base index.
3. There be no price adjustment for the first three (3) 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 Item II., "PAPER" in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

SECURITY REQUIREMENTS: Protection of Confidential Information –

- (a) The contractor shall restrict access to all information obtained from the IRS in the performance of this contract to those employees and officials who need it to perform the contract.
- (b) The contractor shall process all information obtained from the IRS in the performance of the contract under the immediate supervision and control of authorized personnel in a manner that will protect the confidentiality of the records and in such a way that the unauthorized persons cannot retrieve any such records.
- (c) The contractor shall inform all personnel with access to the confidential information obtained from the IRS 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) The contractor shall assure that each contractor employee with access to IRS work 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. Contractor employees will be required to sign the Contractor Personnel Security Certification form which will be furnished at time of certification. A copy of this signed form must be forwarded to the IRS, Attn: Glenn Pelishek at Glenn.r.Pelishek@irs.gov, before an employee is allowed to perform on this contract.
- (e) All confidential information obtained from the IRS for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.

- (f) All contractor employees shall either be literate in English or have a translator available at all times who can read, speak, and understand the language in order to ensure all operational, security, and contract requirements are met. The contractor shall ensure communications are provided at a level such that employees can understand instructions and converse with the customer.
- (g) Work areas for the production of IRS work shall be in dedicated areas that are roped or taped off with access to only those employees working on IRS work. Signs shall be posted that only assigned employees may enter. All phases of work will be staged in one main area for each process and roped off for security. All work areas will be open for IRS representatives at all times.
- (h) At least one supervisory employee must be permanently assigned to the secured areas to visually observe at all times the printing, imaging, binding, construction, inserting, storing, shipping, and destruction of any spoiled materials.

SENSITIVE BUT UNCLASSIFIED (SBU) SYSTEMS OR INFORMATION:

- (a) In addition to complying with any functional and technical security requirements set forth in the schedule and elsewhere in the contract, the contractor shall request that the Government initiate personnel screening checks and provide signed user nondisclosure agreements, as required by this clause, for each contractor employee requiring staff-like access, i.e., unescorted or unsupervised physical access or electronic access, to the following limited or controlled areas, systems, programs, and data: IRS facilities, information systems, security items and products, and sensitive but unclassified information. Examples of electronic access would include the ability to access records by a system or security administrator.
- (b) The contractor shall submit a properly completed set of investigative request processing forms for each such employee in compliance with instructions to be furnished to the IRS, within 24 hours of certification.
- (c) Depending upon the nature of the type of investigation necessary, it may take a period up to 11 months to complete complex personnel screening investigations. At the discretion of the Government, background screening may not be required for employees with recent or current favorable Federal Government investigations. NOTE: Due to the COVID-19 pandemic, the screenings may be expedited to allow contractor employees to begin performance on this contract, but follow-up information may be required during the term of the contract.
- (d) To verify the acceptability of a non-IRS, favorable investigation, the contractor shall submit the forms or information needed, according to instructions furnished by the IRS.
- (e) The contractor shall ensure that each contractor employee requiring access executes any nondisclosure agreements required by the Government prior to gaining staff-like access. The contractor shall provide signed copies of the agreements to the IRS Representative for inclusion in the employee's security file. Unauthorized access is a violation of law and may be punishable under the provisions of Title 5 U.S.C. 552a, Executive Order 12356; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.)(governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783(b)), and other applicable statutes.

- (f) The contractor shall immediately notify the Contracting Officer and the IRS Representative of the termination, resignation, or reassignment of any authorized personnel under the contract. Further, the contractor shall include the steps taken to ensure continued performance in accordance with the contract. Replacement personnel or new hires must have qualifications that are equal to or higher than the qualifications of the person(s) to be replaced.

The contractor may contact Bartholomew.S.Trutt@irs.gov or Glenn.R.Pelishkek@irs.gov regarding questions concerning requirements for a security clearance. The requirements include, but are not limited to, financial history of the contractor's firm and on-site visit(s) by the IRS security personnel. The IRS will send the Risk Assessment Checklist to the contractor upon certification of contract.

SECURITY REQUIREMENTS:

NOTE: These requirements apply to all contractor's facilities (i.e., multiple plants) used for production of the notices.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. All Sensitive But Unclassified (SBU) data must be adequately protected and secured and meet the required physical security minimum protection standards as defined in Publications 1075 and 4812. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed in accordance with IRS Publications 1075 (Rev. 8-2010) and 4812, Tax Information Security Guidelines for Federal, State, and Local Agencies.

The contractor agrees that it shall establish and maintain full Secure Data Transfer (SDT) compliance throughout the term of this contract. Contractor receiving SBU information from the IRS shall meet the requirements set forth below, in accordance with the IRS Publications 1075/4812, and Federal Information Security Management Act (FISMA) Compliant Data Protection and Internal Revenue Code 6103 (n):

- (a) All federal, state, and local agencies or entities shall comply with IRS Publications 1075 and 4812. Tax Information Security Guidelines for Federal, State and Local Agencies and Entities (as revised) if transmitted data contains Federal Taxpayer Information (FTI). All data that originates from the IRS shall be protected to ensure compliance with FISMA, including the technical security, physical security, personnel security, and record retention requirements.
- (b) All IRS systems that handle or process Federal Tax Information or other Sensitive but Unclassified information, including PII, source code, etc., are categorized at the moderate risk level, as required by Publication FIPS 199, Standards for Security Categorization of Federal Information and Information Systems. This contract handles FTI at the moderate risk level.

Personally identifiable information is "information that can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Reference: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

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

Contractors shall comply with moderate risk controls of National Institute of Standards and Technology (NIST) SP 800-53, Recommended Security Controls for Federal Information Systems and Organizations, Revision 3 or 4. NIST is a federal technology agency that develops and promotes measurement, standards, and technology. NIST also provides additional guidance, publications, and compliance tools to Government agencies at <http://csrc.nist.gov/groups/SMA/fisma/index.html>.

1. *Authorized Data Recipients:* Only authorized individuals may receive SBU information from the IRS. Individual identification and authentication will be accomplished through use of a third-party digital certificate issued by name to authorized individuals. Authorized contractor employees shall apply, authenticate, and retrieve a digital certificate.
2. *Data Tracking and Accounting:* Contractors receiving SBU information are responsible for ensuring the security of SBU information within the firm and shall establish procedures to track and account for data from receipt to disposition. If contracted entity is a federal, state, or local agency and transmitted data contains FTI, these procedures shall meet the requirements of Publications 1075 and 4812.
3. All contractors shall ensure that the individual responsible for accounting for receipt of SBU information is provided with the “control file” that accompanies the extract file on SDT. The contractor is required to provide IRS with a separate acknowledgement of receipt of SBU information.
4. *Data Transfer Log File:* Contractors receiving SBU information must maintain a log file that records complete and incomplete data transfers. For complete transmissions, the log file must identify the sender of the information, the file name, the date/time of receipt, and the record count. For incomplete transfers, the log file must identify as much of the above information as is possible.
5. *Confirmation of Successful Data Transfers and Record Count:* When a contractor receives a file from the IRS via SDT, the contractor shall check the file to see that it is intact and usable; the contractor shall also validate the record count provided on the “control file.” In the event of incomplete or unsuccessful transfers, including a file where record counts cannot be validated, the contractor shall notify Glenn.R.Pelishek@irs.gov and Theresa.L.Skyrm@irs.gov at the IRS immediately and request that the file be retransferred. Requests for retransfers shall include the following information: name, phone number, and email address of the person making the request; name, phone number, and email address of an alternate contractor contact; file name; job run file ID number; and, complete contractor name.
6. *Sensitive but Unclassified Information Breach/Misrouted File:* An SBU information breach includes any incident where SBU data is lost, misused, or compromised. This includes but is not limited to situations involving a misrouted file (a file meant for one entity or contractor is received by another entity or contractor) containing SBU data.

In the case of an SBU breach, the contractor shall contact the following offices within one (1) hour: the Computer Security Incident Response Center (CSIRC); Situation Awareness Management Center (SAMC) through the CSIRC/SAMC Incident Hotline at (866) 216-4809; the Government Publishing Office, APS DC at (202) 512-0307; and the IRS Representative, Glenn.R.Pelishek@irs.gov. The Government will take appropriate action and advise the contractor of further action, if any, required by the contractor and/or consequences resulting from the SBU Breach.

7. *Access Controls and Audit Logs:* The contractor shall ensure that any information system (server, workstation, laptop, etc.) storing SBU information maintains access controls to the information and audit logs that document any access to the information in accordance with NIST SP 800-53. Audit logs must be saved for seven (7) years. For all federal, state, and local agencies or entities, if data transmitted through the SDT and stored on the agency’s system contains FTI, access to the information shall be recorded and reviewed, as identified for access controls and auditing within Publications 1075 and 4812.

8. *Validation of Authorized Users:* All logical access to IRS information shall be controlled by U.S. Government-approved authentication methods to validate the authorized users.
9. *Web Accessible File Sharing Support:* There shall be no dial-up or broadband support for web accessible file sharing. Remote administration of the web accessible file sharing systems is permitted only via FIPS 140-2 compliant products.
10. *Safeguard Disclosure of Federal Taxpayer Information Data Transmitted Through the Secure Data Transfer:* If SDT is used by the contractor to receive FTI data from the IRS, a revised Safeguard Procedures Report (SPR) is not required to participate in the SDT. The contractor's next annual Safeguard Activity Report (SAR) submission shall document all protection mechanisms used to secure and store all data received in performing this contract. This shall include identifying the protection procedures, as well as the destruction procedures for data files received via SDT.
11. Contractor shall ensure that all laptops being used for this contract use full disc encryption.
12. All IT assets must be configured to ensure compliance with the NIST Security Content Automation Protocol (SCAP) located on the NIST web site.

PERSONNEL SECURITY AND ANNUAL TRAINING REQUIREMENTS: The IRS requires that the contractor's employees having a need for staff-like access to sensitive but unclassified information must be approved through an appropriate level of security screening or investigation.

Immediately upon certification, the contractor must furnish the Government with a description of all positions requiring staff-like access to IRS data. The Government (including an IRS personnel security officer) will assess the risk level for each position and determine the need for individual security investigations.

Upon certification of contract, the IRS will provide the necessary forms and instructions to the contractor. Within 24 hours of receipt of the forms/instructions, the contractor must return the forms filled out for each employee who will be involved in the production on this contract.

- The IRS shall bear the cost of conducting a security screening for contractor employees requiring one.
- The Government will provide electronic copies of the required forms.
- Any costs for fingerprinting will be borne by the contractor.

Contractor personnel requiring investigation will not be allowed staff-like access to IRS data until approved by the IRS National Background Investigation Center (NBIC).

Other employees will be screened on an "as needed" basis. All employees will receive a moderate level security clearance initially, which may be raised, as applicable, if deemed necessary by the IRS at any time during the contract.

Contractor must ensure that all contractor and any subcontractor (if applicable) employees who require staff-like access to IRS information or information systems (where these are located at contractor managed facilities using contractor managed assets), regardless of their physical location, complete the required Privacy Training and Security Awareness Training prior to being granted access to SBU data. The IRS will forward training material upon certification of the contract.

Contractor must return training certification to IRS within 24 hours of receipt to Bartholomew.s.truitt@irs.gov or Glenn.R.Pelishkek@irs.gov.

100% ACCOUNTABILITY: Contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout the run. The contractor must ensure that there are no missing or duplicate pieces and that no pieces with mis-imaged data or imaged data derived from more than one record is on the same piece. The contractor must also ensure that no outgoing envelope contains IRS statements for more than one individual.

UNIQUE NUMBER: The contractor will be required to produce a unique number for each Notice 1444 (EN/SP), using their own equipment, so the contractor may retrieve and reproduce records for any unusable package or when packages are pulled as QA Samples. If the unique number contains more than 10 characters, it must NOT begin with 1800, 1866, 1877, 1888, or 1900. The unique number must not appear on any labels.

SPOILED NOTICE 1444 (EN/SP): The contractor must replace all spoiled imaged notices. The contractor must provide sufficient detail to fulfill the contract requirements for 100% mailing that there are no missing pieces.

DISPOSAL OF WASTE MATERIALS: The contractor is required to demonstrate how all waste materials used in the production of sensitive records containing SBU data and PII will be definitively destroyed (i.e., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records containing PII must be definitively destroyed in a manner that prevents reconstruction. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records are records that are exempted from disclosure by statute, including the Privacy Act or regulation. Contractor required to show proof of disposal.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the certification of the contract. As part of the financial determination, the contractor in line for certification may be required to provide one or more of the following financial documents:

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

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

POSTAWARD PRODUCTION PLANS: As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within two (2) workdays (see Attachment A) of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within one (1) workday of request.

The contractor shall submit the plans as a PDF file to: apsdc@gpo.gov, Glenn.R.Pelishkek@irs.gov, and Theresa.L.Skyrm@irs.gov.

These proposed plans are subject to review and approval by the Government. The Government reserves the right to waive some or all of these plans.

Items to be included in the Production Plans are:

- 1) Processing and sorting master file CD-ROMS, as well as the security of the CD-ROMS and taxpayer information
- 2) Scheduled start-up dates for all phases of production at all locations (i.e., multiple facilities)
- 3) How coordination/communication will flow from one production phase to another
- 4) Who will be responsible for each phase
- 5) How will subcontractors be involved and kept informed
- 6) Specific production dates of all subcontractors
- 7) How the product will be staged and/or shipped
- 8) Point of contact(s) for the weekday and weekend for the duration of the contract
- 9) Any other special requirements which are specific to this contract

QUALITY SYSTEMS PLAN: In conjunction with the Postaward Production Plans, the prime contractor shall submit a PDF file of their plans outlining the Quality Systems, as specified below. The plans shall be submitted to: apsdc@gpo.gov, Glenn.R.Pelishkek@irs.gov, and Theresa.L.Skyrm@irs.gov at the IRS and at the Government Publishing Office. The proposed Quality Systems Plans are subject to Government approval.

Failure to maintain the quality systems in accordance with the contractor's quality plan approved by the Government may result in the Government's termination of the contractor for default.

Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the term of this contract, a Quality Systems to assure conformance to all requirements of this contract. The plan should also address what actions will be initiated when defects are detected.

The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

The Quality Systems shall include procedures for assuring that all variable data elements are accurately and completely imaged and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g., due to equipment malfunction) during all phases of production.

Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's main point of contact on quality matters during the term of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

Records: Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract (see GPO contract terms). Copies of the forms used to record the inspections and test results shall be submitted with the plan.

Envelope Quality Control Procedures: The prime contractor must establish and administer a quality assurance program which will ensure all envelopes meet specifications whether they are produced "in line" or at a subcontractor's site.

Inspection by the Government: The right of the Government to make general or specialized tests and inspections does not relieve the contractor of any responsibility. Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

PREPRODUCTION TELECONFERENCE CALL: A preproduction teleconference call will be held within two (2) workdays of certification (see Attachment A). The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Attending this meeting will be representatives from the Internal Revenue Service the Government Publishing Office. The IRS Cybersecurity Team will be involved with the preconference call.

The estimated time of call will be four (4) hours.

The contractor will conduct this preproduction conference call during which the postaward production plans will be discussed and the quality system plans will be reviewed in depth.

To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the prime contractor. It is also required that the contractor have the local Postal Service representative in attendance.

QUALITY SYSTEMS AUDIT: In connection with the preproduction conference call (see “PREPRODUCTION TELECONFERENCE CALL”), should the Government elect, a quality systems audit could be conducted. Following the conference call, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems, and quality plans in a formal review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Notice mail-out work for the first time

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 Date of Award through March 31, 2021 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

QUANTITIES: This contract is 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low 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, except when the shipping/delivery schedule cannot be met.

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

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

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

PRIVACY ACT

(a) The contractor agrees:

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

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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

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

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

All contractor billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2.- SPECIFICATIONS

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

TITLE: IRS Mailers.

FREQUENCY OF ORDERS: Weekly.

NOTE: There may be an occasional week when a second order may be required.

QUANTITY: Approximately 50,000 to 10,000,000 mailers per order.

See Attachment A for the anticipated schedule of orders and their quantities. The quantities specified in Attachment A are estimates only. The actual quantity will not be known until the order is placed with the contractor.

The Government reserves the right to increase or decrease by up to 25% the total number of notices ordered per order.

QUANTITY VARIATION: No shortages or overruns will be allowed.

NUMBER OF PAGES:

Notice: Face and back.

Envelope: Face only (after construction).

TRIM SIZE:

Notice: 7-1/2 to 8 x 10-1/2 to 11".

Envelope: 4-1/8" to 6" x 8" to 10", plus flap.

GOVERNMENT TO FURNISH:

Notices: Electronic transfer will be via secure email attachment or Secure File Transfer Protocol (SFTP) in a PDF file(s) generated from Adobe Acrobat 9.0 or later. The Government will supply a composite PDF file, and all fonts will be embedded in the files at the PDF level. (*Do not un-embed fonts. This may result in a loss of data.*) The PDF files are backward-compatible to Adobe Acrobat 8.0.

Contractors must be capable of reading produced in EBCDIC format. The data will be encrypted/password protected using WinZip 9.0 (256 Bit AES encryption). The SFTP will be used for the taxpayer's data transfer to the contractor. The contractor will be required to retrieve the data file(s) using SFTP protocol. The password will be secured emailed to the contractor.

In case of a data transfer failure, the IRS will furnish CD-ROMs containing the same data. If required to furnish, the CD-ROMs are raw, unedited mail label records and must be formatted for an for imaging onto the mail-out envelopes, at the contractor's expense. Computer dumps are not acceptable. The CD-ROMs are sorted by service centers. The service center code included in the record layout can be used for sorting addresses by service center. The raw data contained on the CD-ROMs has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization.

Envelopes: IRS will furnish PDF files via electronic transfer.

USPS pallets made available by the USPS upon request.

IRS Form 13456, IRS Publishing - Postage Report in a fillable PDF file

IRS Form 9558 – Inspection Notification Report

Mailing permit number and indicia for the First-Class Mail

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

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under “GOVERNMENT TO FURNISH,” necessary to produce the product(s) in accordance with these specifications.

The contractor is required to have Internet access provided through an Internet Service Provider (ISP *Completing Forms 13456 and 13456A*), an email account, and a web browser equivalent to Internet Explorer 6.0. The contractor is also required to have Adobe Acrobat 9.0 (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

CD-ROMs and Security/Security Letter: The contractor must guarantee that they, and any subcontractor(s), will not reproduce, or allow reproduction of any information furnished by IRS, nor use or allow any person to use the furnished information, for any other purpose than mailing the Notice 1444. For the Security Letter, the contractor must email on company letterhead (reference the GPO program and print order numbers) to Genn.R.Pelishkek@irs.gov and Theresa.L.Skyrm@irs.gov, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS CD-ROMs and any information output from them or furnished by the IRS, throughout the period the contractor and/or subcontractor(s) have possession of taxpayer information. (See IRS Publication 4812 “Contractor Security & Privacy Controls.” A copy may be obtained either at <http://www.irs.gov> (click “forms and pubs”) or from IRS at 1-800-829-3676.

Unusable CD-ROM: CD-ROMs received in an unusable condition, out of ZIP code sequence, or missing CD-ROMs, will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays of receipt of CD-ROMs, it will be understood that none exists.* The contractor may notify Glenn.R.Pelishkek@irs.gov directly only if there is a physical problem with the CD-ROMs or the shipment in which they are received. Provide the following: Job Run File ID; Batch Cycle Group; CD-ROM Number; and a brief explanation of the problem. The GPO program and print order numbers WILL appear on the shipping transmittal label which will always be in the last box of CD-ROMs, if more than one box.

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

As applicable, 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. Contractor will be required to create all bleeds.

The contractor must verify the accuracy of the Postal barcodes, output as part of the envelope printing, with the USPS.

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 (When Ordered): One (1) press quality PDF soft proof will be required (for static content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proofs must show margins.

Proofs must show all margins and dimensions, and indicate trim marks. For envelope, proof must show flap, and

window size and placement, if applicable, and security tint.

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 (First Order Only For Each Contractor): Prior to the commencement of production of the contract production quantity, the contractor shall email PDF files of not less than 20 printed, imaged notice samples using furnished IRS materials. (There will only be one version of Notice 1444 (EN/SP required).) The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO Purchase Order, Jacket, Program, and Print Order Numbers.

Image all notices with dummy taxpayer's name and address (to be furnished by IRS) and notice information as required (see "IMAGING/ADDRESSING" specified herein). These samples will be used to test for proper type font, spacing, alignment, imaging quality, etc.

Samples are to be emailed to IRS as specified on the print order.

Submit samples within one (1) workday of receipt of "O.K. to Print" on proofs.

The Government will approve, conditionally approve, or disapprove the samples within one (1) workday of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If 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. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the 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 article 12 "Notice of Compliance with Schedules" of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein and listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

All paper used in each order must be of a uniform shade.

Notice: At the contractor's option, the following stocks/papers may be used: White Uncoated Text, basis weight: 50 or 60 lbs. per 500 sheets, 25 x 38", equal to JCP code A60; or, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP code D10.

Envelope: At contractor's option, the following stocks/papers may be used: White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20; or, White Uncoated Text, basis weight: 50 or 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING:

Notice: Print notice face and back in black ink with a 10% screen on face. Printing consists of Presidential seal, and type and rule form. Image variable elements from the IRS record layout on the face and back of the notice in black. Refer to "IMAGING/ADDRESSING" for more information on what the variable imaging consists of. NOTE: Face will print/image in English; back will print/image in Spanish.

Envelope: Print envelope face only (after construction) in black ink. Printing consists of one return address (service center address). Envelope printing must meet all USPS requirements for First-Class Mail. Image the mailing address on face of envelope (after construction) in black (if window envelope is not used).

Envelopes require a security tint (lining is acceptable) printed on the inside (back – before manufacture) in black ink. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

MARGINS: Face is 1-1/4" head, center left and right. Unless otherwise specified, contractor to follow trim marks on furnished electronic media.

IMAGING/ADDRESSING: The imaging and addressing may be accomplished by either impact printers or non-impact printers. Imaging must meet the following requirements:

- The size of the type must be at least 12 point (in height not characters to the inch) and the font may be Helvetica, Siemens Gothic Text, Siemens Essay Standard, Scitex Gothic International Medium, or Kodak Gothic. Any other must be approved before preproduction meeting.
- Imaging must be black.
- All characters must align.
- No missing data or entries.
- No duplicate data or entries.
- Addresses will have no more than 5 lines (7 lines including carrier route line and delivery point barcode).
- There will be a maximum of 39 characters per line and spaced 6 lines per inch vertically.
- No broken characters.
- No smearing.
- No visible wicking.
- No visible gloss.
- Reflectance of characters shall be visually uniform across the whole label.

Face and Back of Notice: Image letter text data, mail date of notice, the first name line, second name line, street address, city state, zip code, using position 1 to 162 on the record layout.

Face of Mail-out Envelope (if applicable): The mailing address will be on the face of the mailer envelope (if a window envelope is not used).

The contractor must reformat the data to image the carrier route endorsement, name, address, city, state, and zip code plus the postal sack number, and break number (change indicator) in 6 lines (See Record Layout). The contractor will be required to take information from the furnished CD-ROM and format it to create an 11 digit Delivery Point Barcode to achieve lowest postage costs to Government. This Barcode is to be imaged below the last line of the address, in accordance the USPS Domestic Mail Manual It must be on all 3/5 digit and basic mail, and may print on carrier route mail.

BINDING (Notice): Trim four sides. Fold from 7-1/2" to 8" x 10-1/2" to 11" down to 7-1/2" to 8" x 3-1/2" to 3-7/8"

CONSTRUCTION (Mail-out Envelope): Envelopes must be open side, with gummed, fold-over flap for sealing. At contractor's option, seams may be high-cut diagonal, welded, or side seams. Flap may be either square-cornered or diagonal sealing; however, the depth must meet USPS requirements and must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. NOTE: All envelopes must have a fold at bottom.

Face of envelope to contain one die-cut address window with slightly rounded corners. Contractor must determine size and placement of window so all mailing information shows after notice is inserted, but other extraneous information is not visible when notice is inserted in the envelope. At contractor's option, in lieu of window, taxpayer's name, and address may be imaged directly on envelope in a typeface and size matching the mailer notice.

Window is to be covered with a suitable transparent, low-gloss, poly-type 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. Poly-type material must meet the current U.S. Postal Service's (USPS) readability standards/requirements.

INSERTING: Insert notice into mail-out envelope with recipient's name and address on first page facing out for visibility through window envelope. It is the contractor's responsibility to assure that only the imaged taxpayer's name and address on the notice will be visible through the window in the mail-out envelope and that only one notice is inserted into each mail-out envelope.

At contractor's option, the taxpayer's name and address may be imaged directly on the mail-out envelope, eliminating the window. However, it is the contractor's responsibility to ensure that the name and address on the notice matches the name and address on the mail-out envelope.

PRODUCTION SAMPLES: With each order, contractor must furnish 100 printed, imaged samples of the notice using "live" variable data. Contractor must use the first 100 names in the distribution for the samples.

Contractor to email samples to glenn.r.pelishkek@irs.gov using a secured (encrypted) zip file with password provided in a separate email.

Contractor to provide samples within one (1) workday of receipt of data.

The samples must be approved before proceeding with actual production. The Government will approve, conditionally approve, or disapprove the samples within one (1) workday of the receipt thereof.

NOTE: When production begins, contractor must reproduce those 100 names provided as samples with the entire production run.

DISTRIBUTION: Mail f.o.b. contractor's city each individual self-mailer or notice/mail-out package, as applicable, to domestic (nationwide, including APO/FPO and the U.S. Territories) and foreign destinations. Contractor is responsible for all costs associated with transporting mailers to the USPS.

All mailing must be at the First Class Rate.

Contractor must mail to furthest destinations first.

The Government will furnish a permit number and indicia for the First-Class Mail. A PS Form 3600, Statement of Mailing with Permit Imprints and a GPO Form 712, Certificate of Conformance must be completed and submitted to the entry post office for all bulk shipments using permit imprint mailing labels.

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

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 Form with billing invoice for payment.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

USPS Regulations: The contractor must comply with all U.S. Postal Service regulations governing the preparation of First Class rate mailings which are in effect at the time of the mailing for both domestic and international mail, including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor must meet with local postal authorities before the start of production.

The Domestic Mail Manual (DMM) has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.

Carrier Route Presort: The contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on the first line of the mailing address).

Zip Code Count Report: Contractor's software must provide 3-digit, 5-digit, and carrier route zip code count report for the contractor's use during the addressing operation.

Presort Palletization: As outlined by the Postal Service in the Domestic Mail Manual, the carrier route presort palletization program requires that in most cases, depending on thickness and weight, individual mailers of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets. See DMM for specific requirements.

Internal Wrapping or Tying: All bundles containing mixed carrier routes or 3/5-digit ZIP codes require internal wrapping or tying in direct packages of 10 or more letters. See Domestic Mail Manual for details.

Postal Pallets: The USPS will provide pallets upon contractor's request, or contractor may use their own pallets that meet postal requirements, at his own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual for (Notices and Bundles Presented on Pallets) and (Palletizing Sacks). See the DMM for preparation requirements for palletizing First-Class Mail. Letters must be palletized separately from sacks. The sack tags must be bar coded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives, bulk mail acceptance personnel.

Coding Accuracy Support System (CASS): Addresses for this contract must be verified against a USPS certified Coding Accuracy Support System (CASS) certified software address hygiene program.

Presort Accuracy Validation and Evaluation (PAVE): Contractor's software must also be PAVE certified.

Pallet Assembly and Storage/Staged: Loaded pallets must be assembled and stored or "staged" for eventual turn over to U.S. Postal Service beginning no sooner than the date specified in the schedule for each order (see Attachment A). The pallets are to be staged in order so that the furthest destinations will be turned over first and the closest destinations last.

Contractor must specify the location of the staging area(s) and the proposed point of entry(ies) for the 1444 (EN/SP) notice mail. (See "SCHEDULE OF PRICES.")

First Class Mail: The Postal Service will verify the total weight of the mailing. The contractor must comply with all Domestic Mail Manual (DMM) regulations governing use of First Class Mail. Due to the IRS's 100% delivery requirement, optional mail procedures that do not weigh each pallet of mail are not allowed or authorized.

Vehicles Provided: Truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is the contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated in the schedule for each order (see Attachment A) without demurrage costs.

Turnover Requirements: Contractor must ship to furthest designations first. Contractor must release Notice 1444 (EN/SP) to USPS no later than the schedule for each order (see Attachment A).

APO/FPO: APO/FPO mail is to be addressed by the contractor, tied into 5-digit packages, placed in regular canvas bags for each unique zip code, and mailed to San Francisco/Oakland or New York per the DMM requirements. The contractor must obtain bag tags (or produce tags at their own expense) from the Postal Service for each APO/FPO destination. Each bag tag should contain the following:

- APO Destination and code (e.g., APO AE 09028)
- First-Class Mail (STD A FLATS)
- IRS Washington, DC 20224

Postage Statements/IRS Postal Forms: The contractor is required to complete and submit via email Form 13456 to the IRS within three (3) workdays after the final turnover of mail packages to the USPS. Contractor to email Form 13456 to postage@publish.no.irs.gov, Glenn.R.Pelishek@irs.gov, and Theresa.L.Skyrm@irs.gov.

For contractor's convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the top portion of the form prior to emailing to the contractor. If there is any information missing or incorrect, please contact Glenn Pelishek at: Glenn.r.pelishek@irs.gov.

The contractor is responsible for capturing five (5) data elements from every postage statement (i.e., USPS Form 3602, 3602-R, 3600). The five (5) elements are:

- (1) Barrel stamped post office zip code
- (2) Postage statement date
- (3) Quantity mailed
- (4) Postage amount
- (5) Postage statement type

NOTE: The form must contain only postage information for the designated GPO print order number.

Prior to submitting Form 13456, the contractor must rename the file "GPO print order number_date.pdf (e.g., "00001_9-02-03.pdf"). If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter "a" then "b", etc., (e.g., "a00001_09-02-03.pdf). The contractor is also responsible for the accuracy of the information returned to the IRS. Any delay or missing input could result in delay of payment.

All Postage Statements (USPS Form 3600, 3602-R, 3600) must contain the IRS Agency Cost Code "67039" in the "Federal Agency Cost Code" box. The GPO program and print order numbers must be included in the mailer information located in the upper portion of the postage statement.

Daily Mailing Report: Contractor to email daily report showing completed mailing to Glenn.R.Pelishek@irs.gov and Theresa.L.Skyrm@irs.gov.

Postage Summary Report: Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by weekly phase mailings and the grand total. The reports are to be submitted following Delivery Point Validation processing. The reports must be submitted electronically as specified in the schedule (see Attachment A), otherwise there may be a delay in payment processing. Contractor to email the reports to: Glenn.R.Pelishek@irs.gov and Theresa.L.Skyrm@irs.gov.

Shipping Notification: Contractors must submit shipping notification on the final day of shipping. The reports must be submitted electronically as specified in the schedule (see Attachment A), otherwise there may be a delay in payment processing. Contractor to email the shipping notification to: Glenn.R.Pelishek@irs.gov, Theresa.L.Skyrm@irs.gov.

Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659. The contractor must email the report to: Glenn.R.Pelishek@irs.gov and Theresa.L.Skyrm@irs.gov.

Upon completion of each order, contractor must furnish 50 printed/imaged samples of the notices to Glenn Pelishek at: glenn.r.pelishek@irs.gov. Contractor to image using dummy address information specified below;

ECRLOT **CO 17
8900025764325
JAMES A & ANDREA A TAXPAYER
16305 Main Ave NW
ANYTOWN US 99999-9999
(Apply Delivery Point Barcode here)

Upon completion of each order, contractor must furnish 25 samples printed/imaged samples of the notices to Terri Skyrn at: theresa.l.skyrm@irs.gov: Contractor to image using the dummy address specified above.

Upon completion of each order, must delete all furnished data from their systems and shred all CD-ROMs (if furnished). Contractor must provide a destruction certificate to IRS. (CD-ROMs must not be returned to the IRS.)

All expenses incidental to submitting PDF soft proofs, prior to production samples, and production samples, 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 materials to be furnished via secure email or SFTP. If necessary, print order and furnished materials will be furnished on CD-ROMs to the contractor. IRS will ship directly to the contractor using UPS.

When ordered, contractor to submit PDF soft proofs to: Glenn.R.Pelishek@irs.gov and Theresa.L.Skyrm@irs.gov.

The following schedule begins the SAME workday as receipt of print order.

- ***This is a time sensitive procurement.*** Contractor must complete production and distribution within 12 to 14 workdays as specified on the print order. The Government will attempt to meet the anticipated schedules as specified in Attachment A. However, uncontrollable circumstances such as Congressional Legislation may delay IRS in providing the furnished materials to the contractor. In the event of any uncontrollable delays by the Government, no schedule adjustments or extensions may be allowed.
- If required, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- If required, proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email.
- If required, contractor to submit prior to production samples within one (1) workday of "O.K. to Print" on proofs.
- If required, the Government will approve, conditionally approve, or disapprove the samples within one (1) workday of the receipt thereof.
- All proof and prior to production sample time is included in the above specified schedule

The ship/deliver date indicated on the print order is the date products ordered for mailing contractor's city must be delivered to the U.S. Postal Service.

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

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

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

In order to make multiple awards and to determine the sequence of bidders, the Government will apply the prices offered by each bidder 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.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time the order for the specified quantity can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only with those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be offered by telephone and the contractor must reply within 30 minutes whether or not the order can be accepted.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Notwithstanding any sequence of contractors established as a result of the Determination of Award, the Government reserves the right, without limitation, to establish a specific sequence of contractors for any or all print orders to be issued under this contract, by abstracting the contract prices of each contractor against actual print orders to be issued and adding any applicable costs to the Government for transportation of the finished product to all destinations. In the event a specific sequence is established, such sequence of contractors shall control the order in which the print order(s) is offered. The determination to establish a specific sequence or sequences shall not be cause for an adjustment in the contract price or any other term or condition of the contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

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

- I. 65,806

- II. (a) 65,806
(b) 65,806

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), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

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

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

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

All paper must be charged under Item II. "PAPER."

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary (including proofs, prior to production samples, and production samples, inserting into envelopes, excluding paper) for the complete production and distribution of the product listed in accordance with these specifications.

NOTE: The price submitted is a complete product price that includes all makeready and materials required, regardless of number of production locations utilized.

Per 1,000 Notices\$_____

Initials

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

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

Notice - Each page-size leaf.

Envelope – One page-size leaf will be allowed for each envelope.

(a) Notice:

White Uncoated Text (50 or 60-lb.); or,
at contractor’s option, White Writing (20-lb.) per 1,000 leaves\$ _____

(b) Envelope:

White Writing Envelope (24-lb.); or,
at contractor’s option, White Uncoated Text (50 or 60-lb.) per 1,000 leaves\$ _____

POINT OF ENTRY FOR FIRST CLASS MAIL:

All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____

LOCATION OF STAGING AREA:

City _____, State _____, Zip Code _____

Initials

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

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

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

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

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

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

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

(Street Address)

(City - State - Zip Code)

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

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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

ATTACHMENT A
Anticipated Contract Schedule

<u>DATE</u>	<u>EVENT</u>
04-13-2020	Bid Opening Date
04-14-2020	Contract certification
04-15-2020	Proofs due
04-15-2020	Production and Quality Plans, Security Letter, and Safeguarding IRS Confidential Information
04-16-2020 and 04-17-2020	Preproduction Conference Call
04-15-2020	Electronic Media for Notice 1444 (EN/SP) to contractor
04-22-2020	Notice 1444 (EN/SP) Phase 1 quantity adjustments (to be received by email)
04-22-2020	Address data Phase 1 sent by IRS (estimated quantity 8,331,000 to contractor)
04-23-2020	Imaging samples to IRS for review (Virtual Proof)
05-08-2020	Complete turnover of Notice 1444 (EN/SP) Phase 1 to Postal Service
04-27-2020	Notice 1444 (EN/SP) Phase 2 quantity adjustments (to be received by email)
04-27-20	Address data Phase 2 sent by IRS (estimated quantity 9,519,000 to contractor)
05-15-2020	Complete turnover of Notice 1444 (EN/SP) Phase 2 to Postal Service
05-04-2020	Notice 1444 (EN/SP) Phase 3 quantity adjustments (to be received by email)
05-04-2020	Address data Phase 3 sent by IRS (estimated quantity 8,337,000 to contractor)
05-22-2020	Complete turnover of Notice 1444 (EN/SP) Phase 3 to Postal Service
05-11-2020	Notice 1444 (EN/SP) Phase 4 quantity adjustments (to be received by email)
05-11-2020	Address data Phase 4 sent by IRS (estimated quantity 6,875,000 to contractor)
05-29-2020	Complete turnover of Notice 1444 (EN/SP) Phase 4 to Postal Service
05-18-2020	Notice 1444 (EN/SP) Phase 5 quantity adjustments (to be received by email)
05-18-2020	Address data Phase 5 sent by IRS (estimated quantity 5,407,000 to contractor)
06-05-2020	Complete turnover of Notice 1444 (EN/SP) Phase 5 to Postal Service
05-26-2020	Notice 1444 (EN/SP) Phase 6 quantity adjustments (to be received by email)
05-26-2020	Address data Phase 6 sent by IRS (estimated quantity 4,479,000 to contractor)
06-12-2020	Complete turnover of Notice 1444 (EN/SP) Phase 6 to Postal Service

ATTACHMENT A
Anticipated Contract Schedule

<u>DATE</u>	<u>EVENT</u>
06-01-2020	Notice 1444 (EN/SP) Phase 7 quantity adjustments (to be received by email)
06-01-2020	Address data Phase 7 sent by IRS (estimated quantity 3,799,000 to contractor)
06-19-2020	Complete turnover of Notice 1444 (EN/SP) Phase 7 to Postal Service
06-08-2020	Notice 1444 (EN/SP) Phase 8 quantity adjustments (to be received by email)
06-08-2020	Address data Phase 8 sent by IRS (estimated quantity 3,203,000 to contractor)
06-26-2020	Complete turnover of Notice 1444 (EN/SP) Phase 8 to Postal Service
06-15-2020	Notice 1444 (EN/SP) Phase 9 quantity adjustments (to be received by email)
06-15-2020	Address data Phase 9 sent by IRS (estimated quantity 2,717,000 to contractor)
07-03-2020	Complete turnover of Notice 1444 (EN/SP) Phase 9 to Postal Service
06-22-2020	Notice 1444 (EN/SP) Phase 10 quantity adjustments (to be received by email)
06-22-2020	Address data Phase 10 sent by IRS (estimated quantity 2,225,000 to contractor)
07-10-2020	Complete turnover of Notice 1444 (EN/SP) Phase 10 to Postal Service
06-29-2020	Notice 1444 (EN/SP) Phase 11 quantity adjustments (to be received by email)
06-29-2020	Address data Phase 11 sent by IRS (estimated quantity 1,417,000 to contractor)
07-17-2020	Complete turnover of Notice 1444 (EN/SP) Phase 11 to Postal Service
07-06-2020	Notice 1444 (EN/SP) Phase 12 quantity adjustments (to be received by email)
07-06-2020	Address data Phase 12 sent by IRS (estimated quantity 1,296,000 to contractor)
07-24-2020	Complete turnover of Notice 1444 (EN/SP) Phase 12 to Postal Service
07-13-2020	Notice 1444 (EN/SP) Phase 13 quantity adjustments (to be received by email)
07-13-2020	Address data Phase 13 sent by IRS (estimated quantity 1,188,000 to contractor)
07-31-2020	Complete turnover of Notice 1444 (EN/SP) Phase 13 to Postal Service
07-20-2020	Notice 1444 (EN/SP) Phase 14 quantity adjustments (to be received by email)
07-20-2020	Address data Phase 14 sent by IRS (estimated quantity 1,053,000 to contractor)
08-07-2020	Complete turnover of Notice 1444 (EN/SP) Phase 14 to Postal Service

ATTACHMENT A
Anticipated Contract Schedule

<u>DATE</u>	<u>EVENT</u>
07-27-2020	Notice 1444 (EN/SP) Phase 15 quantity adjustments (to be received by email)
07-27-2020	Address data Phase 15 sent by IRS (estimated quantity 921,000 to contractor)
08-14-2020	Complete turnover of Notice 1444 (EN/SP) Phase 15 to Postal Service
08-03-2020	Notice 1444 (EN/SP) Phase 16 quantity adjustments (to be received by email)
08-03-2020	Address data Phase 16 sent by IRS (estimated quantity 554,000 to contractor)
08-21-2020	Complete turnover of Notice 1444 (EN/SP) Phase 16 to Postal Service
08-10-2020	Notice 1444 (EN/SP) Phase 17 quantity adjustments (to be received by email)
08-10-2020	Address data Phase 17 sent by IRS (estimated quantity 487,000 to contractor)
08-28-2020	Complete turnover of Notice 1444 (EN/SP) Phase 17 to Postal Service
08-17-2020	Notice 1444 (EN/SP) Phase 18 quantity adjustments (to be received by email)
08-17-2020	Address data Phase 18 sent by IRS (estimated quantity 423,000 to contractor)
09-04-2020	Complete turnover of Notice 1444 (EN/SP) Phase 18 to Postal Service
08-24-2020	Notice 1444 (EN/SP) Phase 19 quantity adjustments (to be received by email)
08-24-2020	Address data Phase 19 sent by IRS (estimated quantity 364,000 to contractor)
09-11-2020	Complete turnover of Notice 1444 (EN/SP) Phase 19 to Postal Service
08-31-2020	Notice 1444 (EN/SP) Phase 20 quantity adjustments (to be received by email)
08-31-2020	Address data Phase 20 sent by IRS (estimated quantity 255,000 to contractor)
09-18-2020	Complete turnover of Notice 1444 (EN/SP) Phase 20 to Postal Service
09-08-2020	Notice 1444 (EN/SP) Phase 21 quantity adjustments (to be received by email)
09-08-2020	Address data Phase 21 sent by IRS (estimated quantity 142,000 to contractor)
09-25-2020	Complete turnover of Notice 1444 (EN/SP) Phase 21 to Postal Service
09-14-2020	Notice 1444 (EN/SP) Phase 22 quantity adjustments (to be received by email)
09-14-2020	Address data Phase 22 sent by IRS (estimated quantity 144,000 to contractor)
10-02-2020	Complete turnover of Notice 1444 (EN/SP) Phase 22 to Postal Service
09-21-2020	Notice 1444 (EN/SP) Phase 23 quantity adjustments (to be received by email)
09-21-2020	Address data Phase 23 sent by IRS (estimated quantity 144,000 to contractor)
10-09-2020	Complete turnover of Notice 1444 (EN/SP) Phase 23 to Postal Service

ATTACHMENT A
Anticipated Contract Schedule

<u>DATE</u>	<u>EVENT</u>
09-28-2020	Notice 1444 (EN/SP) Phase 24 quantity adjustments (to be received by email)
09-28-2020	Address data Phase 24 sent by IRS (estimated quantity 144,000 to contractor)
10-16-2020	Complete turnover of Notice 1444 (EN/SP) Phase 24 to Postal Service
10-05-2020	Notice 1444 (EN/SP) Phase 25 quantity adjustments (to be received by email)
10-05-2020	Address data Phase 25 sent by IRS (estimated quantity 286,000 to contractor)
10-23-2020	Complete turnover of Notice 1444 (EN/SP) Phase 25 to Postal Service
10-13-2020	Notice 1444 (EN/SP) Phase 26 quantity adjustments (to be received by email)
10-13-2020	Address data Phase 26 sent by IRS (estimated quantity 673,000 to contractor)
10-30-2020	Complete turnover of Notice 1444 (EN/SP) Phase 26 to Postal Service
10-19-2020	Notice 1444 (EN/SP) Phase 27 quantity adjustments (to be received by email)
10-19-2020	Address data Phase 27 sent by IRS (estimated quantity 333,000 to contractor)
11-06-2020	Complete turnover of Notice 1444 (EN/SP) Phase 27 to Postal Service
10-26-2020	Notice 1444 (EN/SP) Phase 28 quantity adjustments (to be received by email)
10-26-2020	Address data Phase 28 sent by IRS (estimated quantity 494,000 to contractor)
11-13-2020	Complete turnover of Notice 1444 (EN/SP) Phase 28 to Postal Service
11-02-2020	Notice 1444 (EN/SP) Phase 29 quantity adjustments (to be received by email)
11-02-2020	Address data Phase 29 sent by IRS (estimated quantity 343,000 to contractor)
11-20-2020	Complete turnover of Notice 1444 (EN/SP) Phase 29 to Postal Service
11-09-2020	Notice 1444 (EN/SP) Phase 30 quantity adjustments (to be received by email)
11-09-2020	Address data Phase 30 sent by IRS (estimated quantity 74,000 to contractor)
11-27-2020	Complete turnover of Notice 1444 (EN/SP) Phase 30 to Postal Service
11-16-2020	Notice 1444 (EN/SP) Phase 31 quantity adjustments (to be received by email)
11-16-2020	Address data Phase 31 sent by IRS (estimated quantity 58,000 to contractor)
12-04-2020	Complete turnover of Notice 1444 (EN/SP) Phase 31 to Postal Service
11-23-2020	Notice 1444 (EN/SP) Phase 32 quantity adjustments (to be received by email)
11-23-2020	Address data Phase 32 sent by IRS (estimated quantity 70,000)
12-11-2020	Complete turnover of Notice 1444 (EN/SP) Phase 32 to Postal Service

ATTACHMENT A
Anticipated Contract Schedule

<u>DATE</u>	<u>EVENT</u>
11-30-2020	Notice 1444 (EN/SP) Phase 33 quantity adjustments (to be received by email)
11-30-2020	Address data Phase 33 sent by IRS (estimated quantity 51,000 to contractor)
12-18-2020	Complete turnover of Notice 1444 (EN/SP) Phase 33 to Postal Service
Every Order	Contractor must submit weekly a complete set of PS Forms 3600 and listings report