

PROGRAM TITLE	1582-S Term of Contract: 05/01/2022 to 04/30/2023 and 4 option years Accessible Electronic Media and Document Accessibility Support		Focus EduSolutions dba Focus EduVation Woburn, MA		Online ADA, Inc. dba ABILITY Eugene, OR		Schatz Strategy Group Blackwell, OK		Splash Box Marketing Hendersonville, TN		SeeWriteHear, LLC Scottsdale, AZ	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>FILE REMEDIATION:</b>											
1.	Remediate and create accessible files in English:											
(a)	HTML file, per printed page											
(1)	Simple Conversion	6,703	\$210.00	\$1,407,630.00	\$10.00	\$67,030.00	\$8.91	\$59,723.73	\$5.00	\$33,515.00	\$5.33	\$35,726.99
(2)	Complex Conversion	2,147	\$300.00	\$644,100.00	\$12.75	\$27,374.25	\$10.71	\$22,994.37	\$7.00	\$15,029.00	\$8.67	\$18,614.49
(b)	MS Office Excel file, per printed page											
(1)	Simple Conversion	38	\$210.00	\$7,980.00	\$6.50	\$247.00	\$5.92	\$224.96	\$5.00	\$190.00	\$21.33	\$810.54
(2)	Complex Conversion	102	\$300.00	\$30,600.00	\$9.25	\$943.50	\$7.92	\$807.84	\$7.00	\$714.00	\$38.00	\$3,876.00
(c)	MS Office PowerPoint file, per slide											
(1)	Simple Conversion	2,118	\$210.00	\$444,780.00	\$6.50	\$13,767.00	\$6.19	\$13,110.42	\$5.00	\$10,590.00	\$4.67	\$9,891.06
(2)	Complex Conversion	102	\$300.00	\$30,600.00	\$9.50	\$969.00	\$7.95	\$810.90	\$7.00	\$714.00	\$8.67	\$884.34
(d)	MS Office Word file, per printed page											
(1)	Simple Conversion	550	\$210.00	\$115,500.00	\$6.75	\$3,712.50	\$4.41	\$2,425.50	\$5.00	\$2,750.00	\$4.67	\$2,568.50
(2)	Complex Conversion	337	\$300.00	\$101,100.00	\$10.00	\$3,370.00	\$6.21	\$2,092.77	\$7.00	\$2,359.00	\$8.67	\$2,921.79
2.	Remediate and create accessible files in Spanish:											
(a)	HTML file, per printed page											
(1)	Simple Conversion	353	\$210.00	\$74,130.00	\$11.80	\$4,165.40	\$11.23	\$3,964.19	\$5.00	\$1,765.00	\$6.00	\$2,118.00
(2)	Complex Conversion	113	\$300.00	\$33,900.00	\$15.05	\$1,700.65	\$14.18	\$1,602.34	\$7.00	\$791.00	\$9.33	\$1,054.29
(b)	MS Office Excel file, per printed page											
(1)	Simple Conversion	2	\$210.00	\$420.00	\$7.67	\$15.34	\$6.92	\$13.84	\$5.00	\$10.00	\$22.00	\$44.00
(2)	Complex Conversion	5	\$300.00	\$1,500.00	\$10.92	\$54.60	\$8.92	\$44.60	\$7.00	\$35.00	\$38.67	\$193.35
(c)	MS Office PowerPoint file, per slide											
(1)	Simple Conversion	111	\$210.00	\$23,310.00	\$7.67	\$851.37	\$7.92	\$879.12	\$5.00	\$555.00	\$5.33	\$591.63
(2)	Complex Conversion	5	\$300.00	\$1,500.00	\$11.21	\$56.05	\$9.92	\$49.60	\$7.00	\$35.00	\$9.33	\$46.65
(d)	MS Office Word file, per printed page											
(1)	Simple Conversion	29	\$210.00	\$6,090.00	\$7.97	\$231.13	\$5.91	\$171.39	\$5.00	\$145.00	\$5.33	\$154.57
(2)	Complex Conversion	18	\$300.00	\$5,400.00	\$11.80	\$212.40	\$7.91	\$142.38	\$7.00	\$126.00	\$9.33	\$167.94
<b>II.</b>	<b>FILE REMEDIATIONS SUPPORT:</b>											
(a)	File Remediation Support, per 15-minute increments	65	\$75.00	\$4,875.00	\$37.50	\$2,437.50	\$29.95	\$1,946.75	\$16.25	\$1,056.25	\$15.00	\$975.00
<b>III.</b>	<b>AUDIO FILES:</b>											
(a)	English (including proofreading), per printed page	375	\$180.00	\$67,500.00	\$15.00	\$5,625.00	\$7.95	\$2,981.25	\$5.00	\$1,875.00	\$22.67	\$8,501.25
(b)	Spanish (including proofreading), per printed page	400	\$180.00	\$72,000.00	\$35.00	\$14,000.00	\$9.95	\$3,980.00	\$5.00	\$2,000.00	\$24.67	\$9,868.00
<b>IV.</b>	<b>THUMB DRIVES:</b>											
(a)	Thumb Drives (includes IRS Logo and Braille labeling, loading onto Thumb Drives not included), per Thumb Drive	81	\$22.00	\$1,782.00	\$32.69	\$2,647.89	\$9.95	\$805.95	\$50.00	\$4,050.00	\$6.45	\$522.45
(b)	Loading Files onto Thumb Drives (Thumb Drive not included), per file loaded	450	\$10.00	\$4,500.00	\$30.00	\$13,500.00	\$2.95	\$1,327.50	\$5.00	\$2,250.00	\$0.00	\$0.00
<b>V.</b>	<b>DIRECT MAIL LETTERS:</b>											
(a)	Direct mail letter (included stock/pape4r, folding letter and inserting letter and thumb drive into envelope), per page	450	\$24.00	\$10,800.00	\$3.75	\$1,687.50	\$4.95	\$2,227.50	\$5.00	\$2,250.00	\$0.87	\$391.50
(b)	Mailing envelope (includes addressing), per envelope	75	\$3.00	\$225.00	\$17.80	\$1,335.00	\$0.95	\$71.25	\$2.00	\$150.00	\$0.43	\$32.25
		<b>SUBTOTAL</b>		<b>\$3,090,222.00</b>		<b>\$165,933.08</b>		<b>\$122,398.15</b>		<b>\$82,954.25</b>		<b>\$99,954.59</b>
<b>VI</b>	<b>PREMIUM PAYMENTS:</b>											
(a)	Percentage increase for Accelerated Schedule	5.00%	35.00%	\$154,511.10	15.00%	\$8,296.65	0.00%	\$6,119.91	50.00%	\$4,147.71	25.00%	\$4,997.73
		<b>PERCENTAGE INCREASE</b>		<b>\$54,078.89</b>		<b>\$1,244.50</b>		<b>\$0.00</b>		<b>\$2,073.86</b>		<b>\$1,249.43</b>
		<b>SUBTOTAL PLUS PERCENTAGE INCREASE</b>		<b>\$3,144,300.89</b>		<b>\$167,177.58</b>		<b>\$122,398.15</b>		<b>\$85,028.11</b>		<b>\$101,204.02</b>
		<b>PROMPT PAYMENT DISCOUNT</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$0.00</b>
		<b>CONTRACTOR'S TOTAL</b>		<b>\$3,144,300.89</b>		<b>\$167,177.58</b>		<b>\$122,398.15</b>		<b>\$85,028.11</b>		<b>\$101,204.02</b>

Awarded Contractor

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Accessible Electronic Media and Document Accessibility Support

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

IRS Alternative Media Center – Richmond, VA

and

Department of Treasury – Washington, DC

Single Award

**TERM OF CONTRACT:**

The term of this contract is for 1 year (base year period of May 1, 2022 through April 30, 2023) and 4 option year periods (May 1, 2023 through April 30, 2024; May 1, 2024 through April 30, 2025; May 1, 2025 through April 30, 2026; and May 1, 2026 through April 30, 2027). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend the Term of Contract”, and “Economic Price Adjustment.”

**BID OPENING:**

Bids shall be publicly opened at 11:00 a.m., prevailing Columbus, Ohio time, on **March 16, 2022**.

**BID SUBMISSION:**

Bidders MUST submit email bids to [bidscolumbus@gpo.gov](mailto:bidscolumbus@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The company name, program number, and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. prevailing Columbus, Ohio Time on the bid opening date specified above will not be considered for award.

**NOTICE TO BIDDERS:**

Significant revisions have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. Added IRS Privacy And Security Requirements clause. Added audio files, thumb drives, and direct mail letters. Additional changes scattered throughout.

Special attention is directed to the bid submission provisions under “[Additional Emailed Bid Submission Provisions](#)” on page 11.

Abstract of current contract prices available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature contact Linda Price at [lprice@gpo.gov](mailto:lprice@gpo.gov) or (614) 488-4616, ext. 7 (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 Pub. 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) is available at the following web address:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contract-terms-01-18.pdf>

GPO QATAP (GPO Publication 310.1) is available at the following web address:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>

Additional GPO Publications can be found at the following web address:

<https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

### **REGULATIONS GOVERNING PROCUREMENT**

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation are applicable.

### **CODIFICATION OF ELECTRONIC AND INFORMATION TECHNOLOGY:**

Remediation of electronic files ordered on this contract is supported by Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998 which is hereafter referenced as “Section 508”.

### **SUBCONTRACTING:**

Subcontracting will not be permitted.

### **SECURITY PROVISIONS:**

Orders placed under this contract will contain material considered to be Sensitive but Unclassified and considered to be Personally Identifiable Information.

Contractor shall be required to acknowledge the contractor’s understanding of and compliance of the [Security Provisions Clause](#) and its subclauses (pages 2 to 4) and the [Privacy And Security Requirements Clause](#) and its subclauses (pages 5 to 7). Contractor shall submit a security plan that shall include how all provisions of these clauses and subclauses will be met. Contractor shall submit the security plan within **1 workday** of the request by the GPO Contracting Officer.

### ***Sensitive but Unclassified (SBU):***

Any Treasury Department information made available, which is marked “Official Use Only” on the print order or on any part of the furnished material, shall be used only for the purpose of carrying out the provisions of this contract, 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. All copies must be accounted for and waste sheets and printing plates destroyed beyond recognition or reconstruction.

Security Controls:

To ensure the contractor's facility can provide the necessary controls to safeguard security material, a tour of the facility may be conducted by IRS security personnel. The review of the facility will include, but is not limited to the following:

- a) Physical security controls,
- b) Protection of data recorded on magnetic media,
- c) Protection of data recorded on hard copy media,
- d) Identification and authentication controls,
- e) System accountability controls,
- f) Systems access controls,
- g) Protection of residual data,
- h) Back up procedures,
- i) Fire detection and annunciation,
- j) Contingency plans, and
- k) Personnel security

Contractor will be required to make reasonable changes to their facility and/or procedures to properly safeguard security material. If requirements are not met, requirements will be procured from other sources.

Criminal/Civil Sanctions:

Each officer or employee or subcontractor of the contractor to whom "Official Use Only" information may be made available or disclosed shall be notified in writing by the contractor that "Official Use Only" information disclosed to such officer or employee or subcontractor can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such "Official Use Only" information, by any means for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. 641.

That Section provides, in pertinent part, that whoever knowingly converts to his use or another, or without authority, sells, conveys or disposes of any record of the United States or whoever received the same with the intent to convert it to his use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to \$10,000 or imprisoned up to ten years or both.

NOTE: Labels/markings indicating special handling may be required and will be indicated on the individual print order.

***Personally Identifiable Information (PII):***

Products produced on this contract may contain Personally Identifiable Information (PII). It is the contractor's responsibility to properly safeguard personally identifiable information from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally Identifiable Information includes Direct Mail Letters.

Privacy Act Notification:

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

Privacy Act

(a) The contractor agrees:

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

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

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

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

***Disposal of Waste Materials:***

The contractor is required to demonstrate how all waste materials used in the production of sensitive information (SBU and PII) will be definitely destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records must be definitely destroyed in a manner that prevents reconstruction. *Definitely* 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 statute, 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 materials. A Government representative may be required to be present for the disposal of waste materials. At Government's option, contractor may be required to return all waste materials to the ordering agency.

## PRIVACY AND SECURITY REQUIREMENTS

### *Protection of Confidential Information*

The contractor/subcontractor shall comply with all Federal, state, and local laws, and IRS policies and regulations to include but not limited to:

- (a) The contractor/subcontractor shall restrict access to all IRS Sensitive But Unclassified (SBU) information obtained in the performance of this contract to those employees and officials who need it to perform the specific services outlined in this contract.
- (b) The contractor/subcontractor shall process all IRS SBU information obtained in the performance of the contract under the immediate supervision and control of authorized personnel in a manner that will protect the confidentiality of the records and in such a way that the unauthorized persons cannot gain access to any such records.
- (c) The contractor/subcontractor shall inform all personnel with access to the confidential information obtained from the IRS in the performance of this contract of the confidential nature of the IRS SBU information and the safeguards required to protect this information from improper disclosure.
- (d) The contractor/subcontractor shall ensure that each contractor/subcontractor employee performing IRS work knows the prescribed rules of conduct and that each contractor/subcontractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act.
- (e) All confidential information obtained from the IRS for use in the performance of this contract shall, at all times, be stored in an area that is physically secured to prevent unauthorized access.
- (f) Work areas for the production of IRS work shall be in dedicated areas that have fixed barriers and access controlled to only those employees working on the IRS contract. Signs shall be posted that only IRS cleared employees may enter. All phases of work will be staged in one main area for each process and sufficiently protected from unauthorized access or commingling with non-IRS work. **If dedicated production areas with fixed barriers are not possible, all employees with access to the production area will need to be security screened.** All IRS work areas will be open to IRS representatives for inspection at all times.
- (g) At least one supervisory employee must be permanently assigned to the secured areas to always visually observe the printing, developing, inserting, storing, shipping, and destruction of any spoiled materials.

### *IR1052.224-9000 Safeguards Against Unauthorized Disclosure of Sensitive but Unclassified Information (JUN 2021)*

1. Treasury Directive Publication 15-71 (TD P 15-71), Chapter III – Information Security, Section 24 – Sensitive But Unclassified Information defines SBU information as ‘any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, United States Code (USC) (the Privacy Act) but which has not been specifically authorized under criteria established by an executive order or an act of Congress to be kept secret in the interest of national defense or foreign policy.’ SBU may be categorized in one or more of the following groups—
  - Federal Tax Information (FTI), including any information on or related to a tax return
  - Returns and Return Information
  - Sensitive Law Enforcement Information
  - Employee and Personnel Information
  - Personally Identifiable Information (PII)
  - Information Collected or Created from Surveys
  - Other Protected Information

2. Confidentiality requirements for tax returns and return information (FTI) are established by Section 6103 of the Internal Revenue Code (IRC) (26 USC 6103), and the penalties for unauthorized access and disclosure of returns and return information are found in Sections 7213, 7213A and 7431 of the IRC (26 USC 7213, 7213A and 7431). This contract is covered by IRC 6103(n) and the related regulation - 26 CFR §301.6103(n)-1.
3. General Conditions for Allowed Disclosure. Any SBU information, in any format, made available to or created by the contractor (including subcontractor) personnel shall be treated as confidential information and shall be used only for the purposes of carrying out the requirements of this contract. Inspection by or disclosure to anyone other than duly authorized officer or personnel of the contractor (including subcontractor) shall require prior written approval of the IRS. Requests to make such inspections or disclosures shall be addressed to the CO.
4. Encryption. All SBU information must be protected at rest, in transit, and in exchanges (i.e., internal and external communications). The contractor (including subcontractor) shall employ encryption methods and tools to ensure the confidentiality, integrity, and availability of SBU information.
5. Records Management:

A. Applicability

This language applies to all Contractors/subcontractors whose personnel create, work with, or otherwise handle Federal records, as defined in Section B, regardless of the medium in which the record exists. Contractor/subcontractor personnel are bound by the Records Management by Federal Agencies (44 U.S.C. Chapter 31) regarding the care and retention of federal records.

B. Definitions

“Federal record” as defined in 44 U.S.C. § 3301, includes all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the informational value of data in them.

The term Federal record:

1. includes IRS records;
2. does not include personal materials;
3. applies to records created, received, or maintained by Contractors/subcontractors pursuant to their IRS contract; and
4. may include deliverables and documentation associated with deliverables.

C. Requirements

1. Contractor/subcontractor shall comply with all applicable records management laws and regulations, as well as National Archives and Records Administration (NARA) records policies, including but not limited to the Federal Records Act (44 U.S.C. chapters. 21, 29, 31, 33), NARA regulations at 36 CFR Chapter XII Subchapter B, and those policies associated with the safeguarding of records covered by the Privacy Act of 1974 (5 U.S.C. 552a). These policies include the preservation of all records, regardless of form or characteristics, mode of transmission, or state of completion.
2. In accordance with 36 CFR 1222.32, all data created for Government use and delivered to, or falling under the legal control of, the Government are Federal records subject to the provisions of 44 U.S.C. chapters 21, 29, 31, and 33, the Freedom of Information Act (FOIA) (5 U.S.C. 552), as amended, and the Privacy Act of 1974 (5 U.S.C. 552a), as amended and must be managed and scheduled for disposition only as permitted by statute or regulation.

3. In accordance with 36 CFR 1222.32, Contractor/subcontractor shall maintain all records created for Government use or created in the course of performing the contract and/or delivered to, or under the legal control of the Government and must be managed in accordance with Federal law. Electronic records and associated metadata must be accompanied by enough technical documentation to permit understanding and use of the records and data.
4. The Contractor/subcontractor shall immediately notify the appropriate CO immediately upon discovery of any inadvertent or unauthorized disclosures of information, data, documentary materials, records or equipment. Disclosure of non-public information is limited to authorized personnel with a need-to-know as described in the contract 1582-S. The Contractor/subcontractor shall ensure that the appropriate personnel, administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, documentary material, and records are properly protected. Items returned to the Government shall be hand-carried, mailed, emailed, or securely electronically transmitted to the CO or address prescribed in the contract 1582-S.
5. The Contractor is required to obtain the approval of the CO prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, contracts. The Contractor (and any sub-contractor) is required to abide by Government and IRS guidance for protecting sensitive, proprietary information, and controlled unclassified information.
6. The Contractor/subcontractor shall not create or maintain any records containing any non-public IRS information that are not specifically tied to or authorized by the contract.
7. The Contractor/subcontractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected from public disclosure by an exemption to the Freedom of Information Act.
8. IRS owns the rights to all data and records produced as part of this contract. All deliverables under the contract are the property of the U.S. Government for which IRS shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest. Any Contractor/subcontractor rights in the data or deliverables must be identified as required by FAR 52.227-11 through FAR 52.227-20.

D. Flow down of requirements to subcontractors

1. The Contractor shall incorporate the substance of this language, its terms, and requirements including this paragraph, in all subcontracts under this contract 1582-S and require written subcontractor acknowledgment of same.
2. Violation by a subcontractor of any provision set forth in this language will be attributed to the Contractor.

(End of clause)



**QUALITY CONTROL DOCUMENTS:**

The most recent Level AA Success Criteria of the Web Content Accessibility Guidelines and the Section 508 Refresh Standards shall apply.

***Quality Performance Profile:***

Contractors shall submit a Quality Performance Profile (QPP) document which details its quality control procedures for guaranteeing that all requirements in IRS specifications are met or exceeded. The procedures should include, but not be limited to, the following elements: incoming material inspection, in-process manufacturing inspection, and outgoing inspection of the finished product. A work flow analysis chart must be included to clearly reflect and support the QPP.

The following quality assurance requirements must be clearly recorded:

- a) Inspection: Each and every part produced shall be inspected by the manufacturer for compliance with specifications.
- b) All Accessible HTML and MS Office materials shall be reviewed for the following:
  - Accessibility of file and compliance with the most recent WCAG Level AA standards.
  - Accessibility using assistive technology including Job Access with Speech (JAWS), Braille Display, Dragon Naturally Speaking, and Zoomtext. (NOTE: IRS will provide the versions currently being used).
  - Accuracy of content – should be identical to parent product.
  - Hyperlinks must navigate to correct destination.
- c) The records must also identify personnel responsible for each step in the Quality Control together with their qualifications. The information requested above must be clear and complete. IRS reserves the right to ask the contractor to submit, at any time during the contract, all or part of these records. The contractor will be responsible for implementing effective controls during the production process for all items listed in their QPP.

***Evaluation:***

Electronic files will be evaluated for accuracy of content, navigation ability and overall usability by end-users utilizing assistive technology.

**REWORK:**

If a significant fault is found in producing the files that is caused by the incorrect translation of content or inadequate accessibility and if it can be traced to a lack of quality control procedures then the necessary control or inspection shall be instituted without additional charge to IRS. A significant fault is defined as not being able to access and get correct information using assistive technology (see “System Requirements”) and/or any error caused by incorrect translation of content that would prevent the user from receiving correct information or would impair the Internal Revenue Service’s commitment to quality and professionalism.

**RECALL:**

Electronic files produced for IRS shall be free of errors and meet all of the accessibility standards outlined in this contract. Corrections shall be at the expense of the manufacturer based on the above criteria. It shall be the prerogative of the Contracting Officer to initiate a recall at his/her discretion.

**WARRANTY:**

Contract Clause 15, “Warranty”, of GPO Contract Terms (GPO Pub. 310.2) is amended for this program to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**OPTION TO EXTEND THE TERM OF CONTRACT:**

The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**April 30, 2027**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Term of Contract” clause. See also “Economic Price Adjustment” clause for authorized pricing adjustment(s).

**EXTENSION OF TERM OF CONTRACT:**

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 **May 1, 2022 through April 30, 2023**, 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 **January 31, 2022**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

*The Paper Price Adjustment Clause is not a part of this contract.*

**PRE-AWARD SURVEY:**

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

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

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

**PRE-AWARD TEST:**

The contractor being considered for award shall be required to complete the following pre-award test, unless waived by the Contracting Officer. The Government may waive the requirement for a pre-award test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

1. The prospective contractor who is in line for award will receive the pre-award test material via e-mail or contractor-maintained FTP site. The test material will consist of PDF for audio files and/or HTML files and/or MS Office file(s) that is/are not accessible. Contractor shall remediate the file(s) to accessible HTML (for furnished PDF files) and MS Office file(s) and/or create audio files as described in "Section 2, Specifications".
2. The pre-award test must be performed at the same facilities and on the same equipment that will be used to produce accessible files required for this contract.
3. This test must be delivered before the close of business **3 workdays** after the furnished test material is made available. The Government will review the test files and notify the contractor of the approval or disapproval within **3 workdays** after receipt of test files.
4. Disapproval of Pre-award Test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.
5. Approval of Pre-award Test: Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor non-responsible.

No charges will be allowed for costs incurred in the performance of the pre-award test.

**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 **May 1, 2022 through April 30, 2023** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

## 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 activities 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.

## ADDITIONAL EMAILED BID SUBMISSION PROVISIONS

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

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

**PAYMENT**

Anticipate some of the Print Orders (GPO Form 2511) will contain multiple items. Each item must be itemized in accordance with the Schedule of Prices and a grand total must be entered on the contractor's invoice.

Before any voucher will be accepted by GPO for payment, an itemized and totaled statement for each print order must be submitted to the order agency for examination and certification as to the correctness of the invoices as applicable to the work performed. This certification by the ordering agency will suffice in lieu of submitting a completed sample with the contractor's invoice.

Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at <https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice (certified by the ordering agency), and all mailing and/or delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov).

Contractor's billing invoice must be itemized in accordance with the line items in Section 4 – Schedule of Prices, failure to do so may result in delayed payment.

**SECTION 2. – SPECIFICATIONS**

**SCOPE:**

These specifications cover the remediation of IRS products into accessible electronic media (English and Spanish versions), including remediation reports and checklists, distribution of digital deliverables and thumb drives, document accessibility support and mailing of letters. For the purposes of this contract, accessible electronic media is defined as HTML, MS Office, and MP3 files that conform to Section 508 Refresh standards, including the most recent Web Content Accessibility Guidelines (WCAG) Level AA.

**TITLE:**

Accessible Electronic Media and Document Accessibility Support.

**NUMBER OF ORDERS, ITEMS, FILES, PAGES, AND NUMBER OF COPIES**

Up to 211 orders per year, 1 to 20 items per order, 672 total items per year.

Contractor will be required to remediate HTML files (furnished as PDF) and Microsoft Excel, PowerPoint, and Word files and provide IRS and Treasury with remediation support of HTML files and Microsoft Excel, PowerPoint, and Word files.

***File Remediation***

Contractor will be required to remediate HTML files (furnished as PDF) and Microsoft Excel, PowerPoint, and Word files.

Anticipate 261 items per year. Approximately 95% of the files will be in English and 5% of the files will be in Spanish. Contractor to create one accessible file for each item.

Table 1: Anticipated Annual Volumes

File Type	Annual Files	Annual Simple Pages or Slides	Annual Complex Pages or Slides
HTML Pages	English Files: 35 Spanish Files: 2	English Pages: 6,703 Spanish Pages: 353	English Pages: 2,147 Spanish Pages: 113
Excel Pages	English Files: 23 Spanish Files: 2	English Pages: 38 Spanish Pages: 2	English Pages: 102 Spanish Pages: 5
PowerPoint Slides	English Files: 106 Spanish Files: 5	English Slides: 2,118 Spanish Slides: 111	English Slides: 102 Spanish Slides: 5
Word Pages	English Files: 87 Spanish Files: 4	English Pages: 550 Spanish Pages: 29	English Pages: 337 Spanish Pages: 18

NOTE: See “Remediate Files” for definitions of “Simple” and “Complex” pages and slides.

***File Remediation Support***

Contractor will be required to provide IRS and Treasury with File Remediation Support to remediate HTML files (furnished as PDF) and Microsoft Excel, PowerPoint, and Word files.

Anticipate 5 items per year, up to 200 minutes per item.

Items will be ordered in 15-minute increments, average 13 increments per item and 65 increments per year.

Support will be provided in English for English and Spanish language files and will take place via e-mail or telephone communication and only as indicated on the individual print order.

### ***Audio File Conversion***

Contractor will be required to create Section 508 Compliant audio files from furnished PDF files, HTML files, and Microsoft Word files. Anticipate 250 items per year, 125 items in English and 125 items in Spanish. Up to 6 pages per file, usually 3 to 4 pages.

### ***Thumb Drives***

Thumb Drives will be ordered “Blank” (without digitized content saved on drive) or “Loaded” (with digitized content saved on drive). Anticipate 81 items per year.

#### **Blank**

Anticipate 2 items per year with up to 100 thumb drives per item and 4 items per year with up to 10 thumb drives per item.

#### **Loaded**

Anticipate up to 75 items per year with 1 thumb drive per item, up to 6 files loaded onto each thumb drive.

### ***Direct Mail Letters***

Anticipate up to 75 items per year for direct mail letters to taxpayers, 2 to 8 pages per letter, average 6 pages, plus 1 loaded thumb drive inserted into an envelope. Files will be in English or Spanish.

### **TRIM SIZES**

#### ***File Remediation***

For the purpose of defining a “page” for Microsoft Excel files, it is established that Excel files may contain more than one worksheet and each worksheet’s page count is based on the following:

- Trim Size: 8-1/2 x 11” portrait trim size.
- Margins: 3/4” top and bottom, 1/4” left and right, 0.3” header and footer.
- Calibri (Body) 11-point regular font.

NOTE: MS Excel formatting is provided for determining page count only. Format of files are NOT to be changed.

### ***Thumb Drives***

Thumb drives to meet minimum transfer speeds equivalent to USB 2.0 interface with minimum storage capacity of 1GB and have audio streaming capability. Thumb drives shall not permit the re-recording or reprogramming. Basic rectangular shape, contractor’s option for size, but should be approximately 2” to 3” length and less than 1” in width and less than 1” in height.

### ***Direct Mail Letters***

Letters: 8-1/2 x 11”

Envelopes: 6 x 10”

### **GOVERNMENT TO FURNISH:**

Files for Remediation will be furnished in PDF to be converted to HTML or in Microsoft 2010 version or higher for Excel, PowerPoint, or Word.

Files for Audio File Conversion will be furnished in PDF, HTML or Microsoft 2010 version or higher of Word.

Thumb Drives, both blank and loaded, will require labeling of IRS logo in print and emboss "IRS" in Braille. IRS logo will be furnished as PDF or in Word. Contractor to create art file for "IRS" Braille dots for embossing. Audio files, anticipate MP3 or HTML files, will be furnished for loading.

Files for Direct Mail Letters will be provided in PDF or Microsoft Word and mailing and return addresses will be provided in Microsoft Word or Excel.

Electronic files will be sent via e-mail or contractor maintained sFTP site (minimum T-1 connection speed). It is anticipated that all PII and SBU will be transmitted over contractor's sFTP site.

GPO Form 2511, Print Orders

**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.

**PRIOR-TO-PRODUCTION ESTIMATES:**

Anticipate most, if not all, orders will require the contractor to provide a prior-to-production estimate after review of furnished material and before production begins. Estimates are to be as accurate and reliable as possible and will affect funding on an order-by-order basis. In addition to the total estimated cost of the print order, this estimate is to include the estimated cost of each item on the print order and the Simple and Complex page counts of each item to be remediated.

Estimate requests received by noon are due before 3:00 p.m. the same day. Estimate requests received after noon are due before 11:00 a.m. the following work day. All times listed are prevailing Eastern time.

**FILE REMEDIATION:**

Contractor will be required to remediate non-accessible PDF and MS Office files to accessible HTML and MS Office file, respectively.

***Accessibility Guidelines:***

All items will require the contractor to furnish either an accessible HTML or MS Office file. All electronic files must be compliant with the most recent Level AA Success Criteria of the Web Content Accessibility Guidelines and meet Section 508 Refresh Standards. In addition, there are specific techniques required to build in additional accessibility for Job Access With Speech (JAWS) users.

***Simple and Complex Definitions:***

Files will contain text matter, hyperlinks, tables, and graphics (screen shots, clip art, shapes, embedded objects, vector graphics, raster graphics, etc...). Each HTML file and Word page, Excel worksheet page, and PowerPoint slide will be defined as either a simple or complex page.

The definition of a simple page is a page with not more than one simple table or one simple graphic and no more than 10 hyperlinks and/or alt text descriptions per page. All other pages, including all pages with charts, are defined as complex.

A simple table or worksheet is defined as no more than five (5) columns wide and ten (10) rows deep. All other tables and worksheets are defined as complex.

A simple graphic is defined as a graphic covering less than 50% of the page/worksheet/slide. Graphics that cover 50% or more of the page/worksheet/slide are defined as complex.



***Alternative Text:***

Provide meaningful, precise and complete descriptions of non-text content. This includes but is not limited to pictures, shapes, clip art, charts, grouped graphics, embedded objects, screenshots, scanned information and color when it is used to convey information.

***Hyperlinks:***

Files must contain navigational links to allow browsing, searching, and navigation of the data and reference file page numbers. Hyperlinks must have meaningful text that describes the target. If the product contains a table of contents or an index, the title for each entry must link to the appropriate area referenced in the product.

***Requirements Specific to Microsoft Office Excel:***

Remediate the Excel file to accessible file that resembles the originating file layout. Data conveyed in the spreadsheet must be easy and effective to navigate using JAWS screen reader.

Column and Row Headers: Use the Define Name tool to create column and row headers.

Navigation:

Logically name the range in a worksheet to allow JAWS users to navigate the file. Do not include spaces in the name. An example of a logical name: "4thQuarterStats"; JAWS user should be able to access this name to locate that section of the worksheet. Notate when data affects another linked worksheet or file.

Input Messages:

Message must state if the worksheet contains cells that require input. Provide instructions on cells that need input and where JAWS users should make their entries. Input messages must include all useful information conveyed with color that requires input and inform the user when a colored area has been reached to make an entry.

***Requirements Specific to Microsoft Office PowerPoint:***

Remediate the PowerPoint file to accessible file that resembles the originating file layout. Slides must be easy and effective to navigate when using adaptive equipment.

***Requirements Specific to Microsoft Office Word:***

Remediate the MS Word file to accessible file that resembles the originating file layout. Include active edit fields if data entry is required.

Tables:

The bookmark tool must be used to create and define row and/or column headers so that JAWS can navigate from any point in a table.

***Accessible Deliverables:***

HTML files are ordered as a single file. MS Office files should keep the appearance of the original file. All electronic files must conform to the most recent Section 508 Refresh standards, including WCAG Level AA.

***Remediation Checklist for Accessible MS Office and HTML Formats:***

For each accessible file created, contractor to provide a remediation checklist that, at a minimum, shall include:

- Outline of specific areas of the document that were remediated.
- Identify the violations to Section 508 and the most recent WCAG Level AA standards that were corrected.

***JAWS Specific Checkpoints:***

The contractor shall provide the Government a checklist for each application (Word, PowerPoint, Excel, and HTML) that shows how the files will be verified for conformance with the most recent WCAG Level AA and other accessibility standards. Once the initial checklists are developed and approved by the Government, they will be used on all orders and provided as a deliverable with each print order. Checklists will be used until the Government notifies the contractor of proposed changes.

**AUDIO CONVERSION:**

The contractor will convert PDF, MS Word or HTML file to MP3 audio files for Windows or MAC using the most recent WCAG standards at the time the order is placed. All original formatting of the source file must be preserved. Source files will be IRS Forms, Publications, Instructions and Direct Mail Letters. Source files will be in English or in Spanish.

The contractor will be required to convert source files to high quality audio files, minimum 96 kbps. Audio files are to be recorded with natural sounding, synthesized speech. Files to be created with normal recording speech rate and volume that can be adjusted by the user. Files to be converted with and without navigation.

English source files to be converted English audio files and Spanish source files to be converted to Spanish audio files. English source files will be in American English and are to be recorded with the General American accent/dialect. Spanish source files will be in Spanish and are to be recorded with the Mexican Spanish (also referred to by IRS as Mainland Spanish) accent/dialect.

Titles of IRS Forms, Publications, and Instructions are to be pronounced in IRS vernacular. For example, Form 1040 should be pronounced as “Form ten forty” and Form 843 should be pronounced as “Form eight forty-three”. Contractor to contact the Government for clarification of any pronunciation concerns.

The audio file will become part of an IRS library and may be furnished on future orders requiring thumb drive deliverables.

The contractor is to perform an audio proof of each audio file that is created.

**THUMB DRIVES**

Contractor to provide blank thumb drives and loaded thumb drives.

Thumb drives may be ordered in bulk for a single distribution point or may be ordered individually as part of a direct mailing to a taxpayer.

***Thumb Drive Labeling***

Each thumb drive is to be labeled with the IRS logo in black and “IRS” embossed in Braille. Contractor’s option to directly image and emboss the thumb drive or attach single label with logo and Braille or one label with logo and one label with Braille. If attaching one or two labels, contractor’s option for label material is to be transparent and of suitable label material to allow label to adhere to thumb drive.

***Thumb Drive Loading***

When indicated on the individual print order, contractor will be required to load audio files onto the thumb drive. It is anticipated that only orders that are direct mail letters to taxpayers will require a loaded thumb drive and the audio files loaded will be the letter to the taxpayer and additional IRS publications and tax forms. The contractor will be required to create the audio file of the letter from the furnished file, all other audio files will be provided for contractor to load.

### **DIRECT MAIL LETTERS**

Contractor will be required to print a taxpayer letter and envelope, fold the letter, and insert the letter and a loaded thumb drive into a mailing envelope.

#### ***Letters***

Letters will print face and back in black ink, on white paper. Letters will average between 2 and 8 pages with an average of 6 images. After printing, letter will fold to 5-1/2 x 8-1/2" and insert into envelope with loaded thumb drive.

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. 13" dated September 2019.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

Contractor's option of stock/paper for tax forms, statements, and newsletter as follows:

- White Uncoated Text, basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A60.
- White Writing, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10.
- White High Quality Xerographic Copier, Laser Printer, basis size 17 x 22", 24 lbs. per 500 sheets, equal to JCP Code O61.
- White Plain Copier, Xerographic, basis size 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code O65.

#### ***Envelopes***

White or Kraft 6 x 10" mailer.

Contractor's option for padded mailer (equal to U-Line S-7529) or bubble mailer (equal to U-Line S-22392), gummed flap or self-seal. Mailer will print return address and mailing address on face only after construction in black ink. Contractor's option to print directly on mailer or on USPS approved mailing label(s) and then apply to mailer.

### **ELECTRONIC FILE NAMING CONVENTIONS:**

The digital deliverables must be named using the three-digit extension .htm for HTML files and standard extensions for Microsoft Office files. The file name should reflect the product identity and revision date. For example, the HTML version of Form 1040 for 2020 will be called f1040-20.htm. Microsoft Office files will keep the original file name. The naming convention for audio files will follow the original file name with the "\*.pdf" extension revised to the audio file extension (i.e. \*.mp3 (no navigation) and \*.html (with navigation)). All naming conventions must be in lower case.

### **SAVING FILES:**

All accessible files created must be compressed and saved to a zipped folder in a manner that allows files to be extracted using WinZip. The WinZip folder shall use the name of the product the IRS provides and change the extension to .zip.

### **DOCUMENT ACCESSIBILITY SUPPORT:**

This section is for reviews only; it is not for document remediation.

***System Requirements:***

IRS is currently using MS Office 365, Adobe Acrobat DC, Window 10, Internet Explorer 11, Microsoft Edge, Job Access with Speech (JAWS) 19 and up to 22, Braille Display, Dragon Naturally Speaking Professional 15.3 and Legal 15.3 and ZoomText 2019 and 2021. IRS will notify the contractor when systems are updated.

***Document Accessibility Audit:***

Services include auditing documents and listing the accessibility issues in a report. The report will include detailed recommendations on how to fix the accessibility issues. Files that require the Accessibility Audit shall include detailed instructions on how to make the file compliant with Section 508 Refresh standards including the most current Web Content Accessibility Guidelines (WCAG) at the AA level.

***File Remediation Support***

Services include consulting to help IRS personnel create compliant electronic files and provide guidance on Section 508 Refresh standards. Interactive Document Accessibility consulting will only be allowed when indicated on the individual print order. The estimated amount of time allowed for audits shall be indicated on the individual print order. Time will be charged in 15-minute increments for Document Accessibility Audits.

During one-on-one meetings over the phone or in written format (e-mail) the contractor will provide methods, guidance and techniques on how to make electronic documents compliant. Electronic documents include HTML, MS Word, MS Excel and MS PowerPoint formats.

**File Remediation Support Tasks:**

Provide clarification and one-on-one assistance on how to make electronic files comply under the Section 508 Refresh standards.

Provide interactive instructions and clarity on document accessibility and the Section 508 Refresh standards.

Provide clear and concise interpretation of the laws involving Section 508 Refresh and the most current version of WCAG. When necessary provide examples to further explain and help the requester understand any topics related to the law.

**File Remediation Support Deliverables:**

The following deliverables are required in report form:

- Outlines specific areas of the document that needs remediation.
- Identifies violations to Section 508 Refresh and the most current WCAG guidelines.
- Details specific recommendations with remediation examples and instructions on how to make the file compliant.
- Prioritizes the areas needing correction including usability issues and best practices.
- Summaries the level of compliance with Section 508 Refresh and the most current version of WCAG.

**DISTRIBUTION:**

Deliver f.o.b. destination or mail f.o.b. contractor's city.

***Deliver F.O.B. Destination***

Contractor to deliver one accessible HTML or MP3 file for each furnished PDF file and one accessible MS Office file for each furnished MS Office file. Up to 20 items (files) per order, contractor to save all files to a ZIP folder before transmitting.

Orders shall require digital distribution of accessible files and .ZIP folders. These digital deliverables are to be made via e-mail or contractor-maintained sFTP site. When distribution is made using sFTP site, contractor will be required to send an e-mail notification of availability of the file(s) on the sFTP site. E-Mail address(es) will be indicated on the individual print orders.

***Mail F.O.B. Contractor's City***

Items for Direct Mail Letters to mail f.o.b. contractor's city. All mailing shall be made at the First-Class rate or First-Class Certified rate as indicated on the individual print order. All mailing must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" as applicable.

Contractor will be required to pay postage at time of mailing and will be reimbursed by submitting properly completed USPS form(s) and/or USPS or third-party receipt(s) or other form of proof of mailing and associated postage costs with invoice at time of invoicing.

**SCHEDULE:**

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) together with furnished material.

Print order and furnished material will be sent to the contractor by digital file via e-mail or contractor-maintained sFTP site.

Contractor to confirm receipt of print order and furnished material via e-mail within 30 minutes of file transmission.

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.

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

Up to 5 orders with up to 20 items per order may be placed on the same day with all 5 orders having the same delivery date.

The ship/deliver date indicated on the print order is the date considered as a "received by" date for e-mail transmissions, a "posted by" date for sFTP transmissions, an "at destination" date for bulk thumb drives, and a "mail by" or "postmark" date for all f.o.b. contractor city mailings.

***Regular Schedule***

MS Office files up to 50 pages or slides must be delivered in 3 workdays. Files greater than 50 pages or slides must be delivered in 5 workdays.

Orders for HTML must be delivered in 14 workdays.

Audio files and blank thumb drives delivering f.o.b. destination must be delivered in 5 workdays.

Direct Mail Letters mailing f.o.b. contractor's city must be mailed in 3 workdays.

File Remediation Support must be performed within 3 workdays. Time will be scheduled in 15-minute increments. Support hours include reviewing the request, preparing response, and delivery via e-mail or conference call. Support hours are established as Monday through Friday, exclusive of Federal holidays, from 7:30 a.m. to 4:30 p.m. eastern time.

***Accelerated Schedule***

Up to 5% of the orders will require the Accelerated Schedule.

MS Office files up to 50 pages or slides must be delivered in 1-2 workdays. Files greater than 50 pages or slides must be delivered in 2-4 workdays.

Orders for HTML must be delivered in 4 to 13 workdays.

Audio files and blank thumb drives delivering f.o.b. destination must be delivered in 2 to 4 workdays.

Direct Mail Letters with loaded thumb drives mailing f.o.b. contractor's city must be mailed in 1 to 2 workdays.

File Remediation Support must be performed within 1-2 workdays. Support time will be scheduled in 15-minute increments. Support hours include reviewing the request, preparing response, and delivery via e-mail or conference call. Support hours are established as Monday through Friday, exclusive of Federal holidays, from 7:30 a.m. to 4:30 p.m. eastern time.

**RECEIPT FOR DELIVERY:**

Contractor must furnish receipts for delivery via e-mail to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov). These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s orders 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.	(1)	(2)
1.	(a)	6,703 2,147
	(b)	38 102
	(c)	2,118 102
	(d)	550 337
2.	(a)	353 113
	(b)	2 5
	(c)	111 5
	(d)	29 18
II.	(a)	65
III.	(a)	375
	(b)	400
IV.	(a)	81
	(b)	450
V.	(a)	450
	(b)	75

**VI. PREMIUM PAYMENTS:**

Premium Payments are authorized on individual print orders that indicate the “Accelerated Schedule” is authorized. All other print orders will be placed within the required “Regular Schedule” and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items.

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his voucher.

It is estimated that **5%** of the orders placed on this contract will be for the accelerated schedule. Premium Payments for an Accelerated Schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase, offered for the accelerated schedule in the “Schedule of Prices” (Item VI. (a)), to **5%** of the prices offered for all items.

**SECTION 4. – SCHEDULE OF PRICES**

Deliver f.o.b. destination or mail f.o.b. contractor’s city.

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.

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), NA (Not Applicable), 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.

**I. FILE REMEDIATION:** The prices offered must include the cost of all required materials and operations necessary to convert products to the required electronic files in accordance with these specifications.

	<u>Simple Conversion</u> (1)	<u>Complex Conversion</u> (2)
1. Remediate and create accessible files in English:		
(a) HTML file, per printed page .....	\$ _____	\$ _____
(b) MS Office Excel file, per printed page.....	\$ _____	\$ _____
(c) MS Office PowerPoint file, per slide .....	\$ _____	\$ _____
(d) MS Office Word file, per printed page.....	\$ _____	\$ _____
2. Remediate and create accessible files in Spanish:		
(a) HTML file, per printed page .....	\$ _____	\$ _____
(b) MS Office Excel file, per printed page.....	\$ _____	\$ _____
(c) MS Office PowerPoint file, per slide .....	\$ _____	\$ _____
(d) MS Office Word file, per printed page.....	\$ _____	\$ _____

\_\_\_\_\_  
 (Bidder’s Initials)

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**SCHEDULE OF PRICES**

**II. FILE REMEDIATION SUPPORT:** Price offered for the following operations must include the cost of all required materials and operations.

(a) File Remediation Support, per 15-minute increments.....\$ \_\_\_\_\_

**III. AUDIO FILES:** The prices offered must include the cost of all required materials and operations necessary to convert products to the required electronic files in accordance with these specifications.

(a) English (including proofreading), per printed page.....\$ \_\_\_\_\_

(b) Spanish (including proofreading), per printed page .....\$ \_\_\_\_\_

**IV. THUMB DRIVES:** Prices offered for the following operations must include the cost of all required materials and operations.

(a) Thumb Drives (includes IRS Logo and Braille labeling, loading onto Thumb Drives not included), per Thumb Drive .....\$ \_\_\_\_\_

(b) Loading Files onto Thumb Drives (Thumb Drive not included), per file loaded.....\$ \_\_\_\_\_

**V. DIRECT MAIL LETTERS:** Prices offered for the following operations must include the cost of all required materials and operations.

(a) Direct mail letter (includes stock/paper, folding letter and inserting letter and thumb drive into envelope), per page .....\$ \_\_\_\_\_

(b) Mailing envelope (includes addressing), per envelope .....\$ \_\_\_\_\_

**VI. PREMIUM PAYMENTS:** This is only authorized for orders placed on the “Accelerated Schedule” as defined in these specifications.

(a) Percentage increase for Accelerated Schedule ..... %

\_\_\_\_\_  
(Bidder’s Initials)

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**SCHEDULE OF PRICES**

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 “Discounts” of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

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)

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THIS SECTION FOR GPO USE ONLY

Contracting Officer: \_\_\_\_\_ Date \_\_\_\_\_ Certifier: \_\_\_\_\_ Date \_\_\_\_\_  
(Initials) (Initials)

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