TITLE:	*Notice of Annuity Adjustment for CSA & CSF Annuitants (COLA Notices)*					P R O G R A M 7 0 0 - S								
	and Notice of Annuity Adjustment for Annuitants (HB Notice)													
TERM:	**August 1, 2015 thru July 31, 2016**												***CURRENT CONTRACTOR***	
			ADVANCED IMAGE DIRECT		**FREEDOM GRAPHIC SYSTEMS**		**MPM COMMUNICATIONS**		**QUAD GRAPHICS**		**RR DONNELLEY**		**FREEDOM GRAPHIC SYSTEMS**	
	U.S. Office of Personnel Management	***BASIS OF***	**Fullerton, CA**		**Milton, WI**		**Waldorf, MD**		**Lansdale, PA**		**Seymour, IN**		**Milton, WI**	
	Program 700-S	***AWARD***	**UNIT RATE**	**COST**	**UNIT RATE**	**COST**	**UNIT RATE**	**COST**	**UNIT RATE**	**COST**	**UNIT RATE**	**COST**	**UNIT RATE**	**COST**
I.	**PRINTING/IMAGING, CONSTRUCTION,**													
	AND DELIVERY TO U.S. POSTAL SERVICE:													
	Notices printing face and back in black ink . . .													
	per 1,000 notices ----------	2,710	54.00	146,340.00	46.67	126,475.70	50.00	135,500.00	45.45	123,169.50	69.00	186,990.00		
														EXTENSIVELY
														REVISED
														SPECIFICATIONS
	CONTRACTOR TOTALS			**$146,340.00**		----------		----------		----------		**$186,990.00**		
	DISCOUNT		**1.00%**	**$1,463.40**		----------		----------		----------	**0.00%**	**$0.00**		
	DISCOUNTED TOTALS			**$144,876.60**		----------		----------		----------		**$186,990.00**		
			(A W A R D E D)											

WASHINGTON, DC
www.gpo.gov

July 29, 2015

AMENDMENT NO. 1 RE: PROGRAM 700-S SPECIFICATIONS AMENDED

Bid opening date remains July 31, 2015.

Program 700-S is hereby amended to the extent that, due to USPS mailing regulations, the paper/stock basis weight is changed from 50 lbs. per 500 sheets to 60 lbs. per 500 sheets, as follows:

On page 14 of 20, under STOCK/PAPER, *delete*:

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

And *insert* in its place:

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

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Publishing Office -- Bid Section, -- Room C-848, Stop: PPSGB, -- Washington, DC 20401, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

YVETTE VENABLE-BROOKS
Contracting Officer
Agency Publishing Services, DC Team 2

Written by: LDG

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Notice of Annuity Adjustment for CSA & CSF Annuitants (COLA Notices)
and
Notice of Annuity Adjustment for Annuitants (HB Notice)

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

U.S. Office of Personnel Management
(OPM)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2015 and ending July 31, 2016, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on July 31, 2015.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

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

Abstracts of contract prices are available at: *http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central*.

For information of a technical nature, contact Linda Giacomo at lgiacomo@gpo.gov or (202) 512-0307. (No collect calls.)

SECTION 1. – GENERAL TERMS AND CONDITIONS

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

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

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

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

SUBCONTRACTING: The predominant production function of this contract is the imaging (jet spray or laser/ion deposition) of data from electronically transmitted files and the printing of forms. Any bidder who cannot perform the imaging and printing portions of this contract 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 Attributes (page related) – Level III.
(b) Finishing Attributes (item related) – Level III.

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

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

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

Attribute	Specified Standard
P-7. Type Quality and Uniformity	O.K. Press Sheets

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

P-7. O.K. Proofs; O.K. Prior to Production Samples; Average Type Dimension; Electronic Media.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from August 1, 2015 to July 31, 2016, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending April 30, 2015, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

SECURITY REQUIREMENTS: Protection of Sensitive and Personally Identifiable Information (PII) –

It is the contractor's responsibility to properly safeguard PII from loss, theft, or inadvertent disclosure, and to immediately notify the Government of any loss of personally identifiable information. 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).

(a) The contractor shall restrict access to all confidential information obtained from the Office of Personnel Management (OPM) in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the post award conference between the Government and the responsible contractor representative.

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

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

(d) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor's employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1) which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the OPM. For knowingly disclosing confidential information as described in 5 U.S.C. 552a (m)(1), the contractor and contractor's employees may also be subject to the criminal penalties as set forth in that provision.

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

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

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

DISPOSAL OF WASTE MATERIALS: The contractor is required to dispose of all waste materials used in the production of sensitive records (i.e., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records must be definitively destroyed in a manner that prevents reconstruction. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records are records that are national security classified or exempted from disclosure by statue, including the Privacy Act or regulation.

If the contractor selects shredding as a means of disposal, it is preferred that a cross cut shredder be used. If a strip shredder is used, the strips must not exceed one-quarter inch. The contractor must provide the location and method planned to dispose of the material. When a subcontractor is used, the same information is required, as well as how the material will be transported from the contractor's plant to the subcontractor. The plan must include the names of all contract officials responsible for the plan and describe their duties in relationship to the waste material plan.

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

If the Government considers it necessary to conduct the preaward survey, it will include a review of all subcontractors involved, along with their specific functions, and the contractor's/subcontractor's mail, material, personnel, production, quality control/recovery program, security, and backup facility plans as required by this specification.

If a subcontractor for these operations is added at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, the contractor has two (2) workdays to submit to the Government, for approval, a new subcontractor.

ALL PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME.

Within three (3) workdays after Government request, the contractor *(and any subcontractor)* shall present in writing to the contracting officer detailed plans for each of the following –

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

The plans must provide for periodic samplings to be taken during the production run and shall contain control systems that will detect defective or missing/mutilated pieces. Contractor must generate three (3) random samples every 10,000 copies during production run and at all press break/stops. Samples must be duplicates of live pieces. Samples must be pulled and marked to show date and time of sample. Samples must be submitted to: U.S. Office of Personnel Management, 1900 E Street, NW, Room 3316-AC, Attn: Cyrus S. Benson, Washington, DC 20415-3430 within 24 hours of completion of entire production run.

The plans shall detail the actions to be taken by the contractor when either defects or missing/mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987, Rev. 6-01). The plan shall monitor all aspects of the job, including material handling and mail flow, to assure that the production and delivery of these notices meet specifications and Government requirements. This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

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

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

The quality control plan must account for the number of pieces mailed daily.

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

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

The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and requesting copies of the contractor's quality assurance records and quality assurance random copies.

Mail Plan: This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of the mailing and other USPS instructional material. In addition, this plan must explain how the contractor will use the most cost effective means available to accomplish the mailing under this contract.

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

Personnel Plan: This plan should include a listing of all personnel who will be involved with this contract, including experience with the company and their specific role in the production of this contract. For any new employees, the plan should include the source and screening process of the new employees and a description of the training programs the new employees will be given to familiarize them with the requirements of this program.

Production Plan: This plan should include a daily production schedule beginning with the first day the contractor receives the transmitted production files and ending with the complete distribution date. (SEE EXHIBIT 1.) This plan should also include equipment capacities. If new equipment is to be utilized, documentation of the source, delivery schedule, and installation dates are required. This plan should also include how contractor officials will execute the electronic transmission of data and list the current inventory of software/hardware available to the contractor to accomplish the required tasking.

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

Materials – The contractor must explain how all accountable materials will be handled throughout all phases of production. This plan shall also include the method of disposal of all production waste materials.

Production Area – The contractor must provide a secure area(s) dedicated to the processing and storage of data for "Notice of Annuity Adjustment for CSA & CSF Annuitants (COLA Notices)" and "Notice of Annuity Adjustment for Annuitants (HB Notice)", either a separate facility dedicated to this product, or a limited-access area within the contractor's existing facility. Access to the area(s) shall be limited to cleared employees involved in the production of these notices.

Backup Facility: The failure to deliver these notices in accordance with the contract schedule will have a major impact on the operations of the U.S. Office of Personnel Management. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at the location specified in his/her bid papers for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing the notices in accordance with the requirements specified in this contract. The backup facility must be operated by the contractor. Backup facility plans must include the location of the facility to be used, security at the facility, equipment available at the facility, and a timetable for the start of production at that facility.

NOTE: Throughout the term of the contract, if the contractor requires any modification to the above plan(s), the revised plan(s) must be submitted to the Government for approval prior to implementation.

ON-SITE GOVERNMENT REPRESENTATIVE: The Government will send a representative to the contractor's plant to perform periodic quality control checks. The Government representative will stay on-site until assured that the contractor has a total understanding of the requirements and adequate control processes in place.

The Government representative may stay during the entire imaging process and will require a work area with a telephone line and wireless access or appropriate Internet connectivity that will be used to verify variable imaged data via a Government-issued laptop computer system.

On-site representative will not have contractual authority, and cannot make changes in the specifications or in contract terms, but will bring any and all defects detected to the attention of the company Quality Control Officer. The representative must have full and unrestricted access to all production areas where work on this program is being performed.

POSTAWARD CONFERENCE: Unless waived by the contracting officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, or the contractor's facility (at the option of the Government), immediately after award. (NOTE: A representative from all subcontractors must be in attendance.)

At Government's option, postaward conference may be conducted via teleconference.

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 August 1, 2015 through July 31, 2016, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and,

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

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

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

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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

SECTION 2 – SPECIFICATIONS

SCOPE: These specifications cover the production of three (3) versions of self-mailing notices consisting of static information and variable data requiring such operations as the receipt and processing of transmitted data, electronic prepress, printing/variable imaging, construction, USPS bar-coding, presorting, and mailing.

TITLE: Notice of Annuity Adjustment for CSA & CSF Annuitants (COLA Notices) and Notice of Annuity Adjustment for Annuitants (HB Notice).

Three (3) versions of notices are as follows –

Item 1 – RI 20-53 (CSA) (COLA Notice)

Item 2 – RI 25-23 (CSF) (COLA Notice)

Item 3 – RI 38-38 (HB Notice)

FREQUENCY OF ORDERS: It is anticipated at this time that three (3) orders will be placed each year, between November and January. (One order for each of the above listed notices.) Orders for RI 20-53 and RI 25-23 will be placed at the same time. Order for RI 38-38 will be placed approximately one month later.

QUANTITY:

Item 1 – RI 20-53:
Approximately 1,000,000 to 2,000,000 domestic notices and 10,000 to 20,000 foreign notices per order.

Item 2 – RI 25-23:
Approximately 500,000 to 600,000 domestic notices and 9,000 to 10,000 foreign notices per order.

Item 3 – RI 38-38:
Approximately 90,000 to 100,000 domestic notices and 100 to 300 foreign notices per order.

The above quantities are estimates only. The Government reserves the right to increase or decrease the quantities stated by up to approximately 10%. Exact quantities will be determined from the number of address files received via Connect:Direct file transfer. No shortages will be allowed.

NUMBER OF PAGES: Single leaf (face and back).

Henceforth, if a specific notice is not stipulated, the specifications will apply to all notices.

TRIM SIZE: 9 x 15-7/8" (flat size) folding down to 9 x 3-3/4".

NOTE: At contractor's option, trim size width may be reduced to 8-1/4" or 8-1/2" to accommodate contractor's equipment. Upon bid submission, contractor must provide trim size width to be used during production of this contract. Trim size width must remain consistent through entire contract term.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows –

Platform: IBM (or compatible) using Windows NT

Storage Media: FTP

Software: Adobe Acrobat 7.0 (or upgrade)

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

Fonts: All printer and screen fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Files will be furnished in PDF format.
Visual(s) of furnished electronic files will be provided.
GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Electronic files will include departmental return address and postage and fees paid permit imprint.

Sample from previous printing to be used as construction guide will be furnished.

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.

Electronic transmission for test data and production (variable) data will be furnished as follows –

Electronic Transmission: Connect:Direct (file transfer); Secure+ (TLS/SSL Session Encryption)

Platform: UNIX/LINUX/AIX Servers; Windows Servers (Intel based); Windows PC;
IBM Enterprise/zEnterprise Servers; IBM i-Series; IBM p-Series

Additional Information: Transport: IP Connection over the public Internet.
Requires Port 1346 to be opened in Firewall.
Contacts for data transmission:
Jonathan Garber (Data Exchange Coordinator) at
jonathan.garber@opm.gov or (202) 606-1436
Scott Breeding (Systems Software Engineer) at
timothy.breeding@opm.gov or (202) 418-3091
Digital Certification from a Government-approved Certificate Authority is required.

The sending and receiving of electronic data coming from the CIO, Operations Technology Management, Data Center (DC) IBM z9BC Enterprise Servers shall use the file transfer products from IBM (recently Sterling Commerce) called Connect:Direct. The Connect:Direct file transfer software product is implemented with its companion product called Secure+ which usesTLS/SSL encryption of the session level transmission. The Connect:Direct Server version of the file transfer software requires a Digital Certificate from a U.S. Government-approved Certificate Authority (e.g. Verisign, Entrust, RSA). IBM offers the Connect:Direct with Secure+ file transfer software which can be used on Windows Servers, UNIX/LINUX/AIX Servers, IBM Enterprise Servers, and IBM zEnterprise Servers. This software entitles the licensee to use the software with all other trading partners including OPM.

If contractor is running an older version called Connect:Direct SELECT with Secure+, Windows PC based, which is manually configurable to only exchange files with one trading partner at a time before reconfiguration is required, migrating away from this version is strongly advised for the following reasons: (1) if the software fails for any reason, it will no longer be covered under IBM's maintenance contract and (2) as OPM upgrades to newer versions of Connect:Direct over time, eventually SELECT will no longer be compatible with newer versions, particularly when dealing with newer certificates and encryption algorithms.

At contractor's option, OPM makes available a no-cost solution called FTP-Plus, not to be confused with ftp or sftp. FTP-Plus is a client version of Connect:Direct, also marketed by IBM, that enables the vendor to connect to a Connect:Direct server and exchange data. Since it is not a server, FTP-Plus may not respond to connection requests, but must always initiate connection requests. Once the connection is established, the user may push data to the server or pull data from the server as needed. FTP-Plus lacks some of the features of the server version – condition code checking and check pointing, for example. It is designed to handle smaller transfers, often from an individual workstation.

The communication transport is Internet Protocol (IP) over the public Internet using an Internet Service Provider (ISP); a network firewall Port 1364 must be opened for either in-bound or out-bound traffic depending on the requirement. The Data Exchange partner will be required to supply an IP address to OPM. The Data Exchange partner may require additional security be implemented using a Site-to-Site Virtual Private Network (VPN) connection. This additional security may augment and will not replace all other security mechanisms.

Before the data exchange process can be placed into production, there may be a requirement for a Memorandum of Understanding (MOU) signed with the OPM application area requesting the transfer. There will be a requirement to complete an Interconnection Security Agreement (ISA) with the DC. DC can supply a draft ISA document for review.

For data which contains Personally Identifiable Information (PII), an additional requirement of data encryption is mandated using IBM's Encryption Facility software product. The IBM Encryption Facility software is used to encrypt the data on the IBM Enterprise Server prior to file transfer to external sources. These external sources who also have an IBM Enterprise Server (mainframe) can use a no charge program which can be installed into z/OS which is used to decrypt the file once it is received using Connect:Direct/Secure+ or Connect:Direct-SELECT/Secure+. For companies who do not have an IBM Enterprise/zEnterprise server (z/OS), a free IBM JAVA Encryption Client is available for download from IBM and installs onto Windows or UNIX/LINUX/AIX systems which can be used to decrypt a file received. For files which need to be sent to OPM, the IBM JAVA Encryption Client has the capability to encrypt a file. The IBM JAVA Encryption Client also has the capability to run on a z/OS IBM Enterpise/zEnterprise Server to encrypt and decrypt files.

The Data Exchange partner will be responsible for generating a Public/Private Encryption Key pair. Any PII files which are to be sent to the Data Exchange partner from OPM will have the file encrypted using the Data Exchange partner's Public Key. Upon receipt of the file, the Data Exchange Partner will decrypt the file using its own Private Key. If there are any files to be sent to OPM, the Data Exchange partner will encrypt the file using the IBM JAVA Encryption Facility Client using OPM's provided Public Key.

The Data Exchange partner will be required to configure the partner's Connect:Direct with Secure+ software to connect to the two Data Center's Connect:Direct Servers. One of the servers is used for testing and Disaster Recovery testing, and the other is the Connect:Direct with Server+ production server.

OPM has eliminated the use of external media for exchanging data. This media includes magnetic cartridges, CD-ROMs, DVDs, disks, etc. If there are extreme extenuating circumstances which require using these forms of media, it will be evaluated on a case-by-case basis. All data files delivered by OPM using Connect:Direct will be sequential files as indicated below. These files will be delivered encrypted and in EBCDIC format.

Test Files – Contractor will use test files to determine record layout and order of production files for printing and sorting purposes and to produce the required "PRIOR TO PRODUCTION SAMPLES."

Transmission of Files – (Applies to both test and production files.) The Government will transmit separate files for domestic addresses and foreign addresses on each item ordered.

Files will be furnished in the following format: (SEE EXHIBIT 2.)

File Name –	RSPCT1AD (file name may change)
Media –	File transfer via Connect:Direct
File Format –	Fixed Block
Block Size –	28,740
Record Size –	1,916
Sequence –	ZIP Code
Label Records –	Standard IBM

All files furnished by the Government or duplicates made by the contractor, or his representatives, and any resultant printouts, must be kept accountable and under reasonable security to prevent their release to any unauthorized persons.

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.

All files will be electronically transferred to the contractor. Any programming or other format changes necessitated due to the contractor method of production will be the full responsibility of the contractor and must be completed prior to each of the Government validations. (NOTE: Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract. All duplicate files, or resultant printouts, shall be destroyed by the contractor pursuant to subsequent directions of the contracting officer or his/her authorized representative.)

COMPOSITION: On rare occasion, composition may be required as follows –

Face: Contractor may be required to set approximately 40 type lines, 6 horizontal and 15 vertical rules, and three solid areas (one approximately 5-13/16 x 2/6" with upper left and right corners rounded with 13 type lines and one horizontal and 7 vertical rules reversing out; one approximately 1-1/8 x 1/8" with upper left corner rounded with one type line reversing out; and one approximately 1/4 x 3/8" with one arrow and two logos).

Back: Contractor may be required to set approximately 250 type lines and 9 multi-line braces.

Minimum 9 or 10 point sans serif type should be used wherever possible to aid legibility. The text of the message is not final and may be subject to change.

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: Cyrus Benson at (202) 606-4808.

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

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

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PROOFS: Two (2) sets of digital color content proofs for each notice. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

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: Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 50 printed construction samples of each notice ordered including variable data imaged on notices using the transmitted files. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO program, purchase order, jacket, and print order numbers.

All samples items shall be printed and constructed, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the required stock, as specified herein. All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

Contractor must submit samples to: U.S. Office of Personnel Management, Attn: Cyrus Benson, 1900 E Street, NW, Room 3316-AC, Washington, DC 20415-3430.

The samples must be submitted in sufficient time to allow Government testing of the samples and production and delivery/shipment in accordance with the contract schedule.

The Government will approve, conditionally approve, or disapprove the samples within three (3) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

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

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

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

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor.

All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

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

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

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

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

PRINTING: Notices print face and back, head-to-head, with static information – type matter, line matter, and solids only (no tones), in black ink.

Self-mailers must contain postage and fees paid permit imprint and any other USPS required endorsements for mailing via discounted First-Class mail. Foreign mail pieces will require the imaging of "LETTER" and "PAR AVION", contractor to type-set.

At contractor's option, information required by the USPS for automation discounts and mailing may be imaged via conventional printing or computerized imaging.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued June 2003. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

The density must be constant across the full width of the sheet with deviations not to exceed plus or minus five (5) percent. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 Kelvin lumination.

COMPUTERIZED IMAGING: Computerized imaging of variable data is required using ink jet or laser imaging with a minimum resolution of 240 x 240 dpi.

Computerized imaging in black (face only) will consist of a 6-line name and address (which the contractor can convert to 5 lines) plus a Delivery Point Barcode, mail sorting scheme line at top of address, and a maximum of 26 lines for entries and 55 characters across in the "Reason for adjustment" statement. (SEE EXHIBIT 3.)

Contractor to reformat transmitted files, if necessary, to suit equipment. The addresses will be in ZIP code sequence and NCOA certified. A copy of NCOA certification will be provided, via email, when the production files are transmitted. Contractor is required to use Coding Accuracy Support System (CASS), Presort Accuracy Validation and Evaluation (PAVE), and Carrier Route Information System (CRIS), or a certified software program licensed by USPS, to correct addresses, add ZIP+4 to the addresses, add the appropriate Intelligent Mail or POSTNET barcode to the addresses, and add any required mail sorting schemes to the top key line of the address label, in order to obtain maximum postage discount in accordance with the USPS's latest First Class automated mail discount structure. The barcode must be positioned in an area specified by USPS in the address field. Contractor must not change any OPM provided city and state information.

At contractor's option, information required by the USPS for automation discounts and mailing may be imaged via computerized imaging or conventional printing.

The date will be preprinted on the form and is not to be taken from the files. The date block is included on the file, and the contractor is to "ignore/suppress" any data in the date block.

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

CONSTRUCTION: Notices to be constructed as self-mailers with sealing flap.

Perforate (easy tear) along the entire 15-7/8" dimension at 9/16" from left and right edges to form tear-off stubs.

Fold suitably to 9 x 3-3/4" with a 1-1/8" sealing flap wrapping around at top of finished piece.

Completely secure all parts at left and right in the tear off stubs with a firm glue.

Seal flap along the 9" dimension with a continuous line of temporary glue that will hold securely during mailing and handling but permit easy opening without damage to body of mailer. (SEE EXHIBIT 4.)

Construction inspection will be conducted at the contractor's plant for quality conformance.

NOTE: At contractor's option, trim size width may be reduced to 8-1/4" or 8-1/2" to accommodate contractor's equipment. Upon bid submission, contractor must provide trim size width to be used during production of this contract. Trim size width must remain consistent through entire contract term.

MAILING PREPARATION: Notices must be mailed as self-mailers.

All notices must be sorted and prepared as required by the USPS to ensure maximum postal discounts.

Mailing preparation operations will be inspected at contractor's plant for conformity to specifications.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each sublot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION: Mail f.o.b. contractor's city all self-mailers to domestic and foreign addresses.

All mailing shall be made at the First Class rate.

Contractor will mail using departmental mailing permit imprint; however, orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

The contractor is cautioned that mailing permit imprint may be used only for the purpose of mailing material produced under this contract.

When using permit imprint mail, contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 2-91), supplied by GPO, and the appropriate mailing statement or statements, supplied by USPS.

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

To maximize automation discounts, Intelligent Mail or POSTNET barcoding, delivery address verification, and placement used for the mailing are among the items that must comply with USPS requirements for automation compatible-mail in effect at the time of the mailing.

NOTE: If any mail is rejected by the USPS, the contractor must notify OPM within 12 hours of rejection.

Mailing Statements – Contractor is required to submit two (2) copies of the appropriate U.S. Postal Service mailing statement (e.g., PS 3600, PS 3602-R, PS 3605, PostalOne statements etc.) to the entry post office for each mailing which bears GPO's assigned penalty permit imprint number (G-796). In the upper right corner of the mailing statement, contractor must include GPO identification number(s) such as the program, jacket, and print order numbers.

Contractor is required to email copies of verified mailing statements, PostalOne statements, and GPO Form 712, containing postage computations, within 24 hours of receipt from the U.S. Postal Service to: GPO Mail Management at gpopostage@gpo.gov.

Contractor must include copies of verified mailing statements, containing postage computations, with billing invoice for payment.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order mails) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 700-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, mailing method, and title of publication. Contractor must be able to provide copies of all mailing receipts upon agency request.

Upon completion of each order, all furnished material (as applicable), 25 printed, non-imaged sample copies, and completed copies of all applicable USPS forms must be returned to: U.S. Office of Personnel Management, Attn: Cyrus Benson, 1900 E Street, NW, Room 3316-AC, Washington, DC 20415-3430.

All expenses incidental to picking up and returning materials (as applicable), submitting proofs and prior to 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).

Furnished material (as applicable), proofs, and prior to production samples must be picked up from and delivered to: U.S. Office of Personnel Management, Attn: Cyrus Benson, 1900 E Street, NW, Room 3316-AC, Washington, DC 20415-3430.

All pickups and deliveries of furnished material (as applicable), proofs, prior to production samples, and/or sample copies must be made between 8:30 a.m. and 3:00 p.m. local time.

No definite schedule for transmission of electronic files can be predetermined.

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

- Contractor must submit proofs within two (2) workdays of receipt of notification of availability of print order and furnished material/test files.

- Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

- If required, contractor must submit revised proofs, due to author's alterations, within one (1) workday of notification.

- Revised proofs will be withheld no more than one (1) workday from receipt thereof until they are made available for pickup.

- Contractor must submit prior to production samples within three (3) workdays of receipt of "O.K. to Print" on proofs.

- Prior to production samples will be withheld no more than three (3) workdays from their receipt at the ordering agency until approval/disapproval is given. (The first workday after receipt of samples at the ordering agency is day one (1) of the hold time.)

- Production files transmitted to contractor within approximately five (5) to 10 workdays after approval of prior to production samples.

- Contractor must complete production and distribution within seven (7) workdays of receipt of production files.

Mailing Production Plan – Twice daily (morning and evening), contractor required to furnish OPM an updated mailing production plan to include the following information: impressions per day; self-mailers mailed per day; and cumulative production. This information must be faxed to: Cyrus Benson at (202) 606-0910. (SEE EXHIBIT 1.)

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date all shipments mailed f.o.b. 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; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce the 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 under this contract for a like period of time.

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

I. 2,710

SECTION 4. – SCHEDULE OF PRICES

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

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

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

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

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

I. PRINTING/IMAGING, CONSTRUCTION, AND DELIVERY TO U.S. POSTAL SERVICE: Prices offered must include the cost of all materials and operations necessary (including proofs, prior to production samples, and stock/paper) for the complete printing/imaging, construction, and delivery to U.S. Postal Service of the products listed in accordance with these specifications.

Notices printing face and back in black ink.....per 1,000 notices.....$_____

TRIM SIZE WIDTH: (Dimension must remain consistent through entire contract term.) _____

LOCATION OF POST OFFICE: All mailing will be made from the_____

Post Office located at Street Address _____,

City_____, State_____, Zip Code _____.

_____
(Initials)

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

Bidder _____

_____
(City - State)

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

_____
(Person to be contacted) (Telephone Number)

EXHIBIT 1

SAMPLE PRODUCTION PLAN

Day	Date	Impressions per Day	Self-Mailers Mailed per Day	Cumulative Production	Comments
Monday *(Production cartridges received)*					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Total					

EXHIBIT 2

ELECTRONIC FILE RECORD LAYOUT

RECORD LOCATION	FIELD NAME	NMEMONIC	SIZE	CLASS
1-5	ZIP CODE	ZIP	5	A/N
6-11	BLANKS		6	A/N
12-33	1ST NAME AND ADDRESS LINE	NA1	22	A/N
34-55	2ND NAME AND ADDRESS LINE	NA2	22	A/N
56-77	3RD NAME AND ADDRESS LINE	NA3	22	A/N
78-99	4TH NAME AND ADDRESS LINE	NA4	22	A/N
100-121	5TH NAME AND ADDRESS LINE	NA5	22	A/N
122-143	6TH NAME AND ADDRESS LINE	NA6	22	A/N
144-151	CLAIM NUMBER	CLM	15	A/N
152	BLANK		1	A/N
153-160	OLD GROSS	OGR	8	A/N
161-168	OLD HEALTH BENEFITS	OHB	8	A/N
169-175	OLD MEDICARE	OMD	7	A/N
176-186	OLD 1ST DEDUCT CODE & AMOUNT	01D	11	A/N
187-197	OLD 2ND DEDUCT CODE & AMOUNT	02D	11	A/N
198-208	OLD 3RD DEDUCT CODE & AMOUNT	03D	11	A/N
209-219	OLD 4TH DEDUCT CODE & AMOUNT	04D	11	A/N
220-230	OLD 5TH DEDUCT CODE & AMOUNT	05D	11	A/N
231-241	OLD 6TH DEDUCT CODE & AMOUNT	06D	11	A/N
242-252	OLD 7TH DEDUCT CODE & AMOUNT	07D	11	A/N
253-263	OLD 8TH DEDUCT CODE & AMOUNT	08D	11	A/N
264-274	OLD 9TH DEDUCT CODE & AMOUNT	09D	11	A/N
275-285	OLD 1OTH DEDUCT CODE & AMOUNT	010D	11	A/N
286-296	OLD 11TH DEDUCT CODE & AMOUNT	011D	11	A/N
297-307	OLD 12TH DEDUCT CODE & AMOUNT	012D	11	A/N
308-315	OLD NET AMOUNT	ONET	8	A/N
316-323	NEW GROSS	NGR	8	A/N
324-331	NEW HEALTH BENEFITS	NHB	8	A/N
332-338	NEW MEDICARE	NMD	7	A/N
339-349	NEW 1ST DEDUCT CODE & AMOUNT	N1D	11	A/N
350-360	NEW 2ND DEDUCT CODE & AMOUNT	N2D	11	A/N
361-371	NEW 3RD DEDUCT CODE & AMOUNT	N3D	11	A/N
372-382	NEW 4TH DEDUCT CODE & AMOUNT	N4D	11	A/N
383-393	NEW 5TH DEDUCT CODE & AMOUNT	N5D	11	A/N
394-404	NEW 6TH DEDUCT CODE & AMOUNT	N6D	11	A/N
405-415	NEW 7TH DEDUCT CODE & AMOUNT	N7D	11	A/N
416-426	NEW 8TH DEDUCT CODE & AMOUNT	N8D	11	A/N
427-437	NEW 9TH DEDUCT CODE & AMOUNT	N9D	11	A/N
438-448	NEW 10TH DEDUCT CODE & AMOUNT	N10D	11	A/N
449-459	NEW 11TH DEDUCT CODE & AMOUNT	N11D	11	A/N
460-470	NEW 12TH DEDUCT CODE & AMOUNT	N12D	11	A/N
471-478	NEW NET AMOUNT	NNET	8	A/N
479-533	1ST NOTICE LINE	BL1	55	A/N
534-588	2NE NOTICE LINE	BL2	55	A/N
589-643	3RD NOTICE LINE	BL3	55	A/N
644-698	4TH NOTICE LINE	BL4	55	A/N
699-753	5TH NOTICE LINE	BL5	55	A/N
754-808	6TH NOTICE LINE	BL6	55	A/N
809-863	7TH NOTICE LINE	BL7	55	A/N
864-918	8TH NOTICE LINE	BL8	55	A/N
919-973	9TH NOTICE LINE	BL9	55	A/N
974-1028	10TH NOTICE LINE	BL10	55	A/N
1029-1083	11TH NOTICE LINE	BL11	55	A/N
1084-1138	12TH NOTICE LINE	BL12	55	A/N
1139-1193	13TH NOTICE LINE	BL13	55	A/N
1194-1248	14TH NOTICE LINE	BL14	55	A/N
1249-1303	15TH NOTICE LINE	BL15	55	A/N
1304-1358	16TH NOTICE LINE	BL16	55	A/N
1359-1413	17TH NOTICE LINE	BL17	55	A/N
1414-1468	18TH NOTICE LINE	BL18	55	A/N
1469-1523	19TH NOTICE LINE	BL19	55	A/N
1524-1578	20TH NOTICE LINE	BL20	55	A/N
1579-1633	21ST NOTICE LINE	BL21	55	A/N
1634-1688	22ND NOTICE LINE	BL22	55	A/N
1689-1743	23RD NOTICE LINE	BL23	55	A/N
1744-1798	24TH NOTICE LINE	BL24	55	A/N
1799-1853	25TH NOTICE LINE	BL25	55	A/N
1854-1908	26TH NOTICE LINE	BL26	55	A/N
1909-1916	EDITED CHECK DATE	CDT	8	A/N

EXHIBIT 3

LOCATION OF VARIABLE IMAGING (not to scale): Sample to show computerized imaging only.

NOTE: All X's below denote computerized variable imaging plus the address.

RI 38-38 (REV. 1/2004)

NOTICE OF ANNUITY ADJUSTMENT

This notice informs you of a change in the amount of your payments. Please read the back of the notice. If you have questions, call us or write to the address shown below.

GROSS MONTHLY **ANNUITY**	MONTHLY HEALTH BENEFITS	MONTHLY **MEDICARE**	OTHER DEDUCTIONS OR ADDITIONS*				NET MONTHLY PAYMENT
			CODE	AMOUNT	CODE	AMOUNT	
			XX	XXXXXXXX	XX	XXXXXXXX	
			XX	XXXXXXXX	XX	XXXXXXXX	
			XX	XXXXXXXX	XX	XXXXXXXX	
			XX	XXXXXXXX	XX	XXXXXXXX	
			XX	XXXXXXXX	XX	XXXXXXXX	
XXXXXXXX	XXXXXXX	XXXXXXXX	XX	XXXXXXXX	XX	XXXXXXXX	XXXXXXXX
			XX	XXXXXXXX	XX	XXXXXXXX	
			XX	XXXXXXXX	XX	XXXXXXXX	
			XX	XXXXXXXX	XX	XXXXXXXX	
			XX	XXXXXXXX	XX	XXXXXXXX	
			XX	XXXXXXXX	XX	XXXXXXXX	
XXXXXXXX	XXXXXXX	XXXXXXXX	XX	XXXXXXXX	XX	XXXXXXXX	XXXXXXXX

*SEE BACK FOR CODES FOR OTHER DEDUCTIONS OR ADDITIONS AND ADDITIONAL INFORMATION

YOUR PAYMENT DATED: 02/02/2004

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS CENTER
PO BOX 45
BOYERS PA 16017-0045

REFER TO THIS NUMBER WHENEVER YOU CONTACT OPM

CLAIM NUMBER
XXX X XXXXXX X

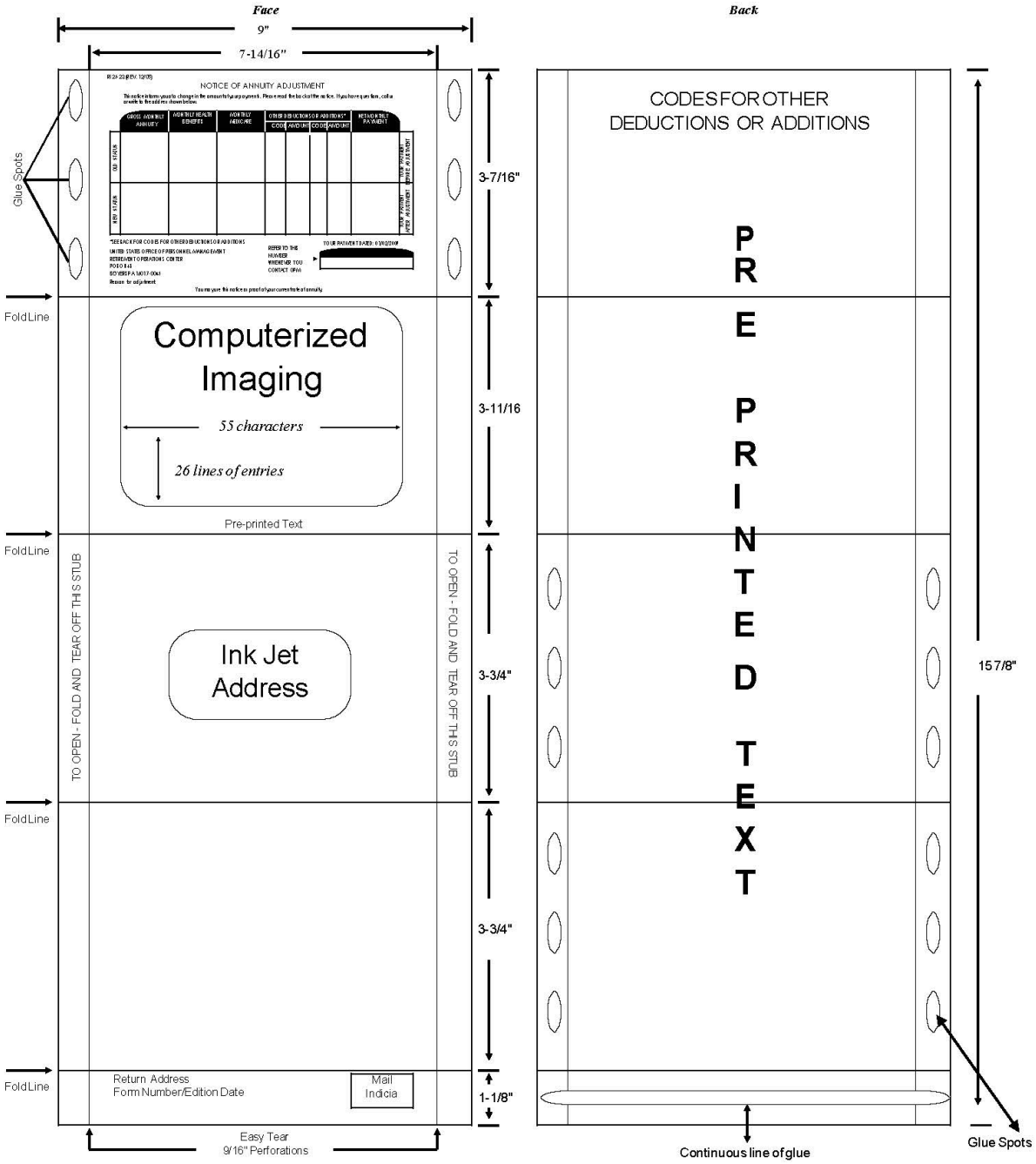
Reason for adjustment.

You may use this notice as proof of your current rate of annuity.

55 characters must fit in this space horizontally

XXXXXXX

EXHIBIT 4

CONSTRUCTION OF SELF-MAILER (Not to Scale): Dimension of panel depths, from top to bottom, to be 3-7/16", 3-11/16", 3-3/4", 3-3/4", 1-1/8", requiring four parallel wraparound folds, beginning with the top 3-7/16" panel, back to inside.

9 x 15-7/8" flat, 9 x 3-3/4" after construction. Perforate along the entire 15-7/8" dimension at 9/16" from left and right edges with a 1/16" gap between perfs to form tear off stubs. Fold suitable to 9 x 3-3/4" with a 1-1/8" sealing flap wrapping around at top of finished piece.