

Program 3571-S								
Title: Braille Tax Products and Internal Documents								
Term of Contract: January 1, 2017 through December 31, 2017 and 2 option years								
ITEM NO.	DESCRIPTION	BASIS OF AWARD	Cloverbrook Center Cincinnati, Ohio		Crawford Technologies Potsdam, New York		T-Base Communications Ogdensburg, New York	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	BRAILLE TRANSCRIPTION AND DUPLICATION:							
1.	English Transcription and Page Duplication (includes BRF File):							
(a)	Braille Products (other than "Reprints", "Direct Mail" and "Tactile Graphics"), including Table(s) of Contents...per Braille page							
(1)	Braille Transcription Charge	37,651	\$7.50	282,382.50	\$6.42	241,719.42	\$6.00	225,906.00
(2)	Braille Duplication per Copy	239,713	\$0.10	23,971.30	\$0.08	19,177.04	\$0.15	35,956.95
(b)	Reprint Braille Products...per Braille page							
(2)	Braille Duplication per Copy	8,573	\$0.10	857.30	\$0.08	685.84	\$0.15	1,285.95
(c)	Direct Mail Braille Products...per Braille page							
(1)	Braille Transcription Charge	4	\$7.50	30.00	\$6.42	25.68	\$6.00	24.00
(2)	Braille Duplication per Copy	60	\$0.10	6.00	\$0.08	4.80	\$0.15	9.00
(d)	Tactile Graphics Braille Products, including Legend...per Braille page							
(1)	Braille Transcription Charge	6	\$10.00	60.00	\$56.00	336.00	\$15.00	90.00
(2)	Braille Duplication per Copy	6	\$1.00	6.00	\$1.40	8.40	\$4.50	27.00
2.	Spanish Transcription and Page Duplication (includes BRF File):							
(a)	Braille Products (other than "Reprints", "Direct Mail" and "Tactile Graphics"), including Table(s) of Contents...per Braille page							
(1)	Braille Transcription Charge	1,304	\$8.50	11,084.00	\$6.42	8,371.68	\$8.00	10,432.00
(2)	Braille Duplication per Copy	7,517	\$0.10	751.70	\$0.08	601.36	\$0.15	1,127.55
(b)	Reprint Braille Products...per Braille page							
(2)	Braille Duplication per Copy	4,037	\$0.10	403.70	\$0.08	322.96	\$0.15	605.55
(c)	Direct Mail Braille Products...per Braille page							
(1)	Braille Transcription Charge	2	\$8.50	17.00	\$6.42	12.84	\$8.00	16.00
(2)	Braille Duplication per Copy	30	\$0.10	3.00	\$0.08	2.40	\$0.15	4.50
(d)	Tactile Graphics Braille Products, including Legend...per Braille page							
(1)	Braille Transcription Charge	3	\$10.00	30.00	\$56.00	168.00	\$15.00	45.00
(2)	Braille Duplication per Copy	3	\$1.00	3.00	\$1.40	4.20	\$4.50	13.50
II.	STOCK/PAPER:							
(a)	White Uncoated Braille paper (90 lbs. or 100 lbs.):							
(a)	Braille Products other than Tactile Graphics...per Braille Leaf	130,005	\$0.022	2,860.11	\$0.04	5,200.20	\$0.07	9,100.35
(b)	Tactile Graphics...per Braille Leaf	6	\$1.00	6.00	\$0.10	0.60	\$2.50	15.00
III.	ADDITIONAL OPERATIONS:							
1.	Printing cover page 1 in black ink and in Braille (spine labeling)...per cover page							
		2,088	\$1.00	2,088.00	\$0.02	41.76	\$0.95	1,983.60
2.	Scan "printed" document to digital format...per "printed" page							
		134	\$0.50	67.00	\$0.50	67.00	\$0.50	67.00
3.	ASCII Text (TXT) with Braille transcription and duplication:							
(a)	English...per "printed" page	6,102	\$3.75	22,882.50	\$6.50	39,663.00	\$4.00	24,408.00
(b)	Spanish...per "printed" page	242	\$4.25	1,028.50	\$6.50	1,573.00	\$4.00	968.00
4.	ASCII Text (TXT) without Braille transcription and duplication:							
(a)	English...per "printed" page	54	\$6.00	324.00	\$0.10	5.40	\$15.00	810.00
(b)	Spanish...per "printed" page	54	\$7.00	378.00	\$0.10	5.40	\$15.00	810.00
5.	Braille Ready File (BRF) without Braille transcription and duplication:							
(a)	English...per BRF file	1	\$7.50	7.50	\$0.10	0.10	\$4.50	4.50
(b)	Spanish...per BRF file	1	\$8.50	8.50	\$0.10	0.10	\$4.50	4.50
6.	Saving files larger than 10MB to CD, including labeling in print and Braille...per CD							
		3	\$5.00	15.00	\$6.00	18.00	\$6.00	18.00
IV.	PREMIUM PAYMENTS							
(a)	Percentage Increase		10.00%		30.00%		2.00%	
CONTRACTOR TOTAL BEFORE REPRINTS, DIRECT MAIL, AND STOCK/PAPER				\$349,270.61		\$318,015.18		\$313,731.95
REPRINTS				\$1,261.00		\$1,008.80		\$1,891.50
DIRECT MAIL				\$56.00		\$45.72		\$53.50
STOCK/PAPER				\$2,866.11		\$5,200.80		\$9,115.35
CONTRACTOR SUBTOTAL (less reprints, direct mail, and stock/paper)				\$345,087.50		\$311,759.86		\$302,671.60
ESTIMATED ACCELERATED SCHEDULE 4% OF SUBTOTAL			4.00%	\$13,803.50	4.00%	\$12,470.39	4.00%	\$12,106.86
PREMIUM PAYMENT APPLIED TO SUBTOTAL			10.00%	\$1,380.35	30.00%	\$3,741.12	2.00%	\$242.14
CONTRACTOR TOTAL				\$350,650.96		\$321,756.30		\$313,974.09
PROMPT PAYMENT DISCOUNT				\$0.00		\$0.00	2.00%	\$0.00
CONTRACTOR DISCOUNTED TOTAL				30 Days \$350,650.96	30 Days	\$321,756.30	10 Days	\$313,974.09

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Braille Tax Products and Internal Documents

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

Department of Treasury (IRS) Alternative Media Center – Richmond, VA

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year (base year period of January 1, 2017 through December 31, 2017) and 2 option year periods (January 1, 2018 through December 31, 2018 and January 1, 2019 through December 31, 2019). 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 2:00 p.m., prevailing Columbus, Ohio time, on

November 9, 2016

SUBMIT SEALED BID TO: U.S. Government Publishing Office, 1335 Dublin Road Suite 112-B, Columbus, Ohio 43215-7034. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid date opening. **Telegraphic, facsimile, and e-mail bids transmitted to GPO offices WILL NOT be considered.**

BIDDERS PLEASE NOTE: Previously procured under Program 3571-S and Program 3574-S. Extensive changes have been made, including addition of Paper Price Adjustment and extensive revision of “Schedule of Prices”. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding.

Abstracts available on GPO Web Site at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

For information of a technical nature call Linda Price at (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. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- **GPO Contract Terms (GPO Publication 310.2):** <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- **GPO QATAP (GPO Publication 310.1):** <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- **DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

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.

SUBCONTRACTING: The predominant production functions are Braille transcription, Braille page duplication, and creation of ASCII text files and BRF files. These functions cannot be subcontracted.

SECURITY HANDLING: Orders placed on this contract will have special security handling requirements as defined under “Security Provisions”.

QUALITY CONTROL DOCUMENTS: The following and future documents and publications set forth by the Braille Authority of North America (BANA) shall apply. In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

- Braille Formats: Principles of Print-to-Braille Transcription (*2011 or most recent edition*)
- Rules of Unified English Braille (UEB): UEB Rulebook, Second Edition (*2013 or most recent edition*)
- UEB Guidelines for Technical Details (*2014 or most recent edition*).

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 (including proofreading of all Braille materials to ensure accuracy of transcription). 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 contractor for compliance with specifications.
- b) All Braille materials shall be proofread to ensure accuracy of transcription and embossed Braille.

- c) All stereotypers, Braille editors, and/or proofreaders employed in the production of Braille items should be certified by the National Library Service for the Blind and Physically Handicapped, Library of Congress or possess comparable credentials.
- d) 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.

ON-SITE INSPECTIONS: The Government has the right to inspect and test all supplies called for, to the extent practicable, at all places and times, including the period of manufacture (including bindery, packing, labeling, and/or distribution operations), and in any event before acceptance. The Government shall perform inspections and tests in a manner that will not unduly delay performance and assumes no contractual obligation to perform any inspection and test for the benefit of the contractor unless specifically set forth elsewhere. Reference GPO Contract Terms, Contract Clauses, Article 14, "Inspection and Tests".

EVALUATION: Braille products will be evaluated for accuracy of content; conformance with Braille codes; technical specifications; size and spacing of Braille dots, cells, and lines; quality and size of paper; margins; number of cells per line; number of lines per page; numbering; pages per volume; and binding.

REWORK: If a significant fault is found in the production units that can be traced to a lack of adequate production control of inspection, the necessary control or inspection shall be instituted without additional charge to IRS. A significant fault is defined as an error that would prevent the user from deriving a completely correct answer or would impair the Service's commitment to quality and professionalism.

RECALL: Braille products produced for IRS shall be free of translation and/or embossing defects and are subject to recall. Repressing shall be at the expense of the contractor 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 Warranty 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 3 years (**December 31, 2019**) 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 **January 1, 2017 through December 31, 2017**, 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 **September 30, 2016**, 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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913 for all paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **January 1, 2017** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.

5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---}\%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line Items II. STOCK/PAPER, (a) and (b) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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 may 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 **January 1, 2017 through December 31, 2017** 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 approximately 80% of the Braille Tax Products and Internal Documents to be purchased by the Government activity identified on page 1 with the balance of products being set-aside under the Javits-Wagner-O'Day Act (41 U.S.C. 46-48c).

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.

SECURITY PROVISIONS: Orders placed under this contract will contain material considered as Sensitive but Unclassified or as Personally Identifiable Information.

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): The products produced on this contract 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 notices to IRS employees and to tax payers.

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.

DELIVERY/SHIPPING STATUS INFORMATION: Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Columbus RPPO via e-mail to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax will be unable to respond to questions of a technical nature or transfer any inquiries.

PAYMENT: 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 vouchers 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 voucher.

Anticipate some of the Print Orders (GPO Form 2511) will contain multiple items. Each item must be broken down in accordance with the Schedule of Prices and a grand total must be entered on the print order.

After examination and certification of the voucher, by the ordering agency, all billing documents must be submitted via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address:

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

At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to infocolumbus@gpo.gov.

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover Braille transcription and duplication of various IRS tax products and internal documents (English and Spanish versions), including contractor printed cover page 1 with Braille spine label, accessible digital formats with and without Braille transcription and/or duplication, CD with labeling (if applicable), binding, packing, and distribution.

NOTE: The terminology “print” and “printed” used throughout this contract, unless otherwise described, refers to the Government furnished printed document or digital file. The front cover and CD Labeling (if applicable) will require contractor to print in black ink as well as duplicate transcribed Braille files.

TITLE: Braille Tax Products and Internal Documents

NUMBER OF ORDERS/ITEMS/PAGES/COPIES: Anticipate 215 orders per year, up to 10 items per order, approximately 223 items per year (219 items for “Braille Transcription and Duplication” and 4 items for “Accessible Digital Files”). Most orders will be for 1 item.

Approximately 15 items (13 items for “Braille Transcription and Duplication” and 2 items for “Accessible Digital Files”) will be in Spanish and the balance of the items will be in English. Finished product to be produced in language furnished by the Government.

BRAILLE TRANSCRIPTION AND DUPLICATION: Anticipate 219 items per year, up to 1,000 printed text pages (up to 12.00 Braille pages for each printed page) and up to 100 copies per item. Anticipate the following (“Avg. Braille Pages” describes Braille pages only and does not include blank pages):

Document Type	No. of Items	Avg. Print Pgs.	Avg. Braille Pages	Avg Braille Paper Leaves	Avg. No. of Volumes	Avg. Copies
Forms and Instructions	112	20	126	63	1	6
Publications	76	54	246	123	2	8
Training Documents	20	206	423	212	3	3
Books and Pamphlets	5	3	11	6	1	4
Direct Mail	3	1	2	1	Not Required	15
Tactile Graphics	3	1	3	2	Not Required	1

Forms and Instructions: Most items are IRS Tax Forms and/or Instructions. Anticipate up to 240 printed pages and up to 30 copies per item. Most items will have 1 to 50 printed pages and 1 to 20 copies. Most items will have 4.25 to 8.00 Braille pages for each printed page.

Publications: Most items are IRS Tax Publications. Anticipate up to 680 printed pages and up to 80 copies per item. Most items will have less than 70 printed pages and 1 to 20 copies. Most items will have 2.25 to 8.00 Braille pages for each printed page.

Training Documents: Most items are internal IRS Training Documents. Some items will contain Sensitive but Unclassified Information (SBU) in documents identified on the individual print order as “For Official Use Only (FOUO)”. Security handling procedures must be applied to these items. Anticipate up to 600 printed pages and up to 20 copies per item. Most items will have more than 100 printed pages and 1 to 10 copies. Most items will have 1.25 to 2.00 Braille pages for each printed page.

Books and Pamphlets: Most items are miscellaneous IRS books and pamphlets. Anticipate up to 10 printed pages and up to 10 copies per item. Most items will have 3 printed pages and 1 to 4 copies. Most items will have 2.25 to 6.50 Braille pages for each printed page.

Reprints: Reprints are defined as Forms and Instructions, Publications, Training Documents, and Books and Pamphlets requiring Braille duplication and furnished as a BRF file. Contractor will not be reimbursed for a Braille Transcription Charge of these items as described in GPO Schedule of Prices.

Direct Mail: Items are notices to be mailed to IRS employees or to tax payers (no reprints). These items will contain Personally Identifiable Information (PII) as indicated on the individual print order. Security handling procedures must be applied to these items. Anticipate up to 10 printed pages and up to 20 copies per item. Most items will have 1 printed page and 15 copies. Each copy of each item will have up to 7 lines of variable data for the mailing address and salutation. Most items will have 2.00 Braille pages for each printed page.

Tactile Graphics: Most items are floorplans or similar diagrams (no reprints). Anticipate up to 10 printed pages and up to 10 copies per item. Most items will have 1 printed page and 1 copy. Most items will have 3.00 Braille pages for each printed page.

ACCESSIBLE DIGITAL FILES: ASCII files (TXT) and Braille Ready Files (BRF) will be required. Reimbursement for TXT files (per printed page) and BRF files (per file) will be made in accordance with GPO Schedule of Prices.

Anticipate 2 items per year (one English and one Spanish), usually Forms and Instructions and Publications, furnished in PDF, contractor to create ASCII files (TXT) **without Braille transcription or duplication**. Up to 300 printed pages per item.

Anticipate most items for Braille transcription and duplication of Forms and Instructions and Publications will require contractor to create ASCII files (TXT). An occasional Braille transcription and duplication item other than Forms and Instructions and Publications may require ASCII files (TXT).

Anticipate 2 items per year (one English and one Spanish), usually Forms and Instructions and Publications, furnished in PDF, contractor to create Braille Ready Files (BRF) **without Braille duplication**. Up to 300 printed pages per item.

All items for Braille transcription and duplication furnished as printed documents or as PDF files will require the contractor to prepare and transcribe the material and create a BRF file to be used for Braille duplication.

VOLUMES: Braille books are limited to 90 leaves (180 pages). Each item with greater than 90 leaves of Braille will need to be divided into multiple volumes. Each volume will require a Cover Page, Title Page, and Table of Contents.

Cover pages will print cover content in English only, no printed Spanish cover pages are required even if Braille transcription and duplication is in Spanish. Cover pages not required on Direct Mail items. Tactile Graphics will require a legend in lieu of a Cover Page, Title Page, and Table of Contents.

NO QUANTITY VARIATION ALLOWED.

GOVERNMENT TO FURNISH: Digital files in Adobe PDF or “Reprints” in Braille Ready File (BRF). An occasional order will be provided f.o.b. contractor city via Government courier, as printed document (may be bound).

Covers: IRS logo, cover template, and Quick Response (QR) code artwork will be provided after award of the contract and when changes are made. Contractor required to maintain the most current artwork.

At the Government's option, digital files will be sent via contractor maintained secure (sFTP) site. The contractor's sFTP site to have a minimum of T-1 connection speed.

Braille Transcription and Duplication: Anticipate approximately 5 items (usually English) will be furnished as a printed document (may be bound) and 14 items (English and Spanish) will be furnished as BRF files (reprints). Balance of items will be furnished as PDF files.

Accessible Digital Files: Items will be furnished as PDF files.

Distribution Lists (usually in Excel). Contractor to maintain most current distribution lists provided at time of award and when changes are made.

One reproduction proof (electronic version available by request in pdf fillable format) of shipping label, Form 6153 (Rev. 3-2006) Cat. No. 62724N with labeling and marking specifications. (Refer to facsimile under "Shipping Carton Instructions").

GPO Delivery/Shipping Status Report Form.

GPO Form 2511, Print Orders.

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

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

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 transcription and duplication begin. In addition to the estimated cost, this estimate is to include the actual "printed" page count, the estimated Braille page count, and the Braille-to-Print page ratio.

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

Estimates are to be as accurate and reliable as possible and will affect funding on an order-by-order basis. After award, a telephone conference between the contractor and the Government will be held to determine how the estimated Braille page count is to be determined on each order.

TRANSCRIPTION AND DUPLICATION OF BRAILLE PRODUCTS: The contractor must provide the skill and expertise necessary for producing the highest quality transcribing and duplication.

The contractor will be required to transcribe pages from electronic files or furnished "printed" files to Contracted Braille (previously Grade 2 Braille). The furnished electronic files and "printed" files will consist of various formats throughout. Each transcribed page (including table(s) of contents) must include the page number from the furnished files and corresponding Braille page number including the alpha characters that precede the page number.

The Braille standard shall be the Braille Formats sponsored by the Braille Authority of North America (BANA), including Unified English Braille (UEB).

1. **FORMS AND DOCUMENTS:** Forms and documents will be presented in a narrative format. Mathematical format will be Nemeth code. A dash will be used to indicate space provided for a response. Shaded areas will be indicated by the word “Shaded.” All numbered entries will begin at the left hand margin. All carry-over lines will begin at the third cell.
2. **TABLES AND CHARTS:** Contractor is to use appropriate formatting for tables and charts, including paragraph formatting.

The stair-step method is not acceptable.

3. **TACTILE GRAPHICS:** Tactile graphics will be ordered as stand-alone, face only products. The graphic design must follow accepted BANA standards for clarity and readability. They should be tactually clear and contain only relevant information.

Graphics must be clearly titled and a legend must define all graphic symbols, various line styles, and pattern fills used. Symbols should never be closer than 1/4 inch and shapes should be large enough to be easily recognized. Symbols and lines should be consistent with industry standards. All Braille must follow the same Braille specifications listed in this contract. All Braille labeling must include a print title and all ink should be black or red upon request.

4. **TEXT MATTER:** When a single page within the “print” text repeats the title of the document and/or the section number and title, this shall be omitted from the Braille transcription.

Running headers shall not be used.

5. **COLUMNS:** When columns fit on one page, they will be separated, where space permits, by leader dots (dot 5) for easy tracing by the reader. But, if space does not permit, columns shall be separated by at least 2 spaces.

When material has too many columns to fit on one Braille page, the columns will be written in linear form and not on facing pages. Column 1 will begin at the margin followed by a colon, each succeeding column will be followed by a semi-colon, and carryover lines will begin two spaces from the margin.

Column headings shall only be given on the first page of columnar material, not on succeeding pages, unless the headings change.

If there are lengthy phrases or sentences within a column, the material may be written in paragraph form, with any secondary or succeeding columns as subparagraphs.

6. **PAGINATION:** The print page number shall be transcribed into Braille and be placed in the top right corner of the page. If the print page exceeds more than one Braille page, the additional pages shall be numbered using a combination of alpha and numeric characters. For example, if print page one equals 3 Braille pages, the first page will be “1”, the second page will be “a1”, the third page will be “b1”, etc. Braille page numbers consistent to the Braille document should be placed at the bottom right corner of the page.

7. BRAILLE PLACEMENT: Braille shall be placed on both sides of the page with exception of the following: complex diagrams and charts, the inside front cover, back cover, or where formatting requirements dictate that a given item should start on a new odd page.
8. BRAILLE SIZE AND MARGINS/SPACING:
 - (a) The height of Braille dots is between 0.018 and 0.020 of an inch and shall be uniform within any transcription.
 - (b) The base diameter of Braille dots is between 0.050 and 0.064 of an inch and shall be uniform within any transcription.
 - (c) Cell spacing of Braille dots shall conform to the following specifications:
 - (1) The distance from center to center of corresponding dots in adjacent dots (horizontally or vertically, but not diagonally) in the same cell is 0.092 plus or minus 0.002 of an inch.
 - (2) The distance from the center of corresponding dots in adjacent cells is between 0.235 and 0.250 of an inch.
 - (3) Line spacing of Braille cells from center to center of nearest corresponding dots in adjacent cells and adjacent lines, is not less than 0.400 of an inch.
 - (d) The margins at the top, bottom, and outside edges of the pages shall be at least 1/2". At the binding edge, the margin shall not be less than 3/4" after binding.
 - (e) There shall be a maximum of 40 cells per line beginning in cell one.
 - (f) There shall be no more than 25 lines per page for standard sized Braille pages.
9. TABLE(S) OF CONTENTS: The contractor will be required to create a table of contents page for each volume including all major headings in the text. This must contain the "print" page number and corresponding Braille page number. If the product contains more than one volume, there must be a master table of contents in volume one. This deviates from the standards set forth in Braille Formats and takes precedence. All subsequent volumes must contain an individual table of contents for that specific volume.

If nothing has been omitted, the following statement shall be made at the end of the table of contents of the first volume or, if there is no table of contents, as the first item on the reverse side of the title page:

"This Braille edition contains the entire text of the print edition."

If material has been omitted, the following statement shall be made at the end of the table of contents of the first volume or, if there is no table of contents, as the first item on the reverse side of the title page, what parts of the text of the "print" have been omitted. This also includes copies of duplicate forms. The following statement shall be made in the case of omissions:

"This Braille edition contains the entire text of the print edition except..."

COVER PAGE: The front cover (cover page 1) shall look similar to the print cover and consist of imaging in black ink and a Braille spine label. Cover pages 2, 3, and 4 are blank.

It will be required that the volumes are separated by natural changes in the subject matter. This may produce different size volumes. No volume can be larger than 90 leaves (180 pages). A cover page is required for each volume.

The front cover (cover 1) shall contain the following information in black ink (follow cover template provided at time of award for layout):

Short title of the document – Example: Form 1040 & Instructions (BR)
Long title of document – Example: U.S. Individual Income Tax Return
Revision Date
Volume(s)
Braille Pages

“Print Pages”
IRS Treasury Logo
QR Code – placed in the bottom right corner

The front cover (cover 1) (also referred to as “Spine Labeling”) must contain the information imaged on the cover page transcribed into Braille, placed approximately 2” from and reading parallel with the bound edge. Each item should be placed on a different line in the following order:

Short title of the document – Example: Form 1040 & Instructions (BR)
Long title of document – Example: U.S. Individual Income Tax Return
Revision Date
Volume(s)
Braille Pages
Print Pages – first and last print pages covered in volume
QR Code language on last line of spine label – “QR Code in Bottom Right Corner.”
If space does not permit, long title can be logically abbreviated to fit on a single line.

In lieu of the Braille being placed directly onto the front cover, the contractor may affix a clear self-adhesive strip approximately 4” wide x 8-1/2” long approximately 2” from and reading parallel with the bound edge. The final Braille line must be 3/4” from the comb binding.

TITLE PAGE: A title page will follow each cover page. The title page must contain three sections (top, middle, and bottom) in Braille, beginning at the top center of the page. Follow the Braille format requirements for spacing between sections. Each section of items should be placed on a different line in the following order:

Top Centered Section:

Short title of the document – Example: Form 1040 & Instructions (BR)
Long title of the document – Example: U.S. Individual Income Tax Return
Revision – Example: (Rev. 2013),
Catalog Number – Example: Catalog Number 11320B

Middle Centered Section:

Provided by the:
Internal Revenue Service
Alternative Media Center

Bottom Centered Section:

Volume(s)
Braille Pages – Example: P1-P6 and 1-100
Print Pages – Example: I – VI and 1- 55

TRIM SIZE: The following trim sizes required.

All orders except Tactile Graphics: Minimum: Not to exceed 11 inches in height by 10-1/4 inches in width.
Maximum: Not to exceed 11 inches in height by 11-1/2 inches in width.

Tactile Graphics: 11 inches in height by 17 inches in width or 17 inches in height by 11 inches in width.

STOCK/PAPER: The specifications of all stock/paper furnished must be in accordance with those listed herein. Color of stock/paper furnished shall be of a uniform shade. The stock/paper shall be neither so thin as to produce dots which are broken at the top, nor so thick as to cause low or uneven dots.

White Uncoated “Braille Paper”: Grammage 135 g/m² to 150 g/m² (basis weight: 90 lbs. to 100 lbs. per 500 sheets, 25 x 38”). See “Trim Size” for finished trim sizes. A tolerance of +/-5 percent (5%) shall be allowed.

Bursting strength: average, not less than lb/in²35
Metric equivalent:.....kPa240
Thickness: Averageinch.....0.0063
Metric equivalent.....mm0.160

A tolerance of +/- 0.003 inch (0.00762 mm) shall be allowed. Paper shall be uniform and shall not vary more than 0.0004 inch (0.0102 mm) from one edge to the other.

Smoothness: Average, each sideunits..... 110.170

Blocking: Paper shall not stick together after being wet with water and allowed to dry in contact with other sheets of the same paper.

General appearance: The paper shall be clean and free of foreign material.

Use of information: The height of the Braille dots is 0.018 to 0.020 inch (0.457 to 0.508 mm).

MARGINS: Margins must be suitable for Braille products. The contractor is responsible for maintaining consistent and uniform margins.

BINDING: Orders will require the contractor to comb bind (black plastic) on the left dimension. Binding must not go through the printing or Braille.

NOTE: It will be required that the volumes are separated by natural changes in the subject matter. This may produce different size volumes. No volume can be larger than 90 leaves (180 pages).

TRANSLATION OF ACCESSIBLE DIGITAL FORMATS: The individual print order will indicate if the contractor will be required to create ASCII text files (.txt) (with or without Braille transcription) as accessible, Section 508 compliant, digital deliverables via e-mail or FTP.

ASCII TEXT (TXT) FILES: Text files should be formatted in a manner that allows users of adaptive equipment such as screen readers, Braille displays, etc... to read the product in logical print order.

SIZE: Text files size should be a single file.

HEADING: Product identification including the product number, title, revision date, catalog number, and OMB number should be listed at the beginning of the document and appear only once regardless of how many times it is written on the product. The text file is a standalone product and should not contain information about the Braille product.

PAGE NUMBERS: Page numbers must mark the beginning of a page and be contained within the less than and greater than signs, for example: <Page 2>. The page numbering must correspond with the print page numbering. This format must be followed exactly to ensure easy navigation by users.

FIELDS AND CHECK BOXES: A fill-in field within a form is annotated with four dashes, i.e.: “----”. Two dashes are used for check boxes. The dashes are used as a replacement for the words “check box” or “blank field.” If the check box is checked, a capital X will represent the box that is checked. It is appropriate to use the word “shaded” to represent an area that is shaded and not available for writing.

TABLES: Tables will usually begin with an editor’s note that describes the column headers; semi-colons should be used to separate the column headers. A semicolon and a space should separate values and items within a table. For example, a range of numbers is separated with dash. A colon follows the final number in the range. If a table row expands more than one line the subsequent line should be indented.

PARAGRAPHS: Paragraphs should be in block style and there should be a hard return at the end of each paragraph. One blank line should separate paragraphs. One blank line should be left before and after tables, lists, and other information that is separate from paragraphs. Text files should not contain multiple blank lines.

LISTS: Bulleted lists should contain the bullet symbol and numbered lists should follow the numbering in the print document.

DIGITAL FILE NAMING CONVENTIONS: It is anticipated that most orders will require a Braille Ready File (.brf) for each volume as a deliverable. An occasional order, usually a “Reprint”, will not require a .brf file and “No .brf file required” will be indicated on the individual print order. Some orders will require ASCII Text files (.txt) as a deliverable (usually Forms and Instructions and Publications).

The electronic deliverables must be named using the following file naming conventions. All naming conventions must be in lower case.

The three-digit extension will be .brf for the Braille Ready File. The file name should reflect the product identity, revision date and volume number if appropriate. For example the text version of Form 1040 for 2014 will be called f1040-14.brf. If there are multiple volumes the file names are f1040v1-14.brf, f1040v2-14.brf, etc.

All ASCII Text files to follow same naming conventions as BRF files, replacing “.brf” with “.txt”.

All electronic files must be compressed to a zipped folder that can be extracted using WinZip. The contractor shall use the name of the product the IRS provides and add the extension to “.zip”.

When zipped file size is 10MB or less, contractor is to e-mail file to up to 5 addresses as indicated on the individual print order. If zipped file is uploaded to contractor’s FTP site, contractor to send e-mail to the recipients indicated on the individual print order stating that the zip file is available for download.

When zipped file size is larger than 10MB, contractor to save file onto CD and make a duplicate CD for each recipient indicated on the print order. A “print” label with Braille overlay must be on each CD. The label and overlay must include the item number and revision date on separate lines. If space permits, the short title can be included on a separate line. The CD’s are to be inserted into paper sleeves, packed as indicated under “Packing” and delivered to the addresses indicated on the print order. Anticipate most orders will deliver to the following address:

Internal Revenue Service
Attn: Alternative Media Center
Room G39, Box 59
400 N. 8th Street
Richmond, VA 23219

PROOFS: None required.

PACKING: Pack in shipping containers furnished by the contractor. Each shipping container must not exceed 25 pounds when fully packed. CD’s to be packaged in a manner to ensure safe delivery of undamaged discs. Each shipping container must have a printed (visually readable) packing slip that contains a list of the products enclosed. Print packing slip in black ink on white paper. No additional charge will be allowed for the packing slip. Multiple products shipped to an IRS office should be combined and shipped in one container to reduce shipping costs. Contractor should utilize ways to reduce shipping costs.

LABELING AND MARKING: Shipping label, Form 6153 (Rev. 3-2006) Cat. No. 62724N (refer “Shipping Carton Instructions”). Label must be produced same size in black ink on white paper. The outside box must be clearly marked that “BRAILLE PRODUCTS ARE ENCLOSED”.

- All cartons must have the Form 6153, Carton Shipping Label, affixed on one end (never on top, sides, or bottom).
- The following items must be filled in by the contractor in 20 point **BOLD** typeface:
 - Product Name and Short Title
 - Catalog number and Product Revision
- From and to addresses must be filled in by contractor in 14 point **BOLD** typeface. The return address should always be from the AMC production facility. The address is as follows:

Internal Revenue Service
Attn: Alternative Media Center
Room G51 Box 59
400 N 8th Street
Richmond, VA 23219

DISTRIBUTION: Deliver f.o.b. contractor’s city by IRS small package carrier account and reimbursable postage.

DIRECT MAIL ITEMS AND ALL OTHER ITEMS WEIGHING 2 POUNDS OR LESS: To be mailed f.o.b. contractor's city. The contractor must pay postage at time of mailing and will be reimbursed for the mailing cost with proper submission of the appropriate mailing statement(s), supplied by USPS, along with the contractor's invoice. Refer to Contract Terms, GPO Publication 310.2, page 8, paragraph 6 "Shipping Instructions".

Copies are to be mailed at the First Class rate. The contractor must establish and maintain zip code order and sort. The contractor must complete the required USPS form(s). All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" and "International Mail" as applicable.

NOTE: Contractor will be required to keep up-to-date on the U.S. Postal Service classifications in order that any mailing is made in accordance with any USPS changes.

The ship/deliver date indicated on the print order is the date products must be entered into the US postal system.

ALL OTHER ITEMS: Packages over 2 lbs. shall ship f.o.b. contractor's city by IRS small package carrier to approximately 1 to 40 addresses per order, usually averaging 5-10 addresses per order. IRS courier account information to be provided after award. Contractor to notify IRS at altmc@irs.gov if a carrier account number has not been issued.

Contractors are required to ship/deliver packages 2 lbs. and greater using the designated carrier(s) and IRS account number(s) or the contractor will be responsible for any additional shipping/delivery costs. All shipments/deliveries must be sent by traceable means. Contractor must use regular transit delivery unless authorized by IRS to use expedited or overnight delivery.

Distribution lists for internal documents will be provided once requirements are known.

Inside delivery is required. Inside delivery is defined as delivery to a Government controlled space as directed.

The ship/deliver date indicated on the print order is the date products ordered must be received at destination.

SCHEDULE: No definite schedule can be established at this time. 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 via contractor maintained sFTP site. An occasional order will be sent f.o.b. contractor city as a printed and bound document via Government courier.

Orders will be placed throughout the year, the most orders will be placed between November and March with the majority being placed January and February.

The following 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 day of the schedule.

ACCELERATED SCHEDULE: Orders requiring complete production and ship/delivery within a timeframe outside the regular schedule must be made between 3 and 13 calendar days. It is anticipated that approximately 4% of the orders will require the Accelerated Schedule.

Orders placed on the accelerated schedule are limited to the aggregate number of impressions will not exceed 14,000 Braille pages/covers. The aggregate amount of impressions for an order is computed as follows:
Number of Braille impressions in a product times the number of copies ordered.

Premium payment will be authorized on all orders requiring the accelerated schedule. The print order will specify "Accelerated Schedule Applies".

Premium Payment will NOT be authorized on orders classified as "Direct Mail" or "Reprints".

Upon receipt of print order, contractor to contact GPO and IRS-AMC when orders, other than Direct Mail items and Reprints, require less than 14 calendar days and print order does not specify "Accelerated Schedule Applies".

REGULAR SCHEDULE: Orders classified as "Direct Mail" and "Reprints" and orders requiring greater than 13 calendar days will be classified as "Regular Schedule".

Orders for "Direct Mail" and "Reprints" shall have complete production and shipment/delivery made in 3 calendar days.

Orders for Braille products other than "Direct Mail" and "Reprints", containing 50 or less print pages, must be delivered in 14 calendar days.

Orders for Braille products other than "Direct Mail" and "Reprints", containing 51 to 100 print pages must be delivered in 21 calendar days.

The balance of the Braille products other than "Direct Mail" and "Reprints" must be delivered in 30 calendar days.

RECEIPT FOR DELIVERY: Contractor must furnish receipts for delivery. 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.

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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Government to Internal Revenue Service; ATTN: Alternative Media Center; Room G51 Box 59; 400 North Eighth Street; Richmond, VA 23219.

These materials must be packaged, properly labeled, and returned separate from the entire job via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to the return of materials, and furnishing sample copies, must be borne by the contractor.

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 1 year’s product 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)	37,651	239,713
	(b)	xxxx	8,573
	(c)	4	60
	(d)	6	6
2.	(a)	1,304	7,517
	(b)	xxxx	4,037
	(c)	2	30
	(d)	3	3
II.	(a)	130,005	
	(b)	6	
III. 1.		2,088	
2.		134	
3.	(a)	6,102	
	(b)	242	
4.	(a)	54	
	(b)	54	
5.	(a)	1	
	(b)	1	
6.		3	

IV. ACCELERATED SCHEDULE – PREMIUM PAYMENTS:

It is estimated that 4% of the orders placed on this contract will be for the accelerated schedule. Therefore, premium payments will enter into the determination by applying the percentage increase offered for the accelerated schedule in the “Schedule of Prices” to 4% of the total price offered for all items except “Reprints”, “Direct Mail”, and “Stock/Paper”. This additional cost will be included in the total bid and will be used to determine the lowest bid.

PREMIUM PAYMENTS: Orders requiring an accelerated schedule, as defined under “Schedule”, will be offered and paid for at the premium rate in accordance with the contractor’s offered percentage in the “Schedule of Prices”.

All other orders will be placed within the required 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.

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. Non-delivery in accordance with the accelerated schedule could result in default or nonresponsibility determinations on future solicitations.

SHIPPING CARTON INSTRUCTIONS

Read Prior to Producing or Labeling Cartons

Labels MUST be generated from the PDF file provided. Handwritten updates are not allowed on any label. If these instructions are not followed, the Contractor will be held responsible for all re-labeling charges.

Section I – Prior to Producing Label

- 1) **Contact the IRS for a new carton label** if any of the following fields are blank when the label is received:
(a) Catalog number, (b) Revision, (c) Requisition number, (d) Product number, or (e) Product title.
 - 2) **Fields for Contractor to Update Electronically:** (a) Carton # of # (*see number Section I, 3 below*); (b) From address; (c) To address (*see exception under Section II, 2, Cartons via Small Package Carrier (SPC) below*); and (d) Carton quantity (*if carton quantity is blank, it must be updated with the correct packing quantity*).
 - 3) **Automated Carton # of # fields:** To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. **Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.**
 - 4) **Printing:** Labels must be produced same-size in black ink on white paper.
 - 5) **Proof:** An electronic proof of the label may be required if indicated on the contract or print order.
-

Section II – Labeling for Shipment

- 1) **Cartons:** All cartons must have IRS shipping label affixed to one end of the carton only (never on top, long-side, or bottom).
- 2) **Cartons via Small Package Carrier (SPC):** Affix SPC label to top of carton on edge nearest to IRS label. If shipping via SPC to the IRS National Distribution Center, leave the "To (Consignee)" address field blank.
- 3) **Small SPC packages/boxes/envelopes via SPC:** Affix IRS label to front of package and SPC label to the back. This includes advance distributions and IRS samples.

cut here cut here

Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

Carton Shipping Label

Department of the Treasury Internal Revenue Service		Publishing analyst	Phone number	Carton #	of # 1
GPO Jacket number		Print order number	Program number		
From (<i>Contractor name and address</i>)			To (<i>Consignee</i>)		
Catalog number	Revision (YYYY-MM-DD)				
Product number (<i>Form, Document, Publication, etc</i>)			Product title		
Carton quantity	Requisition number (YY-nnnnn)				

Form **6153** (Rev. 3-2006) Catalog Number 62724N Department of Treasury - Internal Revenue Service

Phaser 7300DX - Room 6231 **Print Labels** **SAVE AS** **RESET**

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city by IRS small package carrier account and reimbursable postage.

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) or blank spaces for an item may be declared nonresponsive.

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

All vouchers submitted to the GPO shall be based on the most economical method of production. Price per sheet will be prorated based on percentage of sheet area containing Braille and/or printed pages for electronic files. 1 to 25% coverage will be prorated at 25% of the bid price, 26 to 50% coverage will be prorated at 50% of the bid price, and 51% to 100% will be prorated at 100% of the bid price.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production 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.

I. BRAILLE TRANSCRIPTION AND DUPLICATION: Prices offered must be all-inclusive in accordance with these specifications and shall include the cost of all required materials and operations necessary for the complete production and distribution except for Items II. Stock/Paper, III. Additional Operations and IV. Premium Payments.

When “Reprint” BRF file is furnished by the Government, a Braille Transcription Charge will not be allowed.

Braille Transcription <u>Charge</u> (1)	Braille Duplication <u>per Copy</u> (2)
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1. English Transcription and Page Duplication
(includes BRF file):

(a) Braille Products (other than “Reprints”,
“Direct Mail”, and “Tactile Graphics”),
including Table(s) of Contents per Braille page.....\$ _____ \$ _____

(Initials)

RETURN THIS PAGE TO GPO RO, COLUMBUS, OH

SCHEDULE OF PRICES

I. BRAILLE TRANSCRIPTION AND DUPLICATION (Continued):

	<u>Braille Transcription Charge</u> (1)	<u>Braille Duplication per Copy</u> (2)
(b) Reprint Braille Products per Braille page.....	xxxx	\$ _____
(c) Direct Mail Braille Products..... per Braille page.....	\$ _____	\$ _____
(d) Tactile Graphics Braille Products, including Legend per Braille page.....	\$ _____	\$ _____
 2. Spanish Transcription and Page Duplication (includes BRF file):		
(a) Braille Products (other than “Reprints”, “Direct Mail”, and “Tactile Graphics”), including Table(s) of Contents per Braille page.....	\$ _____	\$ _____
(b) Reprint Braille Products per Braille page.....	xxxx	\$ _____
(c) Direct Mail Braille Products..... per Braille page.....	\$ _____	\$ _____
(d) Tactile Graphics Braille Products, including Legend per Braille page.....	\$ _____	\$ _____

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

White Uncoated “Braille Paper” (90 lbs. or 100 lbs.):

(a) Braille Products other than Tactile Graphics..... per Braille leaf	\$ _____
(b) Tactile Graphics..... per Braille leaf	\$ _____

 (Initials)

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SCHEDULE OF PRICES

III. ADDITIONAL OPERATIONS: The prices offered for each of the following items must include the cost of all required materials and operations necessary in accordance with these specifications.

1. Printing cover page 1 in black ink and in Braille (spine labeling).....per cover page.....\$ _____
2. Scan “printed” document to digital formatper “printed” page.....\$ _____
3. ASCII Text (TXT) with Braille transcription and duplication:
 - (a) English.....per “printed” page.....\$ _____
 - (b) Spanishper “printed” page.....\$ _____
4. ASCII Text (TXT) without Braille transcription and duplication:
 - (a) English.....per “printed” page.....\$ _____
 - (b) Spanishper “printed” page.....\$ _____
5. Braille Ready File (BRF) without Braille transcription and duplication:
 - (a) English.....per BRF file\$ _____
 - (b) Spanishper BRF file\$ _____
6. Saving files larger than 10MB to CD, including labeling in print and Braille.....per CD.....\$ _____

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

- (a) Percentage increase%

(Initials)

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SCHEDULE OF PRICES

BID SUBMISSION AND BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4. – Schedule of Prices", initial or sign each in the space provided. See page 1 for instructions on how and where to submit bid.

Fill out and return GPO Form 910. The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

GPO Form 910 is available on GPO web site at <http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

Bidder _____
(Company Name)

(Address, City, and State)

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

(Person to be contacted) _____
(Telephone Number) _____
(Fax Number)

E-Mail Address(s) _____

(Contractor Code Number, if known)

Shipment made from: _____
(City and State)

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