



January 15, 2019

This is Amendment No. 1. The specifications in our invitation for bids on Program 0081-S, scheduled for opening at 11:00am on January 17, 2019, are amended as follows:

1. Change On Page 39 of 46 under PREPRODUCTION PRESS AND MAIL RUN TEST, In 2nd bullet point replace 45,437 with 90,873

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office
Bid Section, Room C848, Stop CSPA
732 North Capitol Street NW
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

DAVID WARD
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of
MySocialSecurity Notices and T2 COA Notices

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

Social Security Administration (SSA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning from Date of Award and ending May 31, 2020, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time January 17, 2019.

Contractor interfacing with SSA's National File Transfer Management System (FTMS) for electronic transmission of files from SSA to the production facility will take place from Date of Award through May 31, 2020. Transmission of live production files will commence on June 1, 2019.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January 2018. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Contractor is to follow the instructions in the bid submission/opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: This program was formerly Program 794-S. Specifications have changed; all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding, with particular attention to: (1) "PUBLIC TRUST SECURITY" and "100% ACCOUNTABILITY OF PRODUCTION AND MAILING" requirements specified in Section 1; (2) GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions; and, (3) The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of "SECTION 4. – SCHEDULE OF PRICES."

NOTE TO BIDDERS: Due to time constraints, Qualified Bidders must possess an SSA installed/active data connection between the exact location specified by the bidder and SSA's National Computer Center (NCC). SSA also must have security cleared the bidders physical location(s) used for production of materials for this contract and all employees passed Final Suitability (for same locations) completed prior to the solicitation of this bid to be eligible for award of this contract. If bidder does not have these completed prior to solicitation, that contractor will be declared non-responsible.

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

For information of a technical nature, contact Jim Ballou at jballou@gpo.gov or (202) 512-0310.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, Rev. 1-18) and GPO Contract Terms, Quality Assurance Through Attributes Program, for Printing and Binding (GPO Publication 310.1, effective May 1979, (Rev. August, 2002)).

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

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

SUBCONTRACTING: The predominant production function is the laser/ion deposition imaging and inserting of data from electronically transmitted files. Any bidder who cannot perform the imaging of variable data and the inserting portions of the mailing packet will be declared non-responsible.

The contractor is responsible for enforcing all contract requirements outsourced to a subcontractor.

If the presorting and mailing is subcontracted, the subcontractor must complete and pass the same security clearances as the prime contractor.

If the contractor wishes to add a subcontractor at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor must submit a new subcontractor's information to the Government for approval 30 calendar days prior to the start of production at that facility.

If the contractor plans to enter into a "Contractor Team Arrangement" or Joint Venture, to fulfill any requirements of this contract, they must comply with the terms and regulations as detailed in the Printing Procurement Regulation – (GPO Publication 305.3; Rev. 4-14).

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC 1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.
- (c) Transparent low gloss poly-type window material, covering the envelope window must pass a readability test with a rejection rate of less than 1/4 of 1% when run through a USPS OCR Scanner.

Specified Standards: The specified standards for the attributes requiring them are:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets

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

P-7. O.K. Proofs, electronic media.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to May 31, 2020, 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.

NOTE: The term of the first contract year (base year) is expected to be approximately 18 months; however, the Economic Price Adjustment will be based on the date of actual production. Actual production begins June 1, 2019.

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 February 28, 2019 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.

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:

NOTE: For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual production begins June 1, 2019.

1. BLS code 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of December 2018, will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor’s bid price(s) for Item V., “PAPER” in the “SCHEDULE OF PRICES” and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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

NOTE: All requirements, starting with Security Requirements below, through page 11 must be completed and approved at time of solicitation of this contract, if not the bidder will be declared non-responsive

SECURITY REQUIREMENTS: Protection of Confidential Information:

- (a) The contractor shall restrict access to all confidential information obtained from the Social Security Administration (SSA) in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the post award conference between the Contracting Officer and the responsible contractor representative.

- (b) The contractor shall process all confidential information obtained from SSA in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The contractor shall inform all personnel with access to the confidential information obtained from SSA in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1), which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the SSA. For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the contractor and contractor's employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The contractor shall assure that each contractor employee with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act. When the contractor employees are made aware of this information, they will be required to sign the Contractor Personnel Security Certification, Form SSA-222 (see Exhibit A). A copy of this signed certification must be forwarded to: SSA, Printing Management Branch (Exhibit K).
- (f) All confidential information obtained from SSA for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information shall be handled as confidential and may not be disclosed without the written permission of SSA. For willingly disclosing confidential tax return information in violation of the IRC, the contractor and contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.
- (i) If a subcontractor is used for the sorting and/or mailing of the notices of this contract, the subcontractor must conform to all security requirements of the contract.

SSA EXTERNAL SERVICE PROVIDER SECURITY REQUIREMENTS:

This resource identifies the basic information security requirements related to the procurement of Information Technology (IT) services hosted externally to SSA's Network.

See Exhibit J for References for External Service Providers (ESP).

All External Service Providers are subject to the following security requirements:

- (a) All ESPs are subjected to SSA's Security Authorization Process, which will entail security testing and evaluation of the in-place security controls. For more information, see NIST SP 800-37, Revision 1.
- (b) ESPs must follow NIST SP 800-53 Revision 4 "*Recommended Security Controls for Federal Information Systems and Organizations*" for protecting Low or Moderate impact level information as categorized by FIPS for the information system. NOTE: Systems that contain Personally Identifiable Information (PII) are considered "Moderate."
- (c) ESPs must document all deployed (applicable) and planned controls for an information system in a System Security Plan that is in NIST-compliant format. Refer to NIST SP 800-18.

- (d) ESPs classified as Cloud Service Providers (CSP) must adhere to additional FedRAMP security control requirements. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements, CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO).
- (e) Upon request from SSA, the ESP shall provide the following network security information and documentation for review and audit purposes:
- All information security control artifacts required to support the Security Assessment and Authorization (SA&A) process.
 - Intrusion Detection Systems (IDS) configuration.
 - Network firewall configuration.
 - Server and network device patching schedules and compliance.
 - Server, network device, and security logs.
 - Detailed hardware inventory including servers, network devices, and storage.

NOTE: ESPs are required to adhere to NIST 800-53 Rev. 4 security control framework based on their assigned categorization. The contractor is required to complete and provide written response for all information requested in the following exhibits: Exhibit N, Exhibit O, Exhibit P, Exhibit Q, and Exhibit R and outline additional security controls and SSA organizational defined parameters for NIST 800-53, Rev 4. The security requirements in the exhibits are applicable to low and moderately categorized systems unless otherwise designated. For additional information or supplement guidance for these controls, refer Appendix F of NIST 800-53, Rev 4.

PHYSICAL SECURITY: Contractor's facilities storing SSA assets and information are required to meet the Interagency Security Committee's (ISC) standard for Federal facilities. This information can be found in the "Facility Security Plan: An Interagency Security Committee Guide," dated February 2015, 1st Edition. SSA reserves the right to inspect contractor facilities to ensure compliance with the ISC guidelines. If facilities are found deficient, the contractor must implement corrective actions within 45 calendar days of notification. Requirements can include, but not be limited to, the physical security countermeasures, such as access control systems, closed circuit television systems, intrusion detection systems, and barriers.

NOTE: Contractor must pass all External Service Provider Security and Physical Security requirements as specified above before the Government can award this contract. Any bidder who cannot obtain approval for any of these security requirements within 60 calendar days of approval of production plans and physical security inspection will be declared non-responsible.

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

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

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

All employees working on this contract must:

- Be familiar with current information on security, privacy, and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed, and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.
- Prohibited from having any mobile devices or cameras in sensitive areas that contain any confidential materials. This includes areas where shredding and waste management occurs.

Managers at the contractor's facility working on this contract must also:

- Monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
- Ensure that employee screening for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact the security officer within 24 hours whenever a systems security violation is discovered or suspected.

Applicability:

The responsibility to protect personally identifiable information applies during the entire term of this contract and all option year terms, if exercised. All contractors must secure and retain written acknowledgement from their employees stating they understand these policy provisions and their duty to safeguard personally identifiable information. These policy provisions include, but are not limited to, the following:

- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor's facility without express permission from the Government.
- Employees must safeguard and protect all Government records from theft and damage while being transported to and from contractor's facility.

The following list provides examples of situations where PII is not properly safeguarded:

- Leaving an unprotected computer containing Government information in a non-secure space (e.g., leaving the computer unattended in a public place, in an unlocked room, or in an unlocked vehicle).
- Leaving an unattended file containing Government information in a non-secure area (e.g., leaving the file in a break-room or on an employee's desk).
- Storing electronic files containing Government information on a computer or access device (flash drive, CD, etc.) that other people have access to (not password-protected).

This list does not encompass all failures to safeguard personally identifiable information but is intended to act as an alert to the contractor's employees to situations that must be avoided. Misfeasance occurs when an employee is authorized to access Government information that contains sensitive or personally identifiable information and, due to the employee's failure to exercise due care, the information is lost, stolen, or inadvertently released.

Whenever the contractor's employee has doubts about a specific situation involving their responsibilities for safeguarding PII, they should consult GPO and SSA.

Security and Suitability Requirements for Government Printing

(a) Suitability Process

The background investigation and adjudication processes are compliant with 5 CFR 731 or equivalent. Any new Vendor personnel (i.e. those who have not previously received a suitability determination under this contract) requiring access to a SSA facility, site, information, or system, must complete and submit, through the COR-COTR, the documents listed in (a)(1) at least 30 work days prior to the date Vendor personnel are to begin work. The suitability process cannot begin until the Vendor submits, and SSA receives, accurate and complete documents.

(1) Suitability Document Submission

- a. Immediately upon award, the Company Point of Contact (CPOC) must provide to the Center for Suitability and Personnel Security (CSPS) and a copy to the Contracting Officers Representative (COR) for all Vendor personnel requesting a suitability determination using a secured/encrypted email* with a password sent separately to DCHR.OPE.Suitability@ssa.gov:
 - (i) An e-QIP [applicant listing](#) including the names of all Vendor personnel requesting suitability;
 - (ii) Completed [Optional Form \(OF\) 306, Declaration for Federal Employment](#);
 - (iii) [Fair Credit Reporting Act \(FCRA\) Authorization Form](#);
 - (iv) [Additional Questions for Public Trust Positions Branching](#); and
 - (v) Work authorization for non-United States (U.S.) born applicants, if applicable.
- b. The e-QIP applicant listing must include the Vendors name, the Social Security Administration (SSA) Vendor number, the CPOC's name, the CPOC's contact information, the COR's name, the COR's contact information, and the full name, Social Security Number, date of birth, place of birth (must show city and state if born in the U.S. OR city and country if born outside of the U.S.), and a valid email address for all Vendor personnel requesting suitability. All spelling of names, email addresses, places, and numbers must be accurate and legible.

(2) e-QIP Application

- a. Once SSA receives all completed documents, listed in (a)(1), the Center for Suitability and Personnel Security (CSPS) will initiate the e-QIP process using the e-QIP applicant listing. CSPS will email the e-QIP notification to the CPOC and COR inviting Vendor personnel to the e-QIP website to electronically complete the background investigation form (Standard Form (SF) 85P, Questionnaire for Public Trust Positions).
- b. Vendor personnel will have up to 10 business days to complete the e-QIP application. The 10-day timeframe begins the day CSPS sends the invitation to the CPOC and COR. Vendor personnel must electronically sign the signature pages before releasing the application in e-QIP. Signature pages include the Certification, Release, and Medical Release pages for the SF 85P.

Find information about the e-QIP process in the e-QIP Quick Reference Guide for e-QIP Applicants at <https://nbib.opm.gov/e-qip-background-investigations/>.

- c. [If Vendor personnel need assistance with e-QIP logon and navigation, they can call the eQIP Hotline at 1-844-874-9940.](#)

(3) Fingerprinting

- a. The e-QIP notification email also provides Vendor personnel with instructions to obtain electronic fingerprinting services. Vendor personnel must report for fingerprint services immediately upon completion and release of the e-QIP application and within 10 business days from the day CSPS sends the invitation.
- b. If Vendor personnel cannot report to the designated fingerprint locations (in the notification email), CSPS will accept completed Field Division (FD) 258 fingerprint cards. The COR can provide the FD 258, if required. Vendor personnel must complete all fields on the FD 258. Incomplete fields may delay suitability processing.
- c. If you need to mail completed FD 258 fingerprint cards, send them, via certified mail along with a completed Vendor Personnel Suitability Cover Sheet to:

Social Security Administration
Center for Suitability and Personnel Security
Attn: Suitability Program Officer
6401 Security Boulevard
2246 Annex Building
Baltimore, MD 21235

(4) Status Check

If Vendor personnel have completed each of the steps in (e) in their entirety and do not receive a suitability determination within 15 business days of their last submission, call 1-844-874-9940 to determine suitability status.

(b) Suitability Determination

- (1) CSPS uses a Federal Bureau of Investigation fingerprint check as part of the basis for making a suitability determination. This determination is final unless information obtained during the remainder of the full background investigation, conducted by the Office of Personnel Management, is such that SSA would find the Vendor personnel unsuitable to continue performing under this contract. CSPS will notify the CPOC and the COR of the results of these determinations.
- (2) SSA will not allow Vendor personnel access to a facility, site, information, or system until CSPS issues a favorable suitability determination. A suitability determination letter issued by CSPS is valid only for performance on the Vendor specified in the letter.
- (3) If current Vendor personnel are to perform work under a new Vendor, the CPOC must submit a fully completed, legible [Vendor Rollover Request Form](#) to the COR. CSPS will notify the CPOC, COR, and Contract Officer (CO) of suitability to work under the new Vendor.

(c) Vendor Personnel Previously Cleared by SSA or Another Federal Agency

If Vendor personnel previously received a suitability determination from SSA or another Federal agency, the CPOC should include this information next to the Vendor personnel's name on the initial applicant listing (see paragraph (a)(1)(b)) along with the OF 306. CSPS will review the information. If CSPS determines another suitability determination is not required, it will provide a letter to the CPOC and the COR indicating the Vendor personnel was previously cleared under another Federal contract and does not need to go through the suitability determination process again.

(d) Unsuitable Determinations

- (1) The Vendor must notify the contractor personnel of any unsuitable determinations as soon as possible after receipt of such a determination.
- (2) The Vendor must submit requests for clarification for unsuitable determinations in writing within 30 days of the date of the unsuitable determination to the email mailbox or address listed below. Vendor personnel must file their own requests; Vendor's may not file requests on behalf of Vendor personnel.

dchr.ope.suitclarify@ssa.gov OR
Social Security Administration
Center for Suitability and Personnel Security
Attn: Suitability Program Officer
6401 Security Boulevard
2246 Annex Building
Baltimore, MD 21235

(e) Vendor Notification to Government

The Vendor shall notify the COR and CSPS within one business day if any Vendor personnel is arrested or charged with a crime, or if there is any other change in the status of Vendor personnel (e.g. leaves the company, no longer works under the Vendor, the alien status changes, etc.) that could affect their suitability determination. The Vendor must provide in the notification as much detail as possible, including, but not limited to: name(s) of Vendor personnel whose status has changed, SSA Vendor number, the type of charge(s), if applicable, date of arrest, the court date, jurisdiction, and, if available, the disposition of the charge(s).

***Email Procedures**

For your convenience, we have included the following instructions to send emails with sensitive documentation or messages containing personally identifiable information (e.g., SSNs, etc.) securely to an SSA email address. Consult your local information technology staff for assistance. If you utilize an alternate secure method of transmission, we recommend contacting the recipient to confirm receipt.

To Encrypt a File using WinZip

- i. Save the file to your hard drive
- ii. Open Windows Explorer and locate the file
- iii. Right click on the file
- iv. Select "WinZip"
- v. Select "Add to Zip File"
- vi. An Add box pops up. Near the bottom of the box you will see an "Options" area
- vii. Click the "Encrypt added files" checkbox
- viii. Click the "Add" button
- ix. Check the "Hide Password" checkbox if not already checked
 - a. Enter a string of characters as a password composed of letters, numbers, and special characters (minimum 8 characters – maximum 64)
 - b. Select the 256-Bit AES encryption radio button
 - c. Click "OK"
- x. You have successfully encrypted the new Zip file that can now be attached to an email.

Providing the Recipient with the Password

Send the password to the intended recipient in a separate email message prior to sending the encrypted file or after sending the encrypted file. Do not send the password in the same email message to which you attached the encrypted file.

If possible, it is recommended to provide the password to the COR-COTR by telephone or establish a predetermined password between the contractor and the COR-COTR.

The COR-COTR should also submit the password in a separate email from the documentation when submitting to ^DCHR OPE Suitability. Due to the large volume of submissions, the COR-COTR must always provide the password to ^DCHR OPE Suitability in a separate email, even if it is a pre-established password for a contract.

Sending an encrypted Zip File via email:

1. Compose a new message
2. Attach the Zip File

Send message.

SUITABILITY DETERMINATION: A Federal Bureau of Investigation fingerprint check is part of the basis used for making a suitability determination. This determination is final unless information obtained during the remainder of the full background investigation, conducted by the Office of Personnel Management, is such that SSA would find the contactor personnel unsuitable to continue performing under this contract. CPSPM will notify the CPOC, SSA COTR, and Contracting Officer of the result of these determinations.

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 pre-award survey of all of the contractor's computer, printing, and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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

If award is predicated on the purchase of production and/or systems equipment to meet the file transmission requirements, the contractor must provide purchase order(s) with delivery date(s) of equipment to arrive, be installed, and be fully functional at least 90 calendar days prior to the start of live production.

If the preaward survey is waived, the below referenced production plans must be submitted to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative. The workday after notification to submit will be the first day of the schedule.

PREAWARD PRODUCTION PLANS: As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

Five (5) additional workdays will be permitted to provide a Security Assessment Package as required. The contractor, at SSA discretion, may be granted five (5) additional workdays if additional information is required for the Security Assessment Package. The workday after notification to submit will be the first day of the schedule.

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

If the contractor intends to use multiple plants, the production plans must indicate which plants will be used, and the quantity to be produced in each plant. This requirement applies to all Security requirements, tests, and live production.

If the Government, during the preaward survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the contractor will be declared non-responsive.

Due to PII issues, the Government cannot award the contract until all security requirements are met. If the contractor fails to meet these requirements within 60 workdays of start of live production, the contractor will be declared nonresponsive.

Information Sheet – If the contractor is currently producing on other GPO contracts, they must submit an information sheet specifying how the workload(s) on this contract will fit into the pre-existing Government production without hampering the production/delivery schedules for all the contracts. (NOTE: This is a requirement of this program due to the legislated nature of certain GPO contracts.)

At a minimum, the information sheet must include a list of the contracts currently held and the production/delivery schedules for each of those contracts. The sheet must also specify which of those contracts would run concurrently with the projected schedule for this contract.

Backup Facility – The failure to deliver the products required under this specification in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said locations for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing the products required under this specification.

Plans for their contingency production must be prepared and submitted to the Contracting Officer as part of the preaward survey. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start of production at that facility.

Part of the plan must also include the transportation of Government materials from one facility to another. SSA has the option to install a data connection into the contractor's backup facility.

NOTE: All terms and conditions of this contract will apply to the backup facility. Due to the time sensitive nature of the notices produced on this contract, the contractor must maintain the original schedule set forth in this contract.

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

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep to document the quality control inspections performed on each run. Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

The quality control plan must account for the number of pieces mailed daily and must also cover the security over the postage meters as well as the controls for the setting of the meters.

Quality Control Sample Plan – The plan must provide a description of how the contractor will create quality control samples for periodic samplings to be taken during the production run, provide for backup and re-running in the event of an unsatisfactory sample, and contain control systems that will detect defective, missing, or mutilated pieces.

The plan should include the sampling interval the contractor intends to utilize. The contractor will be required to create two (2) control samples every 4,000 notices. The samples to be drawn from the production stream at the same time:

- One (1) sample will be drawn, inspected, and retained as part of the contractor’s quality assurance records.
- One (1) sample will be drawn for the Social Security Administration and packed with the remaining samples associated with each task order and shipped to SSA, Printing Management Branch (see Exhibit K).

NOTE: Mailers with low volumes (less than 4,000) will require at least one (1) set of samples to be produced.

The plan shall detail the actions to be taken by the contractor when defects, missing, or mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)).

The plan shall monitor all aspects of the job, including material handling and mail flow, to assure that the production and delivery of these notices meet specifications and Government requirements. This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

The contractor must maintain quality control samples, inspection reports, and records for a period of no less than 180 calendar days subsequent to the date of the check tendered for final payment by the Government Publishing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor’s quality assurance records and quality assurance random copies.

Computer System Plan – This plan must include a detailed listing of the contractor’s operating software platform and file transfer system necessary to interface with SSA’s National File Transfer Management System (FTMS) for electronic transmission of notice files from SSA. The plan must also include the media type on which files from SSA will be received to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor’s production facility.

The system plan shall demonstrate the contractor’s ability to provide complete hardware and software compatibility with SSA’s existing network (see “ TRANSMISSION TEST” for additional information). The contractor must complete a System Plan (see Exhibit G).

Included with the Computer System Plan shall be a resume for each employee responsible for the monitoring and the programming of the contractor’s computer system and file transmissions. If the contractor plans to use a consultant, a resume must still be included.

Mail Plan – This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin. The contractor must also disclose how they will achieve multi-level USPS presort postal discounts as outlined in the contract.

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

Personnel Plan – This plan should include a listing of all personnel who will be involved with this contract. For any new employees, the plan should include the source of these employees and a description of the training programs the employees will be given to familiarize them with the requirements of this program.

Production Plan – The contractor is to provide a detailed plan of the following:

- (a) list of all production equipment and equipment capacities to be utilized on this contract;
- (b) the production capacity currently being utilized on this equipment;
- (c) capacity that is available for these workloads; and,
- (d) if new equipment is to be utilized, documentation of the purchase order, source, delivery schedule, and installation dates are required.

Security Control Plan – The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-Government business.

Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party.
- (2) How the disposal of waste materials will be handled.
- (3) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).
- (4) How contractors classified as Cloud Service Providers (CSP) will adhere to additional FedRAMP security control requirements. CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO) (see Exhibit L). Additional information is also available at: <http://www.gsa.gov/portal/category/102371>.

NOTE: A Third Party Assessment Organization (3PAO) is an organization that has been certified to help cloud service providers and Government agencies meet FedRAMP compliance regulations. Accredited 3PAOs can be found at <https://www.fedramp.gov/marketplace/accredited-3paos/>.

- (5) The contractor shall submit a System Security Plan which documents how the solution implements security controls in accordance with the designated FIPS 199 security categorization and the Minimum Security Requirements for Federal Information and Information Systems which requires the use of NIST SP 800-53, or the contractor shall provide a Security Assessment Package (SAP) completed by either an independent assessor or another Federal agency (see Exhibit L).

NOTE: An independent assessor is any individual or group capable of conducting an impartial assessment of security controls employed within or inherited by an information system.

Materials – List how all accountable materials will be handled throughout all phases of production.

Production Area Plan– The contractor must provide a secure area(s) dedicated to the processing and storage of data for the MySocialSecurity and T2 COA Notices, either a separate facility dedicated to these products, or a walled-in limited access area within the contractor’s existing facility. Access to the area(s) shall be limited to security-trained employees involved in the production of the notices.

Part of the Production Area Plan shall include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations.

Contractor must have, in place, a building security system that is monitored 24 hours a day, seven (7) days a week, and a badging/keypunch system that limits access to Government materials (data processing center/production facility and other areas where Government materials with PII are stored or are accessible) that is only accessible by approved personnel. Contractor must present this information, in detail, in the production area plan.

Disposal of Waste Materials – The contractor is required to demonstrate how all waste materials used in the production of sensitive SSA records (records containing PII information as identified in “SECURITY WARNING”) will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. *Sensitive* records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations.

The contractor, at a minimum, must crosscut shred all documents into squares not to exceed 1/4 inch. All documents to be destroyed cannot leave the security of the building and must be destroyed at contractor’s printing site. The contractor must specify the method planned to dispose of the material.

Option Years: For each option year that may be exercised, the contractor will be required to review their production plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised.

NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

UNIQUE IDENTIFICATION NUMBER: Unique identification numbers will be used to track each individual notice, thereby providing 100% accountability. This enables the contractor to track each notice through completion of the project. The contractor will be required to create a test sample every 4,000 notices. Each file must have a minimum of one (1) test sample. This sample must have a unique number and must be produced on each notice. The contractor will generate a list of the unique identifying numbers for each sample. As samples are pulled, the unique numbers will be marked off the list. This enables the contractor to track which samples have been produced and pulled and what records have been produced.

The contractor may create their own sequence number and run date to facilitate their presorting and inserting process but must maintain the original SSA identification number.

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

facility. An explanation of the contractor's sequential numbering system is required to understand the audit trail required for each and every piece.

100% ACCOUNTABILITY OF PRODUCTION AND MAILING: Contractor must have a closed loop process* to determine that the data from the original print file is in the correct envelope with the correct number of pages and inserts. Notices requiring print regeneration must be reprinted from their original print image with the original job ID and piece ID remaining unchanged as each mail piece continues through the inserting life cycle. This process will repeat itself (since subsequent reprint runs may yield damages) until all mail pieces from the original print run have been inserted and accounted for.

***CLOSED LOOP PROCESSING:** A method for generating a plurality of mail pieces including error detection and reprinting capabilities. The method provides a mail handling process which tracks processing errors with the use of a first and second scan code which obtain information regarding each mail piece, diverts mail pieces in response to error detection, transmits such errors to a processor, and automatically generates a reconfigured print file to initiate reprints for the diverted mail pieces.

Contractor will be responsible for providing a unique identifying number that will be used to track each individual notice, thereby providing 100% accountability and validating the integrity of every notice produced in all phases of printing, inserting, and mailing and to ensure all notices received from SSA were correctly entered into the U.S. postal system.

NOTE: Contractor must have all hardware, programming, and finalized reports in place to meet this requirement arrive at least 45 calendar days prior to the start of live production, on June 1, 2019. Contractor must submit a sample of their proposed Audit and Summary reports with the required preaward production plans for approval. The Government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not complying with any part of this requirement.

Notice integrity shall be defined as follows:

- Each notice shall include all pages (and only those pages) intended for the designated recipient as contained in the print files received from SSA.
- The contractor's printing process must have automated systems which can detect all sync errors, stop printing when detected, and identify, remove, and reprint all effected notices.

Mailing integrity shall be defined as follows:

- All notices received from SSA for each file date were printed, inserted and entered correctly into the U.S. postal system.

The contractor is responsible for providing the *automated* inserted notice tracking/reporting systems and processes required to validate that 100% of all notices received from SSA were printed, all pages for each notice with the correct inserts are accounted for, inserted, and mailed correctly.

The contractor's inserting equipment must have automated systems that include notice coding and scanning technology capable of:

- (a) Uniquely identifying each notice and corresponding notice leaves within a print order.
- (b) Unique identifier to be scanned during insertion to ensure all notices and corresponding notice leaves are present and accounted for.

- (c) Entrance Scanning: A camera system must electronically track and scan all leaves of each mail piece as the inserting equipment pulls them into the machine to ensure each mail piece was produced and inserted. If there is any variance on a mail piece or if a mail piece is not verified that all leaves are present, that piece and the piece prior to and immediately following must be diverted and sent back for reprint. All instances of variance must be logged.
- (d) Touch and Toss: All spoilage, diverted, mutilated, or mail pieces that are acted upon directly by a human hand prior to sealing must be immediately recorded, discarded, properly destroyed, and automatically regenerated in a new print file for reprint. *Exception* - Intentionally diverted pieces due to a requirement for a product, which cannot be intelligently inserted and requires manual insertion such as a publication, can be sealed, re-scanned and placed back into production. These must be programmed diverts and sent to a separate bin for processing to ensure they are not mixed with other problem diverts and logged into the Audit system as such.
- (e) Exit Scanning: A camera system must be mounted just aft of the inserting equipment. This camera system must read a unique code through the window of each mail piece and be capable of identifying and reporting all missing notices that were lost or spoiled during production for each print order or mail date (if the print order requires multiple mail dates). This system ensures that no missing mail pieces have been inadvertently inserted into another mail piece. The equipment must check the mail pieces, after insertion and verification that all leaves are accounted for, and divert any suspect product. During exit scanning, if a sequence number is missing, the notice prior to and immediately after must be diverted. The equipment must divert all products that exhibit missing or out of order sequence numbers and any other processing errors. All diverted pieces are to be automatically recorded and regenerated in a new print file for reprint.
- (f) Reconciliation: All notices and the amount of correct finished product must be electronically accounted for after insertion through the use of the audit system that is independent of the inserting equipment as well as independent of the operator. The sequence numbers, for each file, must be reconciled, taking into account any spoilage, duplicate, and/or diverted product. If the reconciliation yields divergent results, corrective action must be taken to locate the mail pieces that are causing any difference between the input and outputs of the inserting process. Therefore, all finished mail for that sequence run must be held in an accessible area until this reconciliation is complete.
- (g) Generate a new production file for all missing, diverted, or mutilated notices (reprint file).
- (h) Contractor must generate an automated audit report from the information gathered from scanning for each print order, and for each notice (manual inputs are not allowed). This audit report will contain detailed information for each notice as outlined above for each print order. Contractor must maintain this information for a 6-month period after mailing.
- (i) Audit report must contain the following information:
 - 1. Job name
 - 2. Mailer number, file date, and mail date(s)
 - 3. Machine ID
 - 4. Date of production with start and end time for each phase of the run (i.e., machine ID).
 - 5. Start and end sequence numbers in each run
 - 6. Status of all sequence numbers in a run
 - 7. Total volume in run
 - 8. Status report for all incidents for each sequence number and cause (e.g., inserted, diverted, and reason for divert such as missing sequence number, missing leaves, mutilated, duplicate, pulled for inspection).
 - 9. Bottom of audit report must contain total number of records for that run, quantity sent to reprint, number of duplicates, duplicates verified and pulled, and total completed.
 - 10. Audit report must contain the same information for all the reprints married with this report as listed above showing that all pieces for each print order are accounted for. (See Exhibit G, "Audit and Summary Reports.")

- (j) Contractor must generate a final automated 100% accountability summary report for each print order. This information must be generated directly from the audit report (manual inputs are not allowed).

The summary report must contain the following (See Exhibit G):

1. Job name
2. Print order and mail date(s) (must show sequence numbers for each section, i.e., first pass and then reprints).
3. Sequence number range for each print order and/or mail date.
4. Volume of all sequence numbers associated with the print order and/or mail date were inserted.
5. Volume of reprints that were inserted for each print order and/or mail date.
6. Volumes for each file or print order and date that each print order or mail date was completed.

A PDF copy of the summary report(s) and matching USPS 3607R and/or GPO 712 form(s) must be submitted to SSA, Printing Management Branch (Exhibit K) for each file date within two (2) workdays of mailing.

Contractor must submit a sample of their Audit and Summary reports (See Exhibit H) with the required preaward production plans for approval.

Contractor must generate an automated audit report when necessary showing the tracking of all notices throughout all phases of production for each mail piece. This audit report will contain all information as outlined in item (i) above. Contractor is required to provide any requested Summary and/or Audit reports within an hour of a request via email in an MS Word, MS Excel, or PDF file.

All notice tracking/reporting data must be retained in electronic form for 210 calendar days after mailing, and must be made available to SSA for auditing of contractor performance upon request.

The contractor must maintain quality control samples, inspection reports and records for a period of not less than 180 calendar days subsequent to the date of the check tendered for final payment by the Government Publishing Office.

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

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

REQUEST FOR NOTICE PULLS FROM PRODUCTION: Due to the sensitivity of some of the notices in this contract, the Government may request that certain notices be removed from the production stream. When this occurs, the Government will supply the contractor with a list of Social Security Numbers (SSNs) or ID Codes that need to be pulled. The SSNs for each notice is contained in the Mail Run Data (MRD) File.

The contractor must be able to run a sort to find and eliminate the notice from the production run. If the list is provided after the notice has been produced, the contractor must be capable of identifying the notice and pulling it from the production floor. It is anticipated that this will be an infrequent occurrence.

ON-SITE REPRESENTATIVES: One (1) or two (2) full-time Government representatives may be placed on the contractor's premises on a limited basis or throughout the term of the contract.

The contractor will be required to provide one private office of not less than 150 square feet, furnished with one desk, one swivel arm chair, telephone lines, internet access via wireless or Ethernet for two computers, two work tables, and two four-drawer letter-size files with combination padlock and penda-flex file folders or equal.

On-site representative(s) may be stationed at the contractor's facility to: provide project coordination in receipt of wire transmissions; verify addresses; monitor the printing, imaging, folding, inserting, mail processing, quality control, sample selections, and inspections; and monitor the packing and staging of the mail.

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

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Social Security Administration, Baltimore, MD, immediately after award.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

PREPRODUCTION MEETING: A preproduction meeting covering the printing, imaging, folding, inserting, and mailing shall be held at the contractor's facility after award of the contract to review the contractor's production plan and to establish coordination of all operations. Attending this meeting will be representatives from the Government Publishing Office, Social Security Administration, and the U.S. Postal Service. The contractor shall present and explain their final plan for the printing, imaging, folding, inserting, and mailing the MySocialSecurity and T2COA Notices.

The contractor shall meet with SSA and USPS representatives to present and discuss their plan for mailing. The preproduction meeting will include a visit to the contractor's mailing facility, where the contractor is to furnish specific mail flow information.

In addition, the contractor shall be prepared to present detailed production plans, including such items as quality assurance, projected commencement dates, equipment loading, pallet needs, etc.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

SSA may conduct unscheduled visits during the term of this contract at the contractor's mailing facility. In addition, sample postage documentation must be submitted to SSA, emailed to SSA, Mail & Postal Policy (see Exhibit K) after the contract award that will detail the amount of mail submitted to USPS verifying the date released and detailing the cost and volume of 1 and 2-ounce mail.

The contractor must present documentation of the plant loading agreement and either a copy of the optional procedure, which has been negotiated with the USPS, or a draft of the original procedure that the contractor intends to negotiate with the USPS for SSA approval. The contractor also needs to present SSA with a copy or a draft of the manifest (tracking system) to be used to accomplish the above.

The contractor is to provide the name of the representative responsible for the mailing operation and that individual's backup.

NOTE: The Government reserves the right to waive the Preproduction Meeting.

ASSIGNMENT OF JACKETS, PURCHASE ORDER, TASK ORDERS, 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 daily "Task Order" for each job placed with the contractor. A print order will be issued weekly and will indicate the total number of task orders placed and the total number of notices produced that week. The print order will also indicate any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of weekly print orders supplemented by daily electronic task orders. Orders may be issued under the contract from Date of Award through May 31, 2020, plus for such additional period(s) as the contract is extended. All print orders and task 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 or task order. Task orders will be "issued" daily for purposes of the contract and shall detail the daily volume of notices required. A Print Order (GPO Form 2511) will be used for billing purposes, will be issued weekly, and will cover all daily task orders issued that week.

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

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

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

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

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

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

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

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

PRIVACY ACT

- (a) The contractor agrees:
- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
 - (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
 - (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.
- (b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.
- (c) The terms used in this clause have the following meanings:
- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
 - (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
 - (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>

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

SECTION 2 – SPECIFICATIONS

SCOPE: These specifications cover the production of two (2) workloads consisting of English personalized notices, Spanish personalized, Domestic and Foreign notices with mail-out envelopes requiring such operations as: the receipt and processing of wire transmitted data, re-development of Advanced Function Presentation (AFP) (Fully Composed or Mixed Mode) printing platform, composition, printing/imaging, binding, construction, inserting, packing, and distribution.

TITLE: MySocialSecurity Notices and T2 COA Notices.

WORKLOADS:

Mailer 1: MySocialSecurity Notices
Mailer 2: T2 COA Notices

FREQUENCY OF ORDERS, QUANTITY, AND NUMBER OF PAGES:

An electronic task order will be issued daily.

A print order will be issued weekly and will indicate the total number of task orders placed and total number of copies produced that week.

A separate print order will be placed for proofs, and the transmission, preproduction validation, and preproduction press and mail run tests, and any test during the course of the contract.

The total requirement of this contract is approximately 8,925,000 notices per year.

NOTE: During the term of this contract, the Government expects to develop new notice workloads with the same requirements as the mailing packages described by these specifications. All terms and conditions in these specifications will apply to any future notice workloads. It is estimated that approximately one (1) to three (3) new notice workloads may be added during the term of this contract.

The Government reserves the right to increase or decrease by up to 25% the total number of notices ordered annually. This 25% includes the additional notices occasioned by the one (1) to three (3) new notices workloads developed during the term of this contract.

The figures show the minimum and maximum quantities required daily for the notices, number of printed pages in a notice (notices are duplex printed), and how the notice is to be folded. Exact quantities will not be known until each run is electronically transmitted to the contractor. (NO SHORTAGES WILL BE ALLOWED.)

MySocialSecurity Notices:

DATA SET NAME*: BTI.vendor.ROMAFP.M1*****.Ryymmdd

Daily Minimum:	15,393
Daily Maximum:	82,481
Printed Pages:	2 to 4
Leaves:	1 to 2
Inserts:	Personalized English Notice Mailout envelope
Folding:	Tri-Fold

T2 COA Notices:

DATA SET NAME*: BTI.vendor.T2RAFP.M2*****.Ryymmdd

Daily Minimum: 1,851
Daily Maximum: 8,392
Printed Pages: 2 to 4
Leaves: 1 to 2
Inserts: Personalized English and Spanish/English notices
Mailout envelope
Folding: Tri-Fold

New Notice Workloads:

These new mailers could be English or Spanish only or bilingual Spanish/English notices. Notices will consist of 2 to 10 printed pages. All notice and envelope requirements will match those specified herein for the Notices.

DATA SET NAME*: BTI.vendor.***AFP.M3#aaaaa.Ryymmdd

The file names/data set names for each new notice workload will be supplied to the contractor as they are developed.

Daily Minimum: 20
Daily Maximum: 25,000
Printed Pages: 2 to 10
Leaves: 1 to 5
Inserts: Personalized Notice
Mailout envelope
Folding: Tri-Fold

The data set names listed above (and throughout these specifications) are not the final data set names that will be transmitted to the contractor. Final data set names for MySocialSecurity and T2 COA notices will be supplied to the contractor at the postaward conference, or shortly thereafter.

TRIM SIZES:

Personalized Notices: 8-1/2 x 11”
Mail-out Envelopes: 4 1/8 x 9-1/2” (No. 10) plus flap.

PREMIUM PAYMENTS: The maximum number of notices transmitted from SSA to the contractor per day is 90,873. If the figure is exceeded by up to 25%, the contractor will receive a “Premium Payment” of 15% (for those extra notices only) on their submitted bid prices for line items IV. (b) and VI. in the “SCHEDULE OF PRICES.”
NOTE: No additional time will be allowed for the mailing of these additional notices.

Any premium payment will be forfeited if the contractor fails to meet the contracted production schedule.

GOVERNMENT TO FURNISH:

Manuscript copy for one (1) mail-out envelope.

At the Government’s option, camera copy, or electronic files (PostScript format) for the recycled paper logo and legend, may be furnished for the notices and envelopes.

PS Form 3615 (Mailing Permit Application and Customer Profile).

National Change of Address (NCOA) Certificate

Coding Accuracy Support System (CASS) Certificate

Postage and Fee Paid Mailing Indicia

Official Government Postage Meter head only, not the machine base. All meter equipment and supplies must be borne by the contractor.

Exhibit A: Form SSA-222, Contractor Personnel Security Certification.

Exhibit B: Security and Suitability Requirements.

Exhibit C: Questionnaire for Public Trust Positions (Standard Form SF85P).

Exhibit D: Fingerprint Card.

Exhibit E: Declaration of Federal Employment (Optional Form 306).

Exhibit F: Fair Credit Reporting Act (FCRA) Authorization Form.

Exhibit G: System Plan.

Exhibit H: Audit and Summary Reports

Exhibit I: Mail Run Data (MRD) File

Exhibit J: References for External Service Providers (ESP)

Exhibit K: Key SSA and GPO Personnel Contact Information

Exhibit L: 3PAO-Obligations-and-Performance-Guide v1.0

Exhibit M: Postage Meter Activity Log

Exhibit N: SSA External Service Provider Security Requirements

Exhibit O: Security Assessment Report (SAR) Template

Exhibit P: Risk Assessment Report (RAR) Template

Exhibit Q: SSP Template FY17 – Eternally Hosted System

Exhibit R: ESP SOW Security Requirements

ELECTRONIC FILES: All files will be electronically transmitted to the contractor and contain a complete record for each notice. Any programming or other format changes necessitated due to the contractor's method of production will be the full responsibility of the contractor and must be completed prior to SSA's validation. All files transmitted by SSA will be physical sequential Advanced Function Presentation (AFP; Fully Composed or Mixed Mode). Any alteration of the notice content in the file is not permitted. The contractor must not merge file dates and mailers (if applicable) during processing, printing/imaging, and mailing.

The Government will furnish test files for performing the preproduction press and mail run test. **NOTE: The contractor must not compress files in processing data for this contract.**

The contractor will receive three (3) files for each print file: the Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) file, the Mail Run Data (MRD) file, and the Banner (BNR) file. Similar to the following:

AFP file = vendor***AFP.M01xaaaaa.Ryymmdd

MRD file = vendor***MRD.M01xaaaaa.Ryymmdd

BNR file = vendor***BNR.M01xaaaaa.Ryymmdd

NOTE: Files provided to the contractor must be retained for 21 workdays after mailing (before destruction).

The MRD file will contain all information relevant to each mail piece. This would include, for each mail piece, the unique alpha/numeric identifier (the sequential number of the document), the number of sheets of paper, recipient's address, and USPS IMB. (See Exhibit I for MRD file record layout.)

The BNR file contains information for setting up the intelligent inserters such as file totals and number of mail packets.

The contractor will receive a daily electronic task order each morning after transmission with the volumes for notices, leaves, and pages.

Prior to the commencement of production of orders placed under this contract, the Government will furnish preproduction electronic test files shortly after the postaward conference that are to be used in performing the various preproduction validation tests and the preproduction press and mail run tests.

Files will be in print image format and in ZIP Code sequence. Contractor will be required to sort files as necessary to obtain maximum USPS Postal discounts (i.e., leaf counts or mail weight). Any alteration of the notice content in the file is not permitted.

NOTE: Whenever the contractor makes a change in the programming, the contractor is required to execute a self-certification statement specifying the date of the last programming change. Prior notification of a programming change is required in addition to the self-certification statement for the contractor to schedule a validation test with SSA.

The contractor shall notify SSA of any reprogramming and/or reformatting of data supplied by transmission necessitated due to the contractor's method of production.

All data provided by the Government or duplicates made by the contractor and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract.

Any duplicate data and any resultant printouts must be destroyed by the contractor upon completion of each order.

Government to provide the following at the postaward conference, or shortly thereafter:

Print Resource Library (Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) via Email: Advanced Function Presentation resources including page and form definitions, fonts, page segments and overlays (if applicable) for page formatting.

NOTE: The resource file will contain all fonts except licensed fonts, required to print this file. SSA will supply any customized fonts. It is the contractor's responsibility to provide all licensed fonts necessary for printing.

Preproduction Press and Mail Run Test Files for Transmission: An Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) formatted print file with the corresponding Mail Run Data File and Banner file will be supplied for workload in the quantities required.

Revised Resource Library (Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) via Email (when applicable): Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) print resources, overlays, page segments, and non-standard fonts provided shortly after the postaward conference may change during the term of the contract, in which case SSA will provide revised Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) resource file(s) via email to the contractor as a replacement(s).

The contractor is cautioned that there may be a signature change(s) during the term of this contract. If this occurs, SSA will provide the contractor with a new Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) resource file.

PRINTER RESOURCES (Advanced Function Presentation (AFP; Fully Composed or Mixed Mode)): The test files are to be used in the preproduction press and mail run test (see “PREPRODUCTION TESTS, *Preproduction Press and Mail Run Test*”).

SSA will provide the Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) resources for notice workloads. These resources will be provided to the contractor via transmission or email shortly after the postaward conference. SSA will also provide test files for transmission with samples of each workload to enable the start of the validation process.

These compliances relate solely to interpreting and printing files to be provided to the contractor by SSA, to ensure that the contractor is able to print the files as provided without alteration of any kind on the part of SSA. It is solely the contractor’s responsibility to re-develop/re-program the Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) resources and MRD file to ensure proper printing and inserting in their environment.

NOTE: The Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) file contains all AFP resources, except licensed fonts, required to print this file.

The contractor will be responsible for maintaining the Advanced Function Presentation (AFP; Fully Composed or Mixed Mode) resources on each system that processes SSA’s notices. SSA will provide updated resources electronically, as necessary.

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

Secure File Transfer Protocols (SFTP) Site: Contractor is required to set up, establish and maintain an Secure File Transfer Protocol SFTP site that multiple users at SSA can access for passing PDF notice validation samples containing PII to SSA and back. Contractor cannot send PDF notices with PII via email.

Contractor must have programmer(s) capable of handling Advanced Function Presentation (AFP) (Fully Composed or Mixed Mode) printing platform AFP resources.

FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS: The contractor must provide the capability to interface with SSA’s National FTMS for electronic transmission of designated files from SSA to the production facility. SSA will provide the necessary data connection into the contractor’s location. At the discretion of SSA, the line speed may be either increased or decreased depending on utilization. The contractor must provide, at their expense, the equipment and operating software platform, and the file transfer software required at their location.

The contractor assumes all responsibility for configuration, maintenance, and troubleshooting of their equipment and software.

SSA utilizes, and the contractor must provide compatibility with, TIBCO’s Managed File Transfer Platform Server. The personal computers/servers must have the capability to run Managed File Transfer software with encryption enabled using IP protocols on Windows, UNIX (i.e., IBM’s AIX, SUN or HP), or z/OS platforms.

SSA will not permit any private class A, B, or C IP addresses, i.e., 10.xxx.xxx.xxx type IP addresses from external users on its network. At connection time to SSA, the contractor will be provided a suitable IP address for access to SSA’s network via a firewall. SSA will provide the necessary subnet(s) for connection at the remote site. The contractor will be responsible for its own name/address translation to fulfill the intended purpose of data transfers. SSA will provide Managed File Transfer node information to the contractor as required to accomplish file transfers.

The contractor may determine the media type on which files from SSA will be received, to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor’s production facility. Simultaneous multiple

transmission sessions must be possible on the contractor's equipment. All files transmitted by SSA will be written as Physical Sequential or "flat" files at the contractor's location and will be distinguished with a "run date" in the contractor's file name.

Virtual Storage Access Method files and Generation Data Groups, supported by IBM/MVS or IBM z/OS operating systems are not permitted under this contract. The contractor's storage format must not preclude the availability of the Managed File Transfer Platform Server software's Checkpoint/Restart feature.

The contractor may not use VM/VSE/ESA on a mainframe system as this hinders automated file transmission.

The contractor's FTMS software must be operational for the receipt of data files 24 hours a day, seven (7) days a week, unless otherwise specified by the Government. The communications protocol between SSA and the contractor must be the Internet Protocol (IP). The contractor must specify the type Local Area Network (LAN) connection that will be used at the location where the SSA connection is to be installed. The contractor is responsible for providing complete hardware and software compatibility with SSA's existing network. Production file transfers will be established according to SSA's standard procedures for transmission control, dataset naming, and resource security. The contractor's file management system must accommodate multiple file transmission sessions without intervention at either end. The contractor must have sufficient capacity to support the number of concurrent transmission file sessions as directed by SSA.

The above will apply, regardless of the number of workloads transmitted to the contractor daily. If the contractor is awarded multiple SSA notice workloads, there must be sufficient capacity at the contractor's production facility to accept transmission of all files according to their schedules.

Transmission of production files must be the standard, automated technique. In the event that the transmission network is unavailable for a time period deemed critical by the Government, the files may (at the Government's option) be processed at the SSA print/mail facility.

It is the contractor's responsibility to notify SSA when systems or connection problems arise and transmission cannot take place. SSA's first point of contact for systems or connectivity problems is the HELP DESK at (877) 697-4889.

All data provided by the Government or duplicates made by the contractor or his representatives and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract. Any duplicate data and any resultant printouts must be destroyed by the contractor.

Data provided to the contractor must be retained for 21 workdays after mailing.

NOTE: Contractor must not compress files. It is the sole responsibility of the contractor to redevelop/reprogram the AFP (Fully Composed or Mixed Mode) resources to ensure proper printing in their environment.

PREPRODUCTION TESTS: Prior to the commencement of production of orders placed under this contract, the contractor will be required to demonstrate their ability to perform to the contract requirements. The Government will furnish electronic test files at the postaward conference, or shortly thereafter, to be used in performing a Transmission Test, Preproduction Validation Test, Preproduction Press and Mail Run Test, and the Notice Change/Signature Validation Test for these notices.

Failure of the contractor to perform any of the below tests satisfactorily may be cause for default. The Government reserves the right to waive the requirements of any of these tests. The contractor will be notified at the postaward conference if any test(s) is to be waived.

The contractor will be required to have all material necessary to perform these tests. Government representatives will witness all phases of the Preproduction Press and Mail Run Test. The contractor must produce a sufficient amount of notices that will prove to the Government representatives that the contractor can satisfactorily complete the requirements of this contract during live production.

The contractor's FTMS software must be operational for the receipt of data files 24 hours per day, 7 days per week, unless otherwise specified by the Government. (If there are problems, such as reruns, system problems, etc., files may be transmitted after hours and/or on Sundays.) (See "FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS" for additional information.)

In the event any transmission cannot be processed due to media problems, the contractor must notify SSA within two (2) hours of receipt.

In the event any transmissions cannot be processed due to link problems or data transmission circuit/connection outages, the contractor must notify SSA's HELP DESK operations immediately at (877) 697-4889 and report required observations and findings. The contractor must notify SSA of any reprogramming and/or reformatting of data supplied by transmission necessitated due to the contractor's method of production, within two (2) hours of receipt of the data.

All data provided by the Government or duplicates made by the contractor or his representatives and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract. Any duplicate data and any resultant printouts must be destroyed by the contractor.

The contractor will be required to perform the following tests:

Transmission Test: After the appropriate VPN connection has been installed, the contractor will be required to receive within one (1) workday approximately 82,481 notices. Notices will range from 1 to 2 printed pages. The contractor will be required to perform a record count verification (broken down by data set name) the *same* workday of the complete transmission of the test files, before proceeding with any other processing. Additionally, the contractor must provide a timeline showing how long it took to receive the test files.

The contractor will be required to copy the files to their own system and provide to the SSA, Printing Management Branch (See Exhibit K) the exact counts received (broken down by data set name) before proceeding with any other processing. SSA will respond within one (1) workday of receipt thereof.

Preproduction Validation Test: When the count verification has been successfully completed, the contractor will be required to provide SSA, within five (5) workdays of receipt of test files, no less than 100 samples of the completed product.

Notices must be complete and include all variable data from the Government furnished files, inserted into mailout envelopes. Seal envelopes.

Submit these test samples to SSA, Printing Management Branch (see Exhibit K).

One (1) additional copy of the samples must be sent to: Social Security Administration Wilkes-Barre Direct Operations Center (see Exhibit K).

The Government will approve, conditionally approve, or disapprove the preproduction validation test output within five (5) workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

If errors are found, additional samples of notices (as indicated above) will be required until such time as the validation produces no errors.

All samples must be manufactured at the facilities and on the equipment in which the contract production quantities are to be manufactured.

- If required due author's alterations or contractor's error, the contractor must submit revised samples within five (5) workdays of notification. The Government will approve, conditionally approve, or disapprove the preproduction validation test samples within three (3) workdays of receipt thereof.

Preproduction Press and Mail Run Test: Prior to commencement of production on the contract, the contractor will be required to perform a 24-hour preproduction press and mail run test. The contractor will be issued a print order for the 24-hour test. Upon successful completion of all test requirements, the contractor will be reimbursed for all applicable costs in accordance with the applicable line items in the "SCHEDULE OF PRICES." If the contractor fails to meet all test requirements, they will not be reimbursed for any associated costs.

The Government will furnish preproduction test files. The contractor will be required to have all composition, proofing, envelopes, scanning equipment, and reports for 100% accountability of production and mailing, completed, available, and ready for production prior to the beginning of the test. Notices are to be completed in accordance with contract requirements, inserted into envelopes, and prepared for mailing.

NOTE: If a subcontractor is utilized for the presorting and/or mailing of the notices of this contract, the 24-hour test must include the use of the subcontractor's facility. No additional time will be allowed for the transportation and handling of the notices to and from this facility. Contractor will be required to provide the necessary audit and summary reports for 100% accountability of production and mailing within one (1) hour after the run is completed.

The contractor must produce a minimum of 90,873 notices in a continuous 24-hour period that will prove to the Government representatives that the contractor can satisfactorily complete the requirements of this contract during live production.

The 24-hour period for the printing process will begin when an "O.K. TO PRINT" is given by the Government representative on-site. The 24-hour period for the inserting and mailing process will begin within two (2) hours after the start of the printing to allow the contractor to print sufficient materials to begin the inserting process. See "SCHEDULE" for the Preproduction Press and Mail Run Test.

The test run will incorporate all aspects of the program consisting of the processing of the electronically transmitted test files; the duplex printing and imaging of notices; gathering; folding; inserting; manifesting; presorting; and preparing finished notices for delivery to the USPS. To simulate actual production conditions, the product to be produced must be in accordance with all contract specifications and all USPS regulations.

The contractor must perform the preproduction press and mail run test on their equipment and using their personnel. The test must be performed on the printing equipment, inserting machines with required scanning equipment that will be used in live production. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples of the preproduction press and mail run test will be brought back to SSA for validation.

The Government will approve, conditionally approve, or disapprove the validation output within seven (7) workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

NOTE: The contractor must perform the same Preproduction Press and Mail Run Test at their backup facility within one (1) week of passing the test at the primary contractor's facility.

Failure to meet the requirements of the 24-hour test is grounds to immediately terminate the contractor for default.

Programming a New Notice or Notice Change/Signature Validation Test/New and Existing Notice Files Validation Test When required, the Government will furnish test files for wire transmission that are to be used in performing a New Notice or Notice Change/Signature Validation Test. This test is required whenever SSA initiates a systems/programming change.

The contractor shall furnish up to 20 printed/imaged samples (no envelopes). **See Exhibit K for Delivery Information.**

The Government will approve, conditionally approve, or disapprove the samples from the Systems Change/Signature Change Validation Test within five (5) workdays of receipt thereof.

NOTE: The test shall occur without a break in production of notices. The Government will inform the contractor in advance when the wire transmissions will contain the systems changes.

COMPOSITION: Contractor will be required to set up to six (6) lines of type on the face of the mail-out envelope (return address, "Business Use Penalty," SSA G-11 postal indicia, USPS ancillary "RETURN SERVICE REQUESTED"), up to two (2) lines of type on the envelope flap, the security tint, and any other markings that SSA may require. Helvetica or similar typeface will be utilized.

Century Schoolbook, Sonoran Serif, or equivalent fonts are to be used for producing the notices.

Social Security Administration will provide the required font numbers. The contractor will be required to validate that they have the proper licenses for each. No alternate typefaces will be allowed; however, manufacturers' generic equivalents may be accepted (upon Government approval) for the above typefaces.

Font for Intelligent Mail Barcode is required.

Upon completion of the contract, contractor to provide PDF files (current version) of envelope(s).

NOTE: The Government reserves the right to make changes to the envelopes at any time during the term of the contract. Notification of a proposed change will be given with sufficient time for the contractor to allow for the change, and submit proofs to the Government.

PROOFS (Notices and Envelopes): *Proofs will be required with the first order and any time that a copy change may be required during the term of the contract.*

NOTE: Proofs will be required for ALL envelopes. Proofs will be required for only 50 random notices to include both static matter and variable information. Contractor to randomly select 50 notices from transmitted files.

One (1) Press Quality Adobe Acrobat (most current version) PDF soft proof showing all elements using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Proof must show all margins and dimensions, indicate trim marks, show flap, and show window size and placement.

The Government may require one (1) or more sets of revised proofs before rendering an "O.K. to print."

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. To Print."

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

Government Paper Specification Standards No. 12 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2.

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

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

The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of postconsumer fiber is encouraged provided that the requirements of this standard are met. All other attributes remain the same.

Mail-Out Envelopes: White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20;

PRINTING/IMAGING:

Contractor will be required to convert furnished data from electronic transmission for either laser or ion deposition printing. All printing/imaging shall have a minimum resolution of 600 x 600 dpi.

Notices – Print notices duplex (face and back, head-to-head) in black ink only. Image notices duplex in black.

Mail-out Envelopes – Print face and back (after manufacture) in black ink only. Printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

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

RECYCLED PAPER LOGO: See Government Paper Specifications Standards No. 12 for recycled content requirements. If recycled paper is used, the recycled paper logo and legend must be printed in black ink on the back of the mail-out envelope (After Manufacture) in the bottom left hand corner.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as BRUNNER, GATF, GRETAG, or RIT) must show areas

consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

MARGINS: Margins will be as indicated on the print order, furnished copy, or furnished electronic file.

BINDING: Notices Trim four sides.

CONSTRUCTION (Mail-out Envelope): Envelopes are open side, with gummed fold-over flap for sealing and contain high-cut diagonal seams or at contractor's option, double side seams. Flap depth is at contractor's option, but must comply with all USPS requirements. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient.

Face of envelope to contain a 1-1/2 x 4-1/4" die-cut address window with slightly rounded corners. Die cut window is to be located 5/8" from the bottom edge of the envelope and 3/4" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope). NOTE: Contractor has the option to adjust the size and placement of the window opening (subject to Government approval), providing the visibility of the computer generated mailing address and bar code on the notice is not obscured, and other extraneous information is not visible when material is inserted into the envelope.

Window is to be covered with a suitable, poly-type, transparent, low-gloss material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standards/requirements.

NOTE: The Government reserves the right to make changes to the size and position of mail-out envelope window openings during the term of the contract to comply with the USPS new Intelligent Mail Barcode. Notification of a proposed change will be given sufficient time for the contractor to allow for the change and submit proofs to the Government. Therefore, the contractor should not preprint or maintain more than a 90-day surplus/inventory of any of the mail-out envelopes required on this contract. The Government shall not be required to purchase from the contractor the surplus/inventory of any of the mail-out envelopes remaining on hand in excess of what was authorized when an envelope change is implemented.

PRODUCTION INSPECTION: Production inspection(s) may be required at the contractor's/subcontractor's plant for the purpose of establishing that the receipt of transmitted files, the printing of notices, the imaging, collating, folding, inserting, and mailing is being accomplished in accordance with contract quality attributes and requirements.

A production inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

When a production inspection is required, the Government will notify the contractor.

INSERTING AND PACKING: Gather all pages in the notice in numerical sequence. Notices are to be nested together with all faces forward. Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 3-11/16, recipient name/address out. Either wraparound or accordion folds are acceptable.

Insert into mail-out envelope with recipient's name and address on first page facing out for visibility through window envelope.

It is the contractor's responsibility to assure that only the computer-generated address and Intelligent Mail Barcode on the notice will be visible through the window in the envelope and that only one notice is inserted into each envelope and seal envelopes.

Delivered Shipments – Pack suitable in shipping containers.

Mailed Shipments – Mail each individual mailer.

DISTRIBUTION:

Delivered Shipments –

- Deliver f.o.b. destination on the first order and any order that requires a significant change to the language, format, or appearance of a notice, 30 complete sample copies of each type of notice inserted into mailout envelopes. DO NOT SEAL ENVELOPES. Samples must be printed and constructed in accordance with these specifications. Deliver samples to: SSA, Forms Management Team (see Exhibit K).
- Deliver f.o.b. destination one (1) copy of the above specified samples to: Social Security Administration Wilkes-Barre Direct Operations Center (see Exhibit K).
- Deliver f.o.b. destination on the first order and any order that requires a copy change, 10 envelope production samples to: SSA, Mail and Policy Team (see Exhibit K).

Mailed Shipments –

Mail f.o.b. contractor's city each individual mailer. (NOTE: The contractor is responsible for all costs incurred in transporting the mailers to the U.S. Postal Service facility.)

All mailing shall be made at the First Class rate.

The contractor must use SSA's "Postage and Fees Paid First Class Mail" mailing permit. The mailing permit must be printed on each mail piece. All envelopes for the MySocialSecurity and the T2 COA workloads are required to carry the USPS ancillary "RETURN SERVICE REQUESTED."

SSA requires the use of a Permit Imprint. Orders may contain various weight pieces. The contractor must use SSA's "Postage and Fees Paid First Class Mail" permit imprint mailing indicia printed on each mail piece. Each mailpiece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mail pieces.

Permit imprint mailings must contain at least 200 pieces or 50 pounds. The contractor is cautioned to use the permit imprint only for mailing material produced under this contract.

The contractor is strongly encouraged to use manifest mail when postal regulations allow. The contractor must have a Manifest Mailing System (MMS) for First-Class Mail, which has been approved by USPS to document postage charges for this mailing. Each mail piece must be identified with a unique identification number or with a keyline containing a unique identification number and rate information about the piece. Contractor must be in accordance with the MMS in effect at the time of mailing. The requirements for the MMS are contained in Publication 401 "USPS Guide to the Manifest Mailing System." *A copy of the USPS approval for the MMS must be presented at the postaward conference.*

Workload orders that result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each piece or meter, at contractor's option. When postage is applied to the mail

piece, the permit imprint indicia must be covered/concealed by a meter strip. The contractor will be reimbursed for postage by submitting a properly completed U.S. Postal Service form (or equivalent) with his billing invoice.

Permit imprint may not be used if the mailing is less than 200 pieces. Instead, the mail must be metered and any permit imprint must be covered/concealed by a meter strip. The contractor will be reimbursed for the metered postage by submitting a properly completed Postal Service form (or equivalent). *NOTE: All meter equipment and supplies must be borne by the contractor.*

NOTE: There is an exception in the Domestic Mail Manual (DMM) called the Minimum Volume Reduction. Contractors are strongly encouraged to apply for the Minimum Volume Reduction through their local BMU and USPS Headquarters in Washington, DC. With the Minimum Volume Reduction exception, contractors will be allowed to mail pieces under 200 pieces, less than 50 pounds on a permit imprint eliminating metering.

If a Government meter is required:

- The contractor is responsible for the security of the SSA postage meters and access is to be restricted to authorized personnel only. Contractors are to place SSA postage meters in a locked position and place them in a secure server room or safe when not in use. The contractor is to advise all staff there is a penalty for the private use of official postage meters (39USC3203).
- Contractors should always maintain sufficient postage on the SSA meters. The contractor should contact SSA if they are not sure of how much postage to load or frequency.
- The contractor is required to submit spoiled postage/postage error envelope(s)/meter strip(s) and prepare a Postal Service Form 3533, Application for Refund of Fees, Products and Withdraw of Customer Accounts. Forms are not obtainable from the United States Postal Service (USPS) website since they contain a barcode making each form unique. Contractors will go to local Post Offices, postal retail units, or Bulk Mailing Units to obtain the hard copy version of the revised PS Form 3533. USPS will credit the postage refund to SSA through the Official Mail Accounting System (OMAS). SSA requires the contractor to submit a copy of Form 3533 along with the associated print order in which the spoilage occurred and all other postal documentation to the SSA COTR.
- The contractor must have approval from SSA's Postage Meter Accountability Team for turn-in of SSA postage meter(s) to the meter manufacturer (e.g., excess meter, defective meter, etc.). If the contractor requires a replacement postage meter, USPS credits any remaining postage to SSA through the USPS' Official Mail Accounting System (OMAS), or the meter manufacturer may transfer the remaining postage from the old meter to the new meter. The contractor should be sure to document the last meter reading (postage remaining amount) before the meter is checked out of service. The contractor may receive a PS Form 3601-C, Postage Meter Activity Report from the meter manufacturer. The contractor is to forward a copy of this report to SSA within three (3) workdays of the transaction.
- On the first workday of each month, the contractor must load \$5.00 on all SSA postage meters (including back-up postage meters). In addition to the monthly upload, the Government reserves the right to request the contractor to upload additional funds at any time. These uploads are in addition to any routine meter replenishments. As a result of the postage uploads, the contractor may receive a Postage Meter Reset Activity Report Statement from the meter manufacturer. If received, the contractor should retain this documentation for 12 months.
- Do not relocate SSA postage meters to any other building. Contractors are required to contact the SSA COTR before any movement of an SSA postage meter.
- The contractor is required to prepare all metered mail in accordance with the rules and regulations in USPS's Domestic Mail Manual and International Mail Manual.

NOTE: Contractors should not receive invoicing for meter rentals. If the contractor receives an invoice, they are to contact the SSA COTR immediately.

Contractor Sites Using “Official Government” Postage Meters with Automated Reporting Capability (detailed and limited):

- Postage meters with “Detailed Account Reporting” are capable of providing trend reports, postal class reports, summary reports, chart production, accounts, subaccounts, operator ID’s, etc. These meters provide SSA with remote tracking per print program of postage used. This is SSA’s preferred meter type. This meter type is ideal for use when processing multiple SSA workloads because of the account and subaccount feature. Contractors will be required to utilize the postage meter account feature for each SSA print program. Contractors may also be required to use subaccount features for each SSA program. If a contractor requires assistance with setup and operating the “accounting” features of the postage meters, SSA will provide a contact to assist them.
- Postage meters with “Limited Account Reporting” are capable of providing SSA with remote tracking of the meter date, contractor/location, meter used, start funds available, any refills/refunds, number of pieces (postage applied), total cost, end funds available, and postage used. This meter is best suited for use when processing one single SSA workload. No action is necessary on the part of the contractor since SSA will be viewing postage meter usage remotely for the individual workload.

Contractor Sites Using an SSA Postage Meter Activity Log (manual process):

- Contractors using mailing equipment that cannot support a postage meter with an internal accounting feature and/or capable of remotely providing SSA with the detailed data it requires when producing multiple workloads will receive a compatible meter but will be required to complete an SSA Postage Meter Activity Log (Exhibit M).
- The contractor will forward a completed SSA Postage Meter Activity Log to the appropriate SSA COTR/or backup for each print order. If the contractor is producing multiple workloads using the same postage meter, the contractor is required to send the log to each SSA COTR/backup. Every field must contain an entry or an N/A if the field does not apply. SSA will return incomplete or incorrect activity logs to the contractor for correction.

If a primary meter fails and a backup meter is needed to complete the workload, the contractor will need to document the primary meter log in the note field (i.e., meter failed, out of postage, etc.) and create a new activity log (documenting the necessary fields) to use with the backup meter.

Use of the above accounting feature or manual logs does not alter the current postal process. Contractors will continue to forward all postal documentation as required in the contract requirements.

The contractor is required to obtain the maximum USPS postage discounts possible in accordance with the USPS First-Class Domestic Mail automated and non-automated mail discount structure in effect at the time of the mailing:

- (a) Automation (5-digit);
- (b) Automation (3-digit);
- (c) Automation (AADC);
- (d) Automation (Mixed AADC)
- (e) (e) Non-automation (Presorted); and
- (f) (f) Non-automation (Single Piece).

Domestic First-Class Letter-Size Mail – The contractor is required to prepare domestic First Class letter-size mail and obtain the maximum postage discount allowed by the USPS in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual, and Postal Bulletins, in effect at the time of the mailing.

The contractor is required to prepare Domestic First Class letter-size mail pieces and obtain the maximum postage discount allowed by USPS in accordance with the appropriate USPS rules and regulations, including USPS Domestic Mail Manual and Postal Bulletins on Automation-Compatible First-Class Domestic Mail-Automated and Non-automated mail discount structure in effect at the time of the mailing; a) Automation (5-digit); (b) Automation (3-digit); (c) Automation (AADC); (d) Automation (Mixed AADC); (e) Nonautomation (Presorted); and (f) Non-automation (Single Piece).

Contractor will be required to produce and use a USPS Intelligent Mail Barcode (IMB) with full service option and achieve the maximum postage discounts available with this option. The contractor will be required to comply with USPS requirements and place the IMB on all notices/mail pieces of this workload. The contractor is required to be capable of achieving the postage discounts available with the Full-Service option of the IMB program.

To achieve the maximum automation compatible postal discount, the contractor is required to either presort the notices prior to printing or sort the mail after the notices are inserted. The contractor may use a Presort subcontractor for the mailing portion of the contract. SSA has the right to inspect the subcontractor for the security of the mailing operation and compliance with the contract. All of the pieces without a barcode must be separated and mailed as a non-automation rate single piece mailing.

NOTE: Mail addressed to United States territories and possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail) is Domestic Mail, not International Mail.

Intelligent Mail Barcoding, delivery address placement and envelopes used for the mailing are among the items that must comply with USPS requirements for automation-compatible mail in effect at the time of the mailing.

In addition, USPS has instituted a verification procedure called a “tap” test. This test is used to screen all mailings with barcoded inserts for proper barcode spacing within the envelope window. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125” between the left and right edges of the window, and at least 0.028” clearance between the Intelligent Mail Bar code and the top and bottom edges of the window.

All letters in a mailing must pass the “tap” test in order to obtain the maximum postal discounts for the ordering agency. The contractor will be responsible for payment of any additional postage resulting from a loss of postage discounts due to failure to pass the “tap” test because of inaccuracy or failure to conform to USPS specifications.

Contractor should be aware that USPS uses the Mail Evaluation Readability Look-up Instrument (MERLIN) to evaluate barcodes. If MERLIN is in effect in the contractor’s geographic area, the contractor must ensure that all barcoded mail meets the new barcode standards. The contractor will be responsible for payment of any additional postage resulting from a loss of such discounts due to failure of the contractor-generated barcodes to pass the MERLIN test because of inaccuracy or failure to conform to USPS specifications.

The contractor is responsible for producing and providing all reporting data required for acceptance and processing of full service mail required by USPS for the Intelligent Mail barcode (IMB).

International First-Class Mail: All items mailed must conform to the appropriate USPS International Mail Manual (IMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of mailing.

If the mailing meets the qualifications for International Priority Airmail (IPA), it must be processed through IPA in accordance with USPS rules and regulations in effect for IPA at the time of the mailing. To maximize postage savings, the contractor will sort to the IPA Rate Group 1 through 15 levels.

Pieces not qualifying for the IPA Rate Group Levels of discount will be prepared at the Worldwide Non-presorted rate level and any remaining pieces that do not meet the IPA qualifications will be sorted by individual country rules according to the USPS IMM in effect at the time of the mailing.

International Mail return addresses must show as the last line of the address “UNITED STATES OF AMERICA” or “USA” in all capital letters. All International Mail must be endorsed PAR AVION or AIR MAIL as described in the USPS IMM. The contractor may use a rubber stamp to meet this requirement.

NOTE: International mail cannot contain a presort endorsement.

The contractor is cautioned that files listed will contain mail addressed to United States territories and possessions (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail). This mail is considered Domestic Mail, NOT International Mail and must be included in the discount sorting above.

CASS and NCOA Certification of MySocialSecurity T2COA and New Notice Files – The files provided by SSA to the contractor are not CASS or NCOA certified. Contractor will be required to complete all necessary processing to obtain certification and mail discounts for USPS.

- *CASS Certification* – Contractor is required to perform the Coding Accuracy Support System (CASS) certification using USPS certified ZIP+4 software to generate ZIP+4 Codes and Delivery Point Barcodes (and the Intelligent Mail Barcode when implemented by SSA). Contractor is required to furnish USPS with any required CASS certificates.
- *NCOA Certification* – Contractor is required to process all files through USPS approved NCOA software such as NCOA^{LINK} or Fast Forward and furnish USPS with required NCOA certification to achieve the required postal discounts.

IMPORTANT: Contractor CANNOT at any time perform move updates or address corrections on the notice address. Notices that require a move update can be separated/diverted and sent at the full USPS first class rate. Contractor will be required to provide USPS postal discounts for the balance of mail pieces that pass NCOA. If the contractor uses a mail sort house, the furnished mail package must not receive an updated mailing address label; these notices receive a “RETURN SERVICE REQUESTED” ancillary.

Mailing Documentation: The contractor must provide SSA with complete copies of all documents used by USPS to verify and accept the mail (e.g., computer records of presort ZIP+4, barcode breakdown, press runs, etc.) including GPO’s Form 712 (Certificate of Conformance), noted with file date and mailer number. The contractor must place the number that is on top of the GPO Form 712 (the number that starts with “A”) in the space provided on the USPS mailing statements. If no space is provided on the mailing statement, place the number in the upper right margin of the mailing statement. The contractor is to place our Federal Agency Cost Code 276-00007 on all USPS mailing documents.

Within 72 hours of completion of each print order, the contractor must provide PDF copies of the mailing documentation, USPS 360R, GPO Form 712, and 100% Accountability Summary reports to SSA, Printing Management Branch (see Exhibit K) via email. All copies must be legible and include both obverse and reverse side.

The contractor will be required to forward photocopies of Postal Form 3533 (to USPS for credit), Postage Meter Activity Report forms, and all postage meter replenishment receipts (from the meter vendor) to SSA, Mail and Postal Policy Team (see Exhibit K).

Furnished material and USPS validated copies of postal documentation must be delivered (via overnight carrier) to the SSA, Printing Management Branch (see Exhibit K).

Within 10 workdays of completion of each print order, one copy of the contractor's billing invoice must be sent via email to SSA, Printing Management Branch (see Exhibit K).

Upon completion of each print order, the contractor must provide Form SSA-3105 to SSA, Printing Management Branch (see Exhibit K).

Upon completion of this contract, the contractor must return all PDF files of the envelopes and Form SSA-3105 to SSA, Printing Management Branch (see Exhibit K).

All expenses incidental to picking up and returning materials (as applicable), submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the daily electronic task order or print order, as applicable.

In the event that it becomes necessary for the contractor to deviate from the specified mailout date or the quantity to be mailed, contractor must notify the SSA immediately.

Manuscript for envelopes will be provided at the postaward conference. Manuscript copy must be returned to the ordering agency the same workday as submission of PDF soft proofs.

Furnished material (as applicable) must be picked up from and delivered to SSA, Printing Management Branch (see Exhibit K).

PDF soft proofs must be submitted to SSA via email to the address as specified on the print order.

SCHEDULE FOR PROOFS –

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

- Contractor must submit PDF soft proofs for envelopes within seven (7) workdays of notification of availability of print order and furnished material.
- Proofs will be withheld no more than five (5) workdays from their receipt at SSA until contractor is notified of changes/corrections/ "O.K. to Print" via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If required due to author's alterations, the contractor must submit revised proofs within five (5) workdays of notification. Revised proofs will be withheld no more than three (3) workdays from receipt at the ordering agency until contractor is notified of changes/corrections/ "O.K. to Print" via email.

SCHEDULE FOR PREPRODUCTION TESTS –

Prior to receiving wire transmission of live production data files each year, the contractor will be required to perform the below tests.

Contractor must notify the GPO of the date and time the Preproduction Press and Mail-Run Test will be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to all print and mail run tests.

The contractor will be required to have all material(s) necessary to perform these tests. Government representative will witness all phases of the Preproduction Press and Mail Run Test.

Failure of the contractor to perform any of the below tests satisfactorily may be cause for default. The Government reserves the right to waive the requirements of these tests. The contractor will be notified at the post award conference if any test(s) will be waived.

Transmission Test –

- This test is to be performed after the contract is awarded and the test files are transmitted. The Government will notify the contractor when the test will be performed.
- The contractor will be required to receive approximately 90,873 notices within one (1) workday.
- The contractor will be required to perform a Record Count Verification same workday as receipt of complete transmission of the test files and furnish the Government with the exact counts.
- The Government will approve, conditionally approve, or disapprove within one (1) workday of receipt thereof.

Preproduction Validation Test –

- Contractor must submit required samples from test files within five (5) workdays of receipt of test files.
- The Government will approve, conditionally approve, or disapprove the preproduction validation test samples within five (5) workdays of receipt thereof.
- If required due author's alterations or contractor's error, the contractor must submit revised samples within five (5) workdays of notification. The Government will approve, conditionally approve, or disapprove the preproduction validation test samples within three (3) workdays of receipt thereof.

Preproduction Press and Mail Run Test –

- The test is to be performed within 90 workdays prior to the start of live production.
- The contractor must produce a minimum of 45,437 notices in a continuous 24-hour period.
- The Government will approve, conditionally approve, or disapprove the samples within seven (7) workdays of receipt thereof.

NOTE: The contractor must perform the same Preproduction Press and Mail Run Test at their backup facility within one (1) week of passing the test at the primary contractor's facility.

Programming a New Notice or Notice Change/Signature Validation Test/New and Existing Notice Files Validation Test –

- When required, the Government will furnish test files for transmission that are to be used performing a Notice Change/Signature Validation Test. This test is required whenever SSA initiates a systems/programming change.
- When required, the contractor will furnish up to 100 printed/imaged samples (no envelopes) within five (5) workdays of receipt of changes.
- The Government will approve, conditionally approve or disapprove the samples within seven (5) workdays of receipt thereof.

SCHEDULE FOR PRODUCTION –

Workday - For the purpose of this contract, the term “workday” is defined as Monday through Friday each week, exclusive of the days on which Federal Government holidays are observed. Also excluded are those days on which the Government Publishing Office is not open for the transaction of business, such as days of national mourning, hazardous weather, etc.

Live production files for the MySocialSecurity and T2COA workloads will transmit on a daily basis Tuesday through Saturday, except for Federal holidays in which case the data will be transmitted on the next day (i.e., when a Federal holiday falls on a Friday, production files will be transmitted on Saturday).

NOTE: The contractor’s FTMS software must be operational for the receipt of data files from 00:01 ET Monday until 24:00 ET Saturday, unless otherwise specified by the Government (see “FTMS” for additional information).

The schedule begins the workday after receipt of the electronic task order; the workday after receipt will be the first workday of the schedule. NOTE: If the contractor receives a partial electronic task order, the schedule will not start until the balance of the task order is received.

NOTE: Contractor should not proceed with processing a transmission until counts are verified against the task order. If a discrepancy is found the contractor must call SSA’s Scheduling Helpline immediately at (877) 697-4889, and SSA, Printing Management Branch (see Exhibit K).

The transmission of the first live files and electronic task order for actual live product will be issued June 1, 2019.

Contractor must complete the production and distribution of each daily transmission within four (4) workdays of receipt of each electronic task order.

PRODUCTION AND PRESS SHEET INSPECTIONS: The contractor must notify the GPO of the date and time the production inspection OR press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection(s). Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e) (1), Inspections and Tests in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

NOTE: If the backup facility is used for the production of these notices, the Government will require a press sheet inspection. Prior to production, notification must be given at least 72 hours in advance of production startup.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified, and products ordered for mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

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

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's Order's requirements under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I. 1

II. 2

III. (a) 1
(b) 1

IV. (a) 250
(b) 30,310
(c) 8,925

V. (a) 15,155
(b) 8,925

VI. 8,925

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SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Baltimore, MD, and Wilkes-Barre, PA and f.o.b. contractor's city for all mailing.

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

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

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

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

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

Cost of all required paper must be charged under Item V. "PAPER".

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

I. COMPOSITION: Prices offered must include the cost of all operations and materials necessary in accordance with the terms of these specifications for the mail-out envelopes.

Envelopes.....per envelope.....\$ _____

II. PROCESSING/FORMATting FILES: The contractor will be allowed only one (1) charge per workload for the term of the contract to process and/or format the Advanced Function Presentation (AFP) (Fully Composed or Mixed Mode) printing platform and the Mail Run Data Files supplied necessary to print and mail the notices in each notice file.

Processing/Formatting Files.....per workload.....\$ _____

(Initials)

III. PREPRODUCTION TESTS: Price offered must include all costs incurred in performing the tests as specified in these specifications. These costs shall cover but are not limited to: machine time, personnel, all required materials, wire transmissions, films, electronic prepress, plates, paper, printing, imaging, collating, inserting, mail preparation, and any other operations necessary to produce the required quantities of the product in the time specified and in accordance with specifications.

(a) Wire Transmission Test..... per test\$ _____

(b) Preproduction_Validation Test..... per test\$ _____

IV. PRINTING/IMAGING, BINDING, AND CONSTRUCTION: Prices offered must include the cost of all materials and operations (including proofs) necessary for the printing/imaging, binding, and construction of the product listed in accordance with these specifications.

(a) *Per Makeready/setup charge.....\$ _____

*Contractor will be allowed only one (1) makeready/setup charge per daily transmission. This combined charge shall include all materials and operations necessary to makeready and/or setup the contractor’s equipment for all files transmitted for that day. Invoices submitted with more than one makeready/setup charge per daily transmission (with a maximum of five (5) charges per week) will be disallowed.

(b) Notices: Printing/imaging in black, including binding..... per 1,000 pages\$ _____

(c) Envelopes: Printing in black, including construction per 1,000 envelopes\$ _____

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

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

Notices – Each page-size leaf.

Envelopes – Each envelope.

Per 1,000 Leaves

(a) Notices: White Offset Book (50-lb.).....\$ _____

(b) Mail-Out Envelopes: White Writing Envelope (24-lb.).....\$ _____

VI. INSERTING, PACKING, AND MAILING: Prices offered must be all inclusive and include the cost of all required materials and operations necessary for the mailing of the notice(s) including cost of collating notice pages in proper sequence, folding to required size in accordance with these specifications, insertion of notice into mail-out envelope, and mailing, in accordance with these specifications.

Mailers per 1,000 mailers.....\$ _____

(Initials)

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____

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

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

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

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

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

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's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

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

(Person to be Contacted) (Telephone Number) (Email Address)

THIS SECTION FOR GPO USE ONLY

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