

PROGRAM 5516-S CONTRACT PERIOD: June 14, 2018 through March 31, 2019 plus four option years

TITLE: Disbursement Transaction Statements (DTS) and Form 1099's

ITEM	DESCRIPTION	BASIS OF AWARD	Allison Payment Systems, LLC Indianapolis, IN		NPC, INC. CLAYBURG, PA		SourceLink, Mansburg, OH		The Strathmore Company Geneva, IL		VISION DIRECT INDIANAPOLIS, IN		United Systems of Arkansas, Inc. Little Rock, AR		GPO EST.	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	DESIGN, LAYOUT, COMPOSITION, AND PROOFS:															
(a)	Window envelope (inside front included).....	1	\$0.00	\$0.00	\$50.00	\$50.00	\$75.00	\$75.00	\$2.00	\$2.00	\$0.00	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00
(b)	Kraft Window envelope.....	1	\$0.00	\$0.00	\$50.00	\$50.00	\$75.00	\$75.00	\$2.00	\$2.00	\$0.00	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00
(c)	DTS (face design plus repeating header and footer for subsequent pages).....	1	\$0.00	\$0.00	\$200.00	\$200.00	\$400.00	\$400.00	\$2.00	\$2.00	\$0.00	\$0.00	\$75.00	\$75.00	\$0.00	\$0.00
(d)	IRS Information Returns (each version).....	5	\$0.00	\$0.00	\$1,600.00	\$8,000.00	\$175.00	\$875.00	\$2.00	\$10.00	\$0.00	\$0.00	\$60.00	\$300.00	\$0.00	\$0.00
II.	PRIOR TO PRODUCTION SAMPLES:															
(a)	DTS folded form sets..... per set.....	25	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$2,500.00	\$1.00	\$25.00	\$25.00	\$25.00	\$125.00	\$3,125.00	\$1.00	\$25.00
(b)	DTS flat form sets..... per set.....	25	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$2,500.00	\$5.15	\$128.75	\$25.30	\$25.00	\$125.00	\$3,125.00	\$1.00	\$25.00
(c)	1099s..... per 100 sets.....	25	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$2,500.00	\$17.51	\$437.75	\$50.00	\$1,250.00	\$125.00	\$3,125.00	\$10.00	\$250.00
III.	PRINTING:															
(a)	DTS: face only leaf.....	1850	\$34,703.30	\$54,624,974.70	\$18.80	\$30,660.40	\$9,210	\$17,214.34	\$17.00	\$31,603.00	\$22.00	\$40,888.00	\$26.80	\$49,821.20	\$17.80	\$32,792.75
(b)	DTS: face and back (single leaf).....	17	\$377.50	\$5,404.90	\$20.00	\$340.00	\$44.46	\$755.82	\$20.12	\$342.84	\$25.50	\$484.50	\$31.30	\$532.10	\$17.64	\$289.88
(c)	DTS: face and back multi leaves.....	1	\$18.70	\$18.70	\$220.00	\$220.00	\$44.46	\$44.46	\$22.43	\$22.43	\$28.50	\$28.50	\$31.30	\$31.30	\$17.64	\$17.64
(d)	Window envelope.....	1850	\$41,052.00	\$76,695,032.00	\$22.75	\$42,451.50	\$18.51	\$34,856.88	\$26.30	\$49,075.80	\$20.50	\$38,235.00	\$13.50	\$24,763.50	\$17.58	\$32,766.98
(e)	Kraft Window envelope.....	11	\$6,930.00	\$76,233.00	\$244.30	\$2,684.00	\$146.80	\$1,615.35	\$329.60	\$3,625.80	\$205.00	\$2,255.30	\$132.70	\$1,480.40	\$498.44	\$5,482.84
(f)	1099-G.....	110	\$30,288.00	\$24,757,588.00	\$40.00	\$32,720.00	\$32.50	\$26,693.18	\$33.75	\$27,607.50	\$21.00	\$17,178.00	\$58.00	\$55,640.30	\$34.51	\$28,229.18
(g)	1099-J/ISC.....	1	\$37.00	\$37.00	\$40.00	\$40.00	\$158.00	\$158.00	\$37.33	\$37.33	\$21.00	\$21.00	\$71.92	\$71.92	\$34.51	\$34.51
(h)	1099-INT.....	1	\$37.00	\$37.00	\$40.00	\$40.00	\$158.00	\$158.00	\$37.33	\$37.33	\$21.00	\$21.00	\$71.92	\$71.92	\$34.51	\$34.51
(i)	1099-A.....	25	\$925.00	\$23,125.00	\$40.00	\$1,000.00	\$158.00	\$3,900.50	\$37.33	\$933.25	\$50.33	\$1,258.13	\$71.92	\$1,798.10	\$34.51	\$862.75
(j)	1099-B.....	1	\$37.00	\$37.00	\$40.00	\$40.00	\$158.00	\$158.00	\$37.33	\$37.33	\$21.00	\$21.00	\$71.92	\$71.92	\$34.51	\$34.51
(k)	1099-C (Test).....	1	\$37.00	\$37.00	\$40.00	\$40.00	\$158.00	\$158.00	\$37.33	\$37.33	\$21.00	\$21.00	\$71.92	\$71.92	\$34.51	\$34.51
(l)	1042-S.....	1	\$37.00	\$37.00	\$40.00	\$40.00	\$158.00	\$158.00	\$37.33	\$37.33	\$50.33	\$50.33	\$68.02	\$68.02	\$34.51	\$34.51
IV.	LASER IMAGING PERSONALIZATION, NCOA PROCESSING, INSERTING, AND MAILING:															
(a)	DFA Imaging/Inserting/Mailing.....	1877	\$56,310.00	\$105,893,870.00	\$105.00	\$197,085.00	\$67.53	\$126,753.81	\$28.80	\$54,132.68	\$18.50	\$34,724.50	\$22.12	\$41,519.24	\$22.10	\$41,481.70
(b)	1099 Imaging/Inserting/Mailing.....	819	\$48,402.90	\$39,841,975.10	\$37.00	\$30,303.00	\$32.94	\$26,977.85	\$32.91	\$26,994.24	\$38.50	\$31,521.50	\$29.00	\$23,751.00	\$59.33	\$48,596.70
(c)	NCOA Processing - per 1,000 addresses.....	714	\$1,071.00	\$764,694.00	\$3.25	\$2,320.50	\$1.50	\$1,071.00	\$2.00	\$1,428.00	\$1.00	\$714.00	\$2.00	\$1,428.00	\$1.50	\$1,071.00
V.	ADDITIONAL OPERATIONS:															
(a)	1099 converted to PDFs per 1,000 images.....	278	\$556.00	\$154,568.00	\$1.30	\$361.40	\$2.75	\$764.50	\$2.00	\$572.60	\$1.00	\$278.00	\$2.00	\$556.00	\$2.00	\$556.00
(b)	DVSs with delivery included.....	1	\$50.00	\$50.00	\$550.00	\$550.00	\$375.00	\$375.00	\$41.20	\$41.20	\$25.00	\$25.00	\$50.00	\$50.00	\$50.00	\$50.00
(c)	DTS data consolidation processing per 1,000 records.....	1850	\$3,780.00	\$7,144,200.00	\$8.00	\$17,010.00	\$3.00	\$5,670.00	\$0.52	\$982.80	\$0.50	\$945.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL:			\$319,485,914.80		\$366,404.80		\$256,299.00		\$158,152.60		\$171,207.78		\$221,616.95		\$152,649.96
	DISCOUNT:		0.00%	\$0.00	0.25%	\$916.01	0.00%	\$0.00	1.00%	\$1,981.57	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
	NET TOTAL:			\$319,489,914.80		\$365,488.79		\$256,299.00		\$156,171.03		\$171,207.78		\$221,616.95		\$152,649.96
											Awarded					

U.S. GOVERNMENT PUBLISHING OFFICE
200 N. LaSalle St., Suite 810
Chicago, IL 60601-1055

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
Disbursement Transaction Statements (DTS) and Form IRS Information Returns

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

U.S. Department of Agriculture/Farm Service Agency/Commodity Credit Corporation
(USDA/FSA/CCC)

Single Award

BID OPENING: Bids shall be publicly opened at **2:00 p.m.** prevailing Chicago, IL time on
March 5, 2018.

BID SUBMISSION: Submit bid to: U.S. Government Publishing Office (GPO), Chicago Regional Office, 200 N. LaSalle St., Suite 810, Chicago, IL 60601-1055. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Chicago Regional Office Fax No. (312) 886-2057. 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 January 2018.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms 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.

CONTRACT TERM: The term of this contract is for the period beginning "Date of Award" and ending March 31, 2019, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

Note: Minor changes from the previous contract are scattered throughout.

INFORMATION: For questions about these specifications call Chuck Szopo at 312-353-3916 x 6.

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NO COLLECT CALLS. For specifications or abstracts – this information is available on the GPO website at www.gpo.gov/how-to-work-with-us/vendors/contract-pricing.

Fax requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at 312-886-2057.

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 (revised August 2002).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf> and <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

DOING BUSINESS WITH GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where one can register as a GPO contractor using the '**GPO Contractor Connection**' link in accordance with the furnished instructions on this page.

NOTE: Prospective and existing GPO contractors are to note that as of January 1, 2008, all contractors seeking to do business with GPO must first complete and thereafter maintain the accuracy of their GPO Contractor Connection registration with the following mandatory taxpayer information boxes: "EIN/TIN #", "Employer Identification Number of Taxpayer Identification Number", "Subject to Backup Withholding" (See IRS Form W-9, available for download at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.) GPO will withhold payment of invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

SUBCONTRACTING: Subcontracting is allowed for the printing and converting of the envelopes only. Bidders who must subcontract other operations will be declared not responsible. Production facilities may NOT be located outside of the U.S.

CONTRACTOR CUSTOMER SERVICE REPRESENTATIVE: Contractor must have a customer service representative for this account available between the hours of 9 a.m. to 5 p.m. prevailing Chicago, IL time. This person must be able to be accessed via phone, fax, and e-mail. Representative must be able to address ALL aspects of the contract, including production status, as well as technical areas. Back up support to this representative must be available in their absence and to provide additional technical expertise. Government inquiries must be responded to within one hour.

PRODUCTION PLAN

Prior to contract award, the prospective vendor must provide the GPO Contract administrator with a written plan detailing their compliance with the following requirements:

1. Contractor must provide qualified resources, as an option, should the Government requirements change post final delivery.
2. Ensure the continuity of service in the event that the Contractor's primary processing center is not able to perform the required actions and assist in disaster recovery testing.
3. Provide contact personnel for timely coordination of operations, including timely notification to the government when any printing outages, recoveries, or other issues are encountered that may affect the timeliness of statement mailings.

4. Provide a statistical sample methodology, needed to ensure the integrity of the data during the printing process, for USDA/FSA/CCC approval for IRS Information Returns.
5. Provide a web-based reporting feature so that the USDA/FSA/CCC can actively monitor the printing and distribution process.

PRE AWARD TEST SAMPLES:

The samples produced during the Initial Testing Period/Pre-award Test will be checked for adherence to all specifications. The Government will approve, conditionally approve, or disapprove these test copies within 10 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 therefore.

If these copies are disapproved by the Government due to printer's errors, the Government may require the contractor to submit additional copies for inspection and testing, in the time and under the terms and conditions specified in the notice of disapproval. Such additional copies shall be furnished, and necessary changes made, at no additional cost to the Government. In the event these additional copies are disapproved by the Government due to printer's errors, the contractor may be deemed to have failed to make delivery within the meaning of terms, the prospective contractor may be declared nonresponsible.

If the ability to achieve the necessary quality is not satisfactorily demonstrated, the prospective contractor may be declared nonresponsible.

NOTE: The charge for the initial testing period/pre-award test will be performed at no cost to the Government. All samples must be manufactured at the same facilities used for producing contract production quantities.

Pre Award Test samples will be required within 15 workdays after notice to start producing test data samples. Samples for this requirement are as follows:

50 test data samples for each item.

These test samples must reflect the final product as specified in the contract.

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

Product Quality Level:

- (a) Printing (page related) Attributes-Level 4.
- (b) Finishing (item related) Attributes-Level 3.

Exceptions:

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
P-7 Type Quality and Uniformity

Specified Standard
Ok'd Press sheets/Ok'd Priors/Proof/Electronic File

Special Instructions: In the event that the Government waives inspection of press sheets/imaging, the following listed alternate standards shall become the Specified Standards:

P-7. OK'd Priors, OK'd Proofs, average type dimension as typeset by contractor.

Required Service (Performance Requirements)	Standard (Monthly Performance Standards)	Maximum Allowable Degree Of Deviation	Method Of Evaluation (Quality Assurance)
A. The Contractor shall complete mailing of DTSS & IRS Information Returns within the time frames cited for DTS	100%	If printing falls below the 100% standard, the Contractor will be subject to Default under GPO contract terms	Performance statistics transmitted to COR.

OPTION TO EXTEND THE CONTRACT TERM (OPTION YEARS): The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 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 periodic pricing revision.

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 other information pertinent to the particular order.

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 **Date of Award to March 31, 2019**, 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 (insert the date that is 3 months prior to the beginning of the contract), 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.

PREAWARD SURVEY: In order to determine the responsibility of the primary contractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

The security and confidentiality of Government legal documents handled and stored by the contractor during the execution of this contract are of critical importance. Should the preaward survey reveal a security deficiency that jeopardizes or otherwise compromises the secure and confidential operation of this contract as specified herein, the Government reserves the right to declare the contractor non-responsible if such a deficit cannot be remedied by the contractor in a timely fashion and at no additional expense to the Government.

POSTAWARD CONFERENCE: At the Government's option, immediately after award a postaward conference with contractor representative(s) may be held via telephone conference to discuss the requirements of the contract.

Representatives at these meeting must be able to discuss ALL aspects of the production from start to finish. Additionally, the contractor must be able to provide technical support and assistance during the term of the contract. No additional charges will be allowed for such performance.

SECURITY: This contract requires the reproduction of documents considered sensitive but unclassified (SBU). Prior to award the contractor shall/will be required to provide the necessary means, methods and facilities to ensure secure custody and strict accountability of all job materials while in the contractor's possession.

Secure Transmission of Materials: Transmission of materials outside of the contractor's facility (i.e. pickup and return of government furnished materials, etc.) shall be conducted in a manner which prevents loss, theft, or unauthorized access. Materials may be transmitted by one of the following methods:

- a) Via employees of the contractor in a contractor-owned vehicle. Exclusive use of vehicle will be required for transport of all materials. All deliveries must be transported in appropriate-size, secure vehicles. All drivers must have a current state-issued driver's license and must carry a photo

identification card issued by the contractor. At least one employee must remain with the material at all times. Employees must have a background check on file, be bonded and insured, and must maintain accountability logs to assist if an audit trail is necessary on any particular delivery.

- b) Via U.S. Postal Service (USPS) Express Mail, Registered Mail, and Certified Mail. (If using Express Mail, "Signature Required" must be checked.)
- c) Via a tier 1 national transport carrier (air and/or surface) with the following security requirements:
 - 1. Exclusive-use vehicles with direct, location-to-location service.
 - 2. Continuous shipment monitoring and ability to make real-time delivery adjustments.
 - 3. Background checks on all drivers, with driver and vehicle information available upon request.
 - 4. Secure online shipment tracking for shipment status monitoring from pickup to delivery, with summary report available upon delivery completion.

Safe Custody: The contractor has the responsibility to ensure that all materials constantly remain in safe custody from the time they are picked up until the time they are returned. Safe custody ensures that the sensitive documents remain in sealed cartons until arrival at the contractor's secure area within contractor's plant. Cartons must always remain in view of authorized personnel. No unauthorized personnel are to handle the cartons.

Any vehicle used to transport cartons must be locked at all times except during the loading and unloading of cartons. If authorized personnel must make more than one trip to load or unload cartons, the contractor must have another authorized person guarding the cartons in the vehicle. Cartons in a locked vehicle left unattended by an authorized person are in direct violation of the contract. The only time the cartons can be left unattended is in a secure area of the plant.

The contractor must provide a procedure for safeguarding documents and chain of custody. The procedure should set forth all precautions that will be taken to ensure integrity of documents. 'Chain of Custody' form is required to be signed by contractor upon receipt of materials to be copied.

Contractor is required to examine furnished material immediately upon receipt, pursuant to GPO Publication 310.2, "Government Furnished Property (GFP)". If at that time there is disagreement with the description or requirements as presented in the specification (or GPO Form 2511 Print Order), and prior to the performance of any work, the contractor shall contact the contract administrator at 312-353-3916. As the situation warrants, equitable adjustments will be negotiated and supplemental agreements issued, per the review and final determination of the Contracting Officer.

Secure personnel: All work shall be performed under the supervision of the contractor or the contractor's responsible employees. Contractor must maintain a list of employees on file with authorized access. Such list will be provided upon request. Contractor must have a background check (including criminal background) on file for all personnel with authorized access. Employees performing work under this contract must be informed of the sensitivity of the materials and must follow contractor's policies and procedures that preclude loss of, theft of, destruction of, or unauthorized access to the materials. Employees must maintain accountability logs to assist if an audit trail is necessary on any particular order or document.

Every contractor employee working on the documents for this contract must be in full compliance with all Federal tax laws and regulations, and they must be either a United States (U.S.) citizen or a lawful permanent resident of the U.S. A lawful permanent resident is any individual who is not a citizen or national of the U.S. who has been lawfully admitted into the U.S. and accorded the privilege of residing permanently in the U.S. as an immigrant in accordance with the immigration laws, such as status not

having changed. Security screening requirements, however, apply to both U.S. citizens and lawful permanent residents hired as contractors.

Secured Area: All work performed must be accomplished in a secured area within the contractor's facility such that the general public is unable to access or view any documents being processed. All furnished materials (SBU) shall be stored in locked containers, and shall be located in a locked or secured area during non-duty hours. Agency or GPO may make unannounced site visits to confirm that security measures are in compliance with contract requirements.

The release of any materials to any person or party not expressly authorized is strictly prohibited. The contractor shall take all appropriate action and measures to minimize exposure of the furnished materials to a minimum number of employees. The contractor will be required to account for all furnished originals and manufactured copies. Unless otherwise indicated, all extra copies (in any format, including hard copy and electronic files), waste, spoilage sheets, and so forth are to be destroyed beyond recognition and reconstruction.

Secure Network: To meet functional and assurance requirements, the security features of the computer network environment must provide for managerial, operational and technical controls. The operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance and documentation (see definitions below). All security features must be available (object reuse, encryption, audit trails, identification/authentication, and discretionary access control) and activated to protect against unauthorized use of and access to SBU information.

- a) A Security Policy must define allowed users and rules of access. The policy should also provide for clearance of all protected information on objects before they are allocated out of or into the system, i.e., object reuse.
- b) Accountability – Computer systems must be secured from unauthorized access. All security features (audit trails, identification/authentication) must be available and activated to prevent unauthorized access to SBU information.
- c) Assurance – Access controls and other security features must be implemented and working. The security system should be tested annually to assure it is functioning correctly.
- d) Documentation – Test documentation should be readily available that describes how and what mechanisms were tested and the results. Design documentation may also be required, along with a user's guide and facility manual.

Secure Handling of Materials: All materials must be handled such that unauthorized use of information is prevented. All work in progress materials, including electronic files and scrap generated during production, must be shredded, incinerated, or otherwise destroyed beyond recognition. All government furnished material sent to the contractor must be returned to Agency upon completion of each order. All work in progress electronic files must be destroyed beyond recognition or reconstruction during production as feasible and upon completion of the order. Upon completion of the order, all electronic files and data shall be completely purged from all data storage components of the contractor's computer facility. If immediate purging of all data storage components is not possible, the contractor must certify that any data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.

Breach of security: Any information marked "Official Use Only" or Sensitive But Unclassified (SBU)" made available in any format or to which access is provided, shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as

confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor will be prohibited.

Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of OUO/SBU information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

Pursuant to the Privacy Act, any contractor employee who willfully discloses the content of the retained Government material to any person or agency not entitled to receive it shall be subject to criminal penalty and a fine.

CERTIFICATION OF NONDISCLOSURE (See form at end - pages 28/29): Contractor must sign and return a copy of the Certification of Nondisclosure with submittal of bid. In performance of the contract, the contractor agrees to comply and assume responsibility for compliance by his/her employees with the requirements of for general safeguards of documents and items to prevent unauthorized disclosure.

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.

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, 2019**, 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 mailing/shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated mailing/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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the

contractor's, unless it is specifically stated otherwise.

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

<http://winapps.access.gpo.gov/fns/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>.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of the design & development of the Disbursement Transaction Statements (DTSS) printed, folded (or flat), & inserted into printed envelopes; and multiple different IRS Information Returns; the design and development of an application that reads Government provided data and populates the approved DTSS and IRS Information Returns; print, mail and remediate errors in DTSS and IRS Information Returns.

TITLE: Disbursement Transaction Statements (DTS) Forms and IRS Information Returns.

FREQUENCY OF ORDERS:

DTSS – Approximately 12-26 orders for each calendar year (bi-weekly).

IRS Information Returns – Approximately 1-10 orders in January of each calendar year.

QUANTITIES: All quantities are +/- NONE. 100% production is required. It is the contractor's responsibility to produce any additional quantities required for samples and spoilage.

Quantities indicated are the estimated quantities for the first year of the contract. Actual quantities placed may be more or less than estimated. However, actual quantities required are the result of many factors, including legislation which may increase or decrease the number of beneficiaries.

Disbursement Transaction Statement (DTS) - Approximately 115,000 copies (approximate average per order)

The USDA/FSA/CCC distributes DTS information to customers each work day. While GPO Form 2511 Print Orders will be placed bi-weekly, actual production quantities will be provided by USDA on a daily basis that will approximate the number provided on the 2511. The DTS volume can and does increase dramatically, depending on program requirements. DTSS are processed throughout the year with a significant increase in volume traditionally experienced in October. The normal daily DTS volume may range from 1,000 to 800,000 per work day. The total volume can and does vary between a total of 1,500,000 to 2,000,000 per 12-month period.

IRS Information Returns:

Approximately 1,028,350 per year as follows:

<u>1099-G:</u>	Approximately up to 1,000,000 per year.
<u>1099-MISC:</u>	Approximately up to 2,000 per year.
<u>1099-INT:</u>	Approximately up to 500 per year.
<u>1098:</u>	Approximately up to 25,000 per year.
<u>1099-A:</u>	Approximately up to 500 per year.
<u>1099-C:</u>	Approximately up to 250 per year.
<u>1042-S:</u>	Approximately up to 100 per year.

IRS Information Returns listed are estimated forms for the first year of the contract. Additional IRS Information Return types may be included, as needed. Actual IRS Information Returns needed are the result of many factors, including IRS regulations and USDA/FSA/CCC lines of business.

TRIM SIZES:

DTS:

Forms sets: 8-1/2 x 11" flat or folded to 8-1/2 x 3-2/3" (see QTYs for inserting)
4-1/8 x 9-1/2", #10 double-window envelope
9 x 12" kraft envelope

IRS Information Returns self-mailer (all versions):

8-1/2 x 11" folded & constructed into approx. 8-1/2 x 3-2/3" self mailer or 8-1/2 x 5 1/2, depending on the form type.

GOVERNMENT TO FURNISH: Manuscript copy/file templates for DTS forms, envelopes, and IRS Information Returns. Personalized form data for DTS and IRS Information Returns packages will be delivered via ConnectDirect with Secure Plus in ASCII, fixed length, or agreed-to, file format.

GPO Form 2511 (print order). It is anticipated that print orders will be faxed or emailed to the contractor.

BASIC CHECK OF FURNISHED MEDIA AND FILES: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. The entire order must be inspected. If the Contractor discovers any errors, media damage, or data corruption that might interfere with proper file imaging during inspection, work should be discontinued and further instructions should immediately be requested from the Contract Administrator. This examination must be done within one workday of receipt of the material. This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

FURNISHED FONTS: The fonts provided, if any, (see "GOVERNMENT TO FURNISH") are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts for any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor archive immediately after completion of the production run.

Contractor MUST email delivery verification information to VerifyChicago@gpo.gov within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

IDENTIFICATION MARKINGS. Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., form number, and revision date, carried on copy or film, must not print on finished product. The GPO imprint is waived.

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.

SECURE ELECTRONIC FILE TRANSFER: Establish a VPN connection immediately upon contract award in order to develop the capability to receive data files via Connect Direct with Secure Plus. Ensure parameters are compatible and passwords are in sync with USDA/FSA/CCC and NITC network connections. This VPN connection will be needed for testing as well as production.

Have a VPN connection and maintain a network connection that can handle the peak volume (IRS Information Returns -- Early November and January) (DTS -- October).

Currently two different data files are provided for two different types of statements. This data will be delivered via ConnectDirect with Secure Plus in ASCII, fixed length, or agreed-to, file format.

For the IRS Information Returns, provide written (e-mail) confirmation of receipt of the raw data to the designated government representative.

For the DTS(s): Contractor shall use the variable data along with static data to do the actual printing of the statements. The variable data will be sent in an Extended Binary Coded Decimal Interchange Code (EBCDIC) formatted file to be used to prepare the DTSs. The data will be sent using Connect Direct with Secure Plus.

FORMS DESIGN: Contractor must create DTS and IRS Information Returns in accordance with Government provided format, the Internal Revenue Service (IRS), United States Postal Service (USPS), and other required Federal and State guidance.

Contractor must create an application that reads Government provided data and populates forms in accordance with Government provided selection criteria and format.

Contractor must use this developed application and approved DTS and IRS Information Returns to accurately print and timely mail (daily) the Form DTS and accurately print and timely mail (annually) the IRS Information Returns to landowners, producers of agricultural commodities and Contractors. This application must also:

- a. Provide ability to add additional data files to address the need to generate statements from possible future platforms.
- b. Develop capability to receive and verify the counts on data files received. This would include checking emailed counts of statements to the actual file counts received by the Contractor.
- c. Develop a process to interpret how a statement should be printed, i.e. which statement will require to be printed using one page simplex, one page duplex (front and back only) or multi-page duplex.
- d. Participate in testing statement process from beginning to end by accepting data file through VPN connection, verifying counts of statement received, formatting and printing statements, and providing test results for review and approval. Additional steps may be identified as testing is conducted.
- e. Develop and receive approval for the Mailing Status Report required for high volume payment periods.
- f. Allow modifications as needed for DTS.

These forms must meet the requirements of the USPS (e.g., enhance the electronic presort, add barcodes or intelligence marks to the mailings, etc.) to ensure the lowest cost to the government and to assure that confidentiality of sensitive information (e.g. social security number) is accomplished.

Contractor to design the face & back of each version of the IRS Information Returns; and the face & back of the DTSs (it is anticipated the multi-page DTS' will consist of the same template with headers & footers.

Contractor must deliver prototype IRS Information Returns Forms to the Government by **October 15th of each calendar year** or contractor must deliver prototype DTS(s) to the Government by no later than **45 days** after the Government provides contractor the final design requirements.

PROOFS:

Contractor to submit one "Press Quality" PDF "soft" proof (for 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. Email PDF proofs to Samuell.Johnson@wdc.usda.gov, Alita.Jordan@wdc.usda.gov, and Kim.Deal@wdc.usda.gov & Jennifer.Nagler@kcc.usda.gov

Proofs will be withheld not more than **3 workdays** from receipt in agency until contractor is notified of an "OK to proceed to hard proofs". Contractor must not print prior to receipt of an "OK to proceed to hard proofs".

After PDF proofs are approved:

1 set of digital color content proofs. 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 the job will be printed digitally, a press sheet printed on the production stock using the same RIP and output device as will be used for the final product must be submitted as a proof (press proof).

Do not proceed to producing preproduction samples until an "OK to Produce Preproduction Samples" is given.

After Hard proofs are approved:

PRIOR TO PRODUCTION SAMPLES:

DTS: The preproduction sample requirement is **25-30 statements generated from supplied live data placed in envelopes (#10 or 9 x 12", as required)** including various combinations of live data requires **10 business days** for review of the samples.

IRS Information Returns:

The preproduction sample requirement is **up to 200 preproduction samples from supplied test data** for each IRS Information Return version sent requiring **9 business days** to review. **It is anticipated that this will take place in November of each year.**

The preproduction sample requirement is **200 preproduction samples from supplied live data** for each IRS Information Return version sent requiring no more than **4 business days** to review. **It is anticipated that this will take place in January of each year in accordance with the schedule mutually agreed on by both parties.**

Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, and quality of reproduction. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the AGENCY in distribution section. The

container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

The Government will approve, conditionally approve, or disapprove the samples per the above time frames 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 and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

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

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

Notify Samuell.Johnson@wdc.usda.gov, Alita.Jordan@wdc.usda.gov, Kim.Deal@wdc.usda.gov, Everett.Koechner@kcc.usda.gov & Jennifer.Nagler@kcc.usda.gov the morning prior to when forms will be delivered.

If prior to production samples are not approved, the contractor will be required to provide additional complete samples sets of each disapproved mailing lot. No additional time or money will be allowed for this requirement.

The packages containing these sample copies must be identified on the outer package as "Preproduction Samples" and must also include the requisition number, jacket number, and the titles. Packages must be sent via an expedited overnight delivery service.

These sets shall be considered as samples and cannot be deducted from the total quantity ordered. No additional charges will be allowed for their production or delivery to USDA- Farm Service Agency, Beacon Facility- Mail Stop 8588, 2312 E. Bannister Road, Kansas City, MO 64131-3011, C/O Everett Koechner.

The Agency will email approval or changes within **(see above for hold time)** of receipt of the samples by the agency. Contractor must not proceed with production until approval is granted.

If samples are not correct, new samples must be provided at no additional cost to the Government within **2 workdays** of notification.

Prior to production samples may be waived at the Government's option: if waived, the Government shall require samples posted to a secure, password protected, web site as "Press Quality" PDF "soft" samples using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF samples will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

STOCK: The specifications of all stock 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 and all amendments there to. Stock must be a uniform shade.

All stock MUST contain a minimum of 30% recycled content except for the IRS Information Return self-mailers which will not contain recycled content.

DTS Forms sets: White Offset Book, Basis Size 25 X 38", 60lbs per 500 sheets, equal to JCP Code A60

DTS #10 double-window envelope: White Writing Envelopes, Basis Size 17 X 22", 24lbs per 500 sheets, equal to JCP Code V20

DTS 9 x 12" Window kraft envelope: Light brown (golden), Basis Size 17 X 22", 24lbs per 500 sheets, equal to JCP Code V10 except for color

All stock MUST contain a minimum of 30% recycled content, except for the IRS Information Returns self-mailers which will NOT contain recycled content.

IRS Information Returns self-mailer:

White Offset Book, Basis Size 25 X 38", 70 lbs. per 500 sheets, equal to JCP Code A60, with the following exception – no recycled content.

PRINTING:

The contractor will utilize the printing mode applicable to derive the best price to the Government. Digital printing methods used must produce type and line matter at a minimum of 600 x 600 dpi.

The contractor must have the flexibility to perform suppression of the printing and distribution of selected DTS and IRS Information Return for any customer that has opted for electronic receipts. USDA/FSA/CCC will provide the suppression listing.

The DTS form packages consists of up to 1 to 10 leaves printed face & back, head to head or face only, in black ink, folded to 3-2/3 x 8-1/2" and inserted into a printed, double-window #10 envelope with security tint; or up to 11 to 70 leaves printed face and back, head to head or face only, in black ink, inserted into a printed 9 x 12" Kraft window envelope. Must meet USPS permit requirements.

DTS Forms sets: Forms print face and back, head to head or face only in black type & line matter, and flattones/solids with reversing. Adequate gripper with no bleeds.

DTS #10 double-window envelope: Face prints black type & line matter. Adequate gripper with no bleeds. Print or tint envelope on the inside (back before manufacturing) in black ink (lining not accepted). Contractor may use their own design but must guarantee that the product will insure complete opacity and prevent show through of any material contained therein.

Construction: open side, diagonal or side seams, and a gummed flap. Head prints toward flap score. Die cut 2 windows:

One 1 x 3-1/2" window with round corners, located 1/2" from the left edge and 5/8" from the top edge. Cover with a suitable transparent material securely glued to the inside. Follow agency design for final size.

One 1-1/4 x 4" window with round corners, located 1/2" from the left edge and 7/8" from the bottom edge. Cover with a suitable transparent material securely glued to the inside. Follow agency design for final size.

DTS 9 x 12" Window kraft envelope: Face prints black type & line matter. Adequate gripper with no bleeds.

Construction: Contractor's option to use: open end, center seam; or open side, side seam.

Die cut one 4 x 3-1/4" window with round corners, located 3/8" from the left edge and 1" from the top edge. Cover with a suitable transparent material securely glued to the inside. The 4" side of the window runs parallel to the 9" side of the envelope.

IRS Information Returns Self-mailer: The IRS Information Returns consists of a face & back self mailer printed in black ink and folded and constructed with marginal perforation tear-off tabs on the left & right side, folded, and glued to final size.

The Contractor will utilize the printing mode applicable to derive the best price to the Government.

The contractor must have the flexibility to perform suppression of the printing and distribution of selected DTS and IRS Information Returns for any customer that has opted for electronic receipt. USDA/FSA/CCC will provide the suppression listing.

Forms print face and back, head to head in black type & line matter, and flattones/solids with reversing. Adequate gripper with no bleeds.

Construction: Self-mailers: approximately 8-1/2 x 11" (includes 2 block out panels) overall flat size (including stubs), folded & constructed to approximately 8-1/2 x 3-2/3" or 8-1/2 x 5-1/2", depending on the type of IRS Information Return.

Convert ALL IRS Information Returns to PDF and place on a DVD for each print order:

The back information side of each IRS Information Return mailed MUST be converted to a PDF.

Files must be set up one per 8-1/2 x 11" page and must have a searchable index to retrieve individual records for Acrobat Reader. These DVDs MUST be shipped via traceable means at contractor's expense to deliver within 7 days after mailing is complete for each applicable IRS information return.

LASER IMAGED PERSONALIZATION ON FORMS: Contractor is required to laser image personalized information on each item except for both DTS window envelopes.

Laser imaging is required. Other forms of imaging including ink jet, dot matrix, and line printing are NOT acceptable. All laser imaging must be done at a single location.

Laser imaging must be in black. Each form has approximately 15 to 18 different elements of variable data.

DTS Forms sets of 1-10 leaves must be addressed in multiple locations that will show through the envelope's 2 windows.

DTS Forms sets of 11-70 leaves must be imaged and placed in the kraft window envelope.

LASER IMAGED PERSONALIZATION ON FORMS

The DTS data files sent daily by the agency will have a group number on each record. Before presorting and production, the contractor must run the daily received DTS data through a consolidation data process to combine statements mailing to the same address to reduce the number on envelopes and postage.

The consolidation program is run based on a USDA data group code number on each record which indicates where the envelope breaks are within the data. The documents are then consolidated with the same group code into the same envelope sequenced in the same order as they arrived in the file.

A 2D barcode may be used to insure the integrity of the envelope whether it is a #10 or 9 x 12 envelope.

The DTS forms sets & IRS Information Returns contain tax information must be completely addressed with the exception that the barcode must only appear on the statement segment which shows through the envelope's window.

All addresses must be complete and will include the Agency's encoded line (may or may not be applicable to the IRS Information Returns), the recipient's name, and complete mailing address. Addresses in the United States or as otherwise applicable, must have the zip +4 barcode. The address showing through the window must be barcoded. Use the largest type size that will fit in the window and still meet all Postal Service requirements. It is the contractor's responsibility to ensure that all mailed pieces are in conformance with all Postal Service requirements for the Agency's mailing permit or lowest achievable First Class Mail. Contractor may place an unobtrusive matching code only in the address block that will show through the window. No other information other than what has been indicated can show through the window.

The imaged area of the IRS Information Return form should match the rest of the form as close as possible unless indicated otherwise by the Government. Samples will be furnished to the awarded contractor as a guide. Personalized data must align with the applicable printed data.

Data files for the IRS Information Returns will contain personalized information that must be printed and personalized information that must be suppressed. This information varies from individual to individual. Information printed on the different segments of the IRS Information Returns may also vary. Contractor must include this requirement as part of their programming. The data layout will indicate the suppression codes.

Accuracy of Imaged Forms: A form must be produced for each data file. 100% of the records must be properly imaged and mailed. No improper forms may be distributed. No duplicate forms may be distributed. No damaged forms may be distributed. Contractor must guarantee 100% accuracy. Contractor will be required to prove to the Government how this will be achieved. Production at less than 100% accuracy will place contractor in Default pursuant to GPO Contract Terms, Publication 310.2.

Contractor must have a method for verifying that all records are correctly imaged and a plan for regenerating any that are un-imaged, incorrectly imaged, damaged, or destroyed. This must include methods for determining what records have been imaged to insure the imaging of all forms, tracking all forms, determining missing or damaged forms, insuring that damaged forms and test forms are not mailed, regenerating forms that are missing or damaged, and insuring that duplicate forms are not generated or mailed. Additionally, contractor must have a specific plan for guaranteeing that incorrectly imaged statements or duplicate statements, produced for whatever reason (tests, make-ready, spoilage, etc.) are not mailed and are destroyed by a process that renders them unreadable, such as by shredding or incineration. Contractor must maintain a record of all damaged imaged forms and a record of when these forms were regenerated.

The Government retains the right as to the final decision as to the acceptability of the typefaces and sizes

used. Once approved, these may not be changed without the approval of the Government.

Matching Code: Contractor will be allowed to insert a matching code in the address block that shows through the envelope's window. The matching code must not interfere with any other information or affect the piece being accepted by the Postal Service. The size of the matching code must be inconspicuous and in a smaller typeface than the other information on the tax statement forms. The forms *may* allow a larger code which can be mutually agreed upon between the contractor and the Government. Matching codes, if used, must appear on all preproduction samples. The contractor must inform the agency as to the type of specific code and what it indicates. The matching code must be on all copies of the forms. Currently, the matching code is comprised of the mail batch number and actual sequential number for the forms. *For example, a matching code of "03 00011695" indicates that forms is from the third mail/production batch (03) and is the 11,695th tax statement (00011695).* The Government reserves the right to be the final judge of the acceptability of the matching code including its locations.

BINDING TYPE OPERATIONS: All cutting (if required due to contractor's method of operation), folding, inserting, sorting, traying, sacking, must be done at a single location. These must be done at the same location as the imaging or within a one hour drive of the imaging location.

DTSS:

For sets with 1-10 leaves:

Folding and Inserting: Fold forms to 8-1/2 x 3-2/3" and insert into contractor produced envelopes with the address showing through the envelope's 2 windows.

DTSS: for sets with 11-70 leaves:

Insert each set into contractor produced addressed 9 x 12" kraft window envelope with the address showing through the envelopes window. The multi leave sets must pack flat and NOT have any folds.

Contractor must ensure that a properly imaged form is properly inserted into each envelope. Contractor must ensure that no blank leaves are inserted in any of the envelopes.

Sealing: Envelopes must be securely sealed after forms are inserted. Contractor must use a method of sealing so that envelopes are securely sealed at the time of sealing. Methods that rely on the pressure of the other envelopes to seal the bond are not acceptable. Envelopes must be securely sealed when entered into the mail stream and must not open until opened by the recipient.

IRS Information Returns: The self-mailer consists of 2-3-panels.

Score on all folds. Construct to 8-1/2 x 3-2/3" or 8-1/2 x 5-1/2" (including tear-off tabs) using 2 parallel wraparound folds.

Perforate (*slit or slot with ink*) horizontally along the entire 8-1/2" dimension approximately 3-2/3" from the top & bottom edges to create the tear-out tabs for the mailers; and Perforate (*slit or slot with ink*) horizontally along the entire 11" dimension approximately 5/8" from the left & right edges to create the tear-off tabs.

The back side contains multiple glue strips/spots running along the left & right 11" dimensions and along the top 8-1/2 dimension. The mailer is constructed and sealed left & right & top sides. Must meet all postal regulations.

PACKING: Sample shipments must be packed suitably in shipping containers. Containers must be a minimum of 275 psi and must not exceed 45 lbs. when fully packed. No additional charges will be

allowed in the "Schedule of Prices." All packing charges must be included as part of the contractor's bid prices. It is anticipated that bulk packing will only be applicable to the sample quantities.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to each container.

Sorting, addressing, and mailing items produced and distributing in accordance with Postal Service (USPS) regulations: All mailed forms must meet all USPS requirements and must mail at the Agency furnished mailing permit or lowest First-Class rates for which they can qualify.

NCOA Processing of Addresses for the IRS Information Returns only: The files require NCOA processing. Contractor will be required to copy these lists and NCOA process to obtain the change of address. Do not alter the original files. The level of processing will be specified by the Government at the time the list is supplied. At the minimum, these must be processed for an individual move. It is anticipated that the lists will also be required to be processed for a family move. After processing, the contractor must provide a listing of all the addresses changed with their NIXI codes and number of hits matched. These must be cross referenced by the contractor with other references that are on the files, such as an agency's code. Additionally, an output tape must be supplied of all the updated addresses. These may need to also be cross referenced by the contractor with the original addresses. This is in addition to the entire tape with all changed files. The address files requiring NCOA processing will be furnished prior to any material furnished for the printing or other personalization. However, at the agency's option, they may first furnish a smaller, sample test file for processing. A sample NCOA processed reply file must then be furnished. This will be used to determine the level of processing required and that the contractor understands the requirements of the agency.

Address Sorting: Contractor will be required to do all sorting and CASS Certification to achieve the lowest automated, barcoded, agency permit. Data files will not be supplied sorted in accordance with Postal Service requirements. Contractor must process all addresses at the highest sortation level (carrier route, etc.), add barcodes, and change addresses to meet Postal Service format requirements and CASS certify. However, contractor should make the minimum standardization change to addresses that would still be acceptable to the Postal Service for the most favorable rates.

Mailed Pieces Must Meet USPS Addressing and Tap Test Requirements: The laser imaged copy in the address block must meet all USPS requirements including those for typography, print quality, reflectance, barcode location, clear zones, tap test, etc.

The forms and envelopes must be produced so that all information required by the USPS and the agency will appear through the window but that no extraneous copy will show. Confidentiality of information on the forms must be maintained and all mail must meet the USPS tap tests.

Postal Service Forms and Other Requirements: Contractor must generate all bag tags, tray labels, etc. They will be required to do all bagging, traying, sorting, etc. for this class of mail and level of sortation. Contractor must generate and accurately complete all required Postal Service forms.

Rejected Mailings:

Any rejected mailings must still be processed and mailed. The Contractor shall indicate the processing methodology proposed for handling the rejected mailings. Mailings shall be processed using a U.S. postage paid Government mail permit. The permit to be used reads "PRESORTED FIRST CLASS MAIL U.S. POSTAGE PAID USDA-FSA PERMIT NO. G-96." The Contractor shall process the mailings in accordance with the requirements for handling Government permit mail. The Contractor shall process and

distribute the mailings at the most advantageous cost to the Government. Monthly, the Contractor shall provide the USDA/FSA/CCC with a report showing daily detailed performance of the following:

- USDA File Date
- USDA Statement Count
- File Receipt Date
- File Receipt Time
- Mail Date
- Simplex Page Count
- Duplex Page Count
- G-96 Permit Mail - #10 Envelope Count
- G-96 Permit Mail - Flat Count
- Non-Permit Mail - #10 Envelope Count
- Non-Permit Mail - Flat Count
- Total Statements Mailed
- G-96 Permit Postage Charges
- Miscellaneous Postage Charges
- Total Postage Charges

The Government will review the report to verify activity occurring on the U.S. postage paid Government mail permit. The Government shall receive/review USPS provided G-96 permit activity reports to ensure Contractor compliance meets the most advantageous to the Government requirement. The Government has found that this G-96 permit is inapplicable only to a small amount of DTS, otherwise, it is applicable.

All mailings will contain the Ancillary Service Endorsement "Address Service Requested". The Ancillary Service Endorsement "Address Service Requested" is required to ensure that mailings not reaching the intended recipient are returned to the Agency component best positioned to process the returned mail.

In short, contractor must do everything necessary for these pieces to be mailed and accepted by the postal service at the lowest possible first class automated barcoded rates.

Contractor Meeting with USPS: In conjunction with the above, each year, contractor is required to meet with the appropriate personnel of the Post Office where the mailings will be made, to insure that all mailed pieces will meet with Postal Service requirements and be mailable using the agency's permit imprint at the lowest automated barcoded first-class rates. This meeting must be held and problems resolved before any forms or envelopes are printed for production. The contractor is responsible for going over ALL factors which could affect this mail being accepted. In addition to the types of requirements applicable to all mail of this class and sortation level, there are specific requirements regarding mailing used by the Government for permit imprints. These issues can affect the wording of the permit imprint itself and require additional paperwork and accounts to be set up prior to the mailing being accepted by the Postal Service. Permit imprint mailing allows these pieces to be mailed without the postage being deposited at the Post Office. However, an account must be established by the contractor at the Post Office. Although the cost to establish the account will be paid by the agency, this takes time and cannot be done at the last minute. Many local Post Offices are unfamiliar with permit imprint mail which can also cause delays if all problems are not resolved prior to the mailing rather than surfacing at the time of mailing.

GOVERNMENT IN PLANT INSPECTIONS: The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production. Contractor must use the actual final live data for all personalization and mailing operation inspections and samples.

Notifications for Printing Press Inspections. The contractor must provide the Government with a 5 workday notification for all press inspections for the printing of the forms and envelopes. These inspections must be held Monday through Saturday, exclusive of Federal holidays between the hours of 8 a.m. and 5 p.m.

DISTRIBUTION: Mail f.o.b. contractor's city. Deliver DVDs f.o.b. destination.

All mailing must be made with the agency's mailing permit or if the mailings do not meet the permit requirements, mail at the lowest Reimbursable first class rate. All foreign destinations must be mailed at lowest Reimbursable first class air mail rate. All items must be mailed in batches on a daily basis as ordered.

Contractor must produce and mail a form for each data record.

One set of PROOFS, PRIORS, and DVDs with 1099 PDFs to USDA - Farm Service Agency, Payment Management Office, Beacon Facility - Mail Stop 8588, 9240 Troost Avenue, Kansas City, MO 64131-3055, C/O Angela Rigdon, 816-926-3449 or Angela.Rigdon@kcc.usda.gov

One set of PROOFS to USDA, 1400 Independence. Ave SW, Room 5724-S, Washington, DC 20250, Attn: Samuel Johnson, 202-720-5338 or Kim Deal, 202-772-6046, Sam Johnson, 202-720-5338, or Alita Jordon, 202-694-5059. Deliver Via traceable means at contractor's expense.

Overnight Delivery Service: All expenses incidental to overnight delivery services, picking up and returning materials, picking up and submitting proofs and preproduction samples, furnishing sample copies, furnishing supply of blank form and envelope copies, and providing all required receipts, records, etc., must be borne by the contractor.

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

Damaged Forms. Contractor must guarantee 100% production of all data records. A properly personalized laser imaged form must be produced and mailed for each individual. The contractor must maintain a record of all damaged and imaged forms and a record of when these forms are regenerated. These records will be required to be provided to the agency at their request and if not requested earlier, within one workday of the completion of the mailing. NOTE: ALL DAMAGED FORMS MUST BE REGENERATED AND MAILED WITHIN THE CONTRACT SCHEDULE.

GPO "VERIFICATION OF DELIVERY": Contractor MUST email delivery verification information to VerifyChicago@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of **F.O.B. Contractor City** (at government's expense), enter the date of shipment. If a contract specifies **F.O.B. Destination** (at contractor's expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

Receipts for Delivery. Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order number, total quantity delivered number of cartons, and quantity per carton, date delivery made, and the signature of the Government agent accepting delivery. A copy of this receipt must accompany the contractor's voucher for payment.

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). For the purposes of this contract, a print order is considered as "placed" whether available for pickup by the contractor or if a copy is faxed to the contractor.

Furnished material: Files for design work will be emailed or placed on the contractor's FTP site. Data will be sent via above instructions.

If Government Furnished Material must be provided, in limited circumstances, on disc(s) pickup of this material is at the contractor's expense; no additional charge will be allowed for pickup of this material.

No definite dates for placement of orders or pickup of material can be predetermined.

Design PDF proofs must be received within 45 days from receipt of files.

Hard proofs must be received within 5 days from ok to proceed to proofs.

Prior to production samples must be received with 5 days from OK to proceed to priors.

DTS:

Print Orders (GPO Form 2511) will be placed bi-weekly with estimated production quantities for the following two week period. The USDA will provide daily production runs for actual printing and mailing quantities that will amount to the approximated Print Order amount over that period. The contract schedule is expressed in terms of those daily runs.

Daily runs requiring up to 50,000 copies must be printed and mailed within 24 hours.

Daily runs requiring over 50,000 copies must be printed and mailed within 48 hours.

Note: In the event daily runs with over 50,000 copies are forwarded on consecutive days, print and mail within 72 hours.

IRS Information Returns: (Production beginning January)

Print Orders (GPO Form 2511) will be placed by December 7, annually with estimated production quantities for the following week period. The contractor will provide daily production runs for actual printing and mailing quantities that will amount to the approximated Print Order amount over that period. Mailing for each IRS Information Return should be completed based on the schedule provided by the government.

Daily runs requiring up to 50,000 copies must be printed and mailed within 24 hours.

Daily runs requiring over 50,000 copies must be printed and mailed within 48 hours.

Note: In the event daily runs with over 50,000 copies are forwarded on consecutive days, print and mail within 72 hours.

Workdays and Calendar Days. Workdays are Monday through Friday, exclusive of Federal Holidays. Calendar days are actual calendar days. Schedules are entirely in workdays. "Available for pickup" dates are dates by which the material is available for pickup by the contractor or the contractor's designated carrier. If the contractor picks up via an overnight carrier, they will not actually receive the returned items until the next day.

NOTE: For the purposes of this contract, if items are produced or reviewed in a lesser time than is required by the contract, the next production period will be based as to when that item is actually produced or reviewed, not the maximum amount of time that would have been allowed under the contract.

SECTION 3.- DETERMINATION OF AWARD AND PLACEMENT OF WORK

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 1 year's requirements 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. The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) 1
(b) 1
(c) 1
(d) 5

- II. (a) 25
(b) 25
(c) 25

- III. (a) 1,859
(b) 17
(c) 1
(d) 17
(e) 11
(f) 818
(g) 1
(h) 1
(i) 25
(j) 1

- IV. (a) 1877
(b) 819
(c) 714

- V. (a) 278
(b) 1
(c) 1,890

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for mailed shipments and f.o.b. destination for the proofing and prior to production samples.

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 nonresponsive.

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 nonresponsive.

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

Fractional parts of 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications. Contractor will only be reimbursed at these item rates. All peripheral costs to items such as films, pickups, perforating, data processing, traying, bagging, sacking, furnishing sample copies, bag tags, tray labels, storing envelopes, deliveries, etc. must be included in the item charges. No additional charges will be allowed.

I. DESIGN, LAYOUT, COMPOSITION, AND PROOFS: No charges under Item I will be allowed for digital files furnished by the Government.

(a): **Window envelope (inside tint included)**.....\$ _____

(b): **Kraft window envelope**.....\$ _____

(c): **DTS (face design plus repeating header and footer for subsequent pages)**..\$ _____

(d): **IRS Information Returns (each version)**\$ _____

II. PRIOR TO PRODUCTION SAMPLES.

Prior to production samples:

(a) **DTS folded form sets**.....per set.....\$ _____

(b) **DTS flat form sets**.....per set.....\$ _____

(c) **IRS Information Returns**.....per 100 sets.....\$ _____

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID) **(Initials)** _____

III. PRINTING: "Makeready and/or Setup" charges shall be accounted for in the running rate.

**RUNNING PER
1,000 COPIES**

- (a): DTS: face only leaf..... \$ _____
- (b): DTS: face & back (single leaf).....\$ _____
- (c): DTS: face & back multi leaves.....\$ _____
- (d): Window envelope.....\$ _____
- (e): Kraft window envelope..... \$ _____
- (f): 1099-G.....\$ _____
- (g): 1099-MISC \$ _____
- (h): 1099-INT\$ _____
- (i): 1098\$ _____
- (j): 1099-A\$ _____
- (k): 1099-C (Test)\$ _____
- (l): 1099-S\$ _____

IV. LASER IMAGING PERSONALIZATION, NCOA PROCESSING, INSERTING, AND MAILING: "Makeready and/or Setup" charges shall be accounted for in the running rate. No extra charges allowed for inserting and mailing in different types of envelopes to domestic and foreign destinations. All costs for computer programming, data processing, cutting (if required), folding, sacking, bagging, traying, completion of all required forms, delivery to the Post Office, and all related operations from imaging to the final mailing must also be included in the costs of imaging/inserting/mailing except that a separate charge is allowed for NCOA processing.

**RUNNING PER
1,000 COPIES**

- (a) DTS Imaging/Inserting/Mailing.....\$ _____
- (b) IRS Information Returns Imaging/Inserting/Mailing.....\$ _____
- (c) NCOA Processing - per 1,000 addresses.....\$ _____

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

(Initials)

V. ADDITIONAL CHARGES:

(a) IRS Returns (1099s) converted to PDFs per 1,000 images.....\$ _____

(b) DVDs with delivery included.....\$ _____

(c) DTS data consolidation process per 1,000 records.....\$ _____

MAIL/SHIPMENT(S): Mail/shipments will be made from: City _____, State _____

The city(ies) indicated above will be used for evaluation of transportation charges when mail/shipment f.o.b. contractor's city is specified. If no mail/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 mail/shipment is not made from evaluation point, the contractor will be responsible for any additional mail/shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation 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 points(s), in exact accordance with specifications.

NOTE: 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 fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder

(Contractor 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)

CERTIFICATION OF NONDISCLOSURE
"Attachment A"

In performance of the contract for Program 5516-S the contractor agrees to comply and assume responsibility for compliance by his/her employees with the requirements listed below.

A. General Safeguards

1. Some documents and/or items received by the contractor may be sensitive but unclassified (SBU) and must be properly safeguarded from unauthorized disclosure. All materials must be accounted for upon receipt, and securely stored before, during, and after processing in a location which will preclude unauthorized access. In addition, all related output shall be given the same level of protection as required for the source material. SBU data, when not in production, will be securely stored. Release of the materials to anyone not authorized is prohibited.
2. All work shall be performed under the supervision of the contractor or the contractor's responsible employees.
3. The contractor will maintain a list of employees with authorized access. Such list will be provided upon request.
4. Individuals having access to the SBU data will be properly notified by the contractor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized access.
5. Any information marked "Official Use Only" or "Sensitive But Unclassified (SBU)" made available in any format or to which access is provided, shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor will be prohibited.
6. All work in progress materials in any format such as electronic files, materials, waste, etc. must be destroyed beyond recognition or reconstruction during production and upon completion of the order.
7. All materials received by the contractor must be returned as specified at the time of service request in the same condition as received. This includes reassembly in stacks, binders, sets, folders, etc., if disassembly was required.
8. The contractor certifies that the data processed during the performance of this contract shall be completely purged from all data storage components of his/her computer facility and no output will be retained by the contractor at the time work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

9. To meet functional and assurance requirements, the security features of the computer network environment must provide for managerial, operational and technical controls. The operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance and documentation (see definitions below). All security features must be available (object reuse, encryption, audit trails, identification/authentication, and discretionary access control) and activated to protect against unauthorized use of and access to SBU information.
- a. A Security Policy must define allowed users and rules of access. The policy should also provide for clearance of all protected information on objects before they are allocated out of or into the system, i.e., object reuse.
 - b. Accountability – Computer systems must be secured from unauthorized access. All security features (audit trails, identification/authentication) must be available and activated to prevent unauthorized access to SBU information.
 - c. Assurance – Access controls and other security features must be implemented and working. The security system should be tested annually to assure it is functioning correctly.
 - d. Documentation – Test documentation should be readily available that describes how and what mechanisms were tested and the results. Design documentation must also be included along with a user's guide and facility manual.
10. Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of SBU information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

B. Contractor Acceptance

The contractor expressly agrees to all the terms and conditions set forth and agrees to perform according to requirements stated herein, as signed and authorized below:

Contractor: _____ GPO Contractor Code No: _____

Authorized Signor: _____
(Type or print)

Signature: _____
(Signature and title of person authorized to sign acceptance)

Phone number: _____ Email address: _____

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)