

Program No 0235-s Term 07/10/2013 To 09/30/2014										
TITLE: Medicare Acknowledgement, Subsidy Determination, and IRMAA Non-BRI Notices										
			ABR SERVICES		CENVEO SIDNEY		NPC, INC.		OUTPUT	
			Woodbridge, VA		Sidney, OH		Claysburg, PA		SERVICES GROUP	
									Englewood, NJ	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	PROCESSING/FORMATING FILES:									
	Processing/Formatting Files	8	\$500.00	\$4,000.00	\$200.00	\$1,600.00	\$50.00	\$400.00	\$500.00	\$4,000.00
II.	COMPOSITION:									
	Envelopes.....per envelope	16	\$100.00	\$1,600.00	\$50.00	\$800.00	\$50.00	\$800.00	\$50.00	\$800.00
III.	PREPRODUCTION TESTS:									
(a)	Preproduction Validation Test.....	1	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
(b)	Preproduction Press and Mail Run Test.....	1	\$10,000.00	\$10,000.00	\$18,500.00	\$18,500.00	\$0.00	\$0.00	\$7,500.00	\$7,500.00
(c)	Wire Transmission Test.....	1	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00
IV.	PRINTING/IMAGING, BINDING AND CONSTRUCTION:									
(a)	Daily makeready/setup charge.....	250	\$200.00	\$50,000.00	\$550.00	\$137,500.00	\$220.00	\$55,000.00	\$250.00	\$62,500.00
(b)	Notices including personalized variable information (printing/imaging per page).....per 100 pages	176024	\$0.52	\$91,532.48	\$12.00	\$2,112,288.00	\$0.65	\$114,415.60	\$0.60	\$105,614.40
(c)	Mailout envelope (6-1/8 x 9-1/2").....per 100 envelopes	35000	\$1.40	\$49,000.00	\$8.00	\$280,000.00	\$1.18	\$41,300.00	\$1.25	\$43,750.00
V.	PAPER:									
	Computation of the net number of leaves will be base on the following:									
	Notices (8-1/2 x 11"):A charge will be allowed for each envelope.									
	Mailout Envelopes (6-1/8 x 9-1/2"): One leaf will be allowed for each envelope.									
(a)	White Offset Book (50-lb.) or at contractor's option, White Writing (20-lb.).....Per 100 Leaves	88012	\$0.62	\$54,567.44	\$1.00	\$88,012.00	\$0.62	\$54,567.44	\$0.80	\$70,409.60
(b)	White Kraft (24-lb.) or at contractor's option, White Offset Book (50-lb.).....Per 100 Leaves	35000	\$1.00	\$35,000.00	\$1.80	\$63,000.00	\$1.18	\$41,300.00	\$1.20	\$42,000.00
VI.	INSERTING AND PREPARING FOR MAILING:									
(a)	Mailer 1: Determination Notice and/or Acknowledgement Notice (English).....Per 100 Complete Mailers	24927	\$1.65	\$41,129.55	\$5.90	\$147,069.30	\$3.20	\$79,766.40	\$1.70	\$42,375.90
(b)	Mailer 2: Determination Notice and/or Acknowledgement Notice (Spanish/English).....Per 100 Complete Mailers	1456	\$2.50	\$3,640.00	\$5.90	\$8,590.40	\$3.20	\$4,659.20	\$2.70	\$3,931.20
(c)	Mailer 3: Determination Notice and/or Acknowledgement Notice (Railroad Retirement Board-English).....Per 100 Complete Mailers	121	\$1.80	\$217.80	\$5.90	\$713.90	\$5.00	\$605.00	\$1.90	\$229.90
(d)	Mailer 4: Certified Determination Notice and/or Acknowledgement Notice (English and Spanish).....Per 100 Complete Mailers	1056	\$15.00	\$15,840.00	\$5.90	\$6,230.40	\$5.50	\$5,808.00	\$2.70	\$2,851.20
(e)	Mailer 5: Certified Determination Notice and/or Acknowledgement Notice (Railroad Retirement Board).....Per 100 Complete Mailers	5	\$15.00	\$75.00	\$5.90	\$29.50	\$65.00	\$325.00	\$1.90	\$9.50
(f)	Mailer 7: IRMAA Non-Bri Daily English NoticesPer 100 Complete Mailers	7031	\$2.00	\$14,062.00	\$5.90	\$41,482.90	\$3.20	\$22,499.20	\$1.90	\$13,358.90
(g)	Mailer 8: IRMAA Non-Bri Daily Spanish NoticesPer 100 Complete Mailers	12	\$2.50	\$30.00	\$5.90	\$70.80	\$5.00	\$60.00	\$2.70	\$32.40
(h)	Mailer 9: IRMAA Non-Bri Daily Railroad Notices (Railroad Retirement Board-English).....Per 100 Complete Mailers	25	\$2.00	\$50.00	\$5.90	\$147.50	\$5.00	\$125.00	\$2.70	\$67.50
VII.	ADDITIONAL OPERATIONS:									
(a)	Certified/Registered Mailper 100.....	1400	\$2.00	\$2,800.00	\$350.00	\$490,000.00	\$0.00	\$0.00	\$75.00	\$105,000.00
(b)	Destruction of outdated stock.....per 100 pieces	1	\$0.00	\$0.00	\$5.00	\$5.00	\$50.00	\$50.00	\$1.00	\$1.00
	CONTRACTOR TOTALS			\$375,044.27		\$3,397,739.70		\$421,680.84		\$505,931.50
	DISCOUNT		0.00%	\$0.00	1.00%	\$33,977.40	0.25%	\$1,054.20	0.00%	\$0.00
	DISCOUNTED TOTALS			\$375,044.27		\$3,363,762.30		\$420,626.64		\$505,931.50

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Medicare Acknowledgement, Subsidy Determination, and IRMAA Non-BRI Notices

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

Social Security Administration (SSA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending September 30, 2014 plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

NOTE: 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 July 17, 2013 through September 30, 2013. Actual production will begin October 1, 2013.

BID OPENING: Bids will be publicly opened at 11 a.m., prevailing Washington, DC time, on July 9, 2013.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Room C-161, STOP: PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program Number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2002.

BIDDERS, PLEASE NOTE:

These specifications have been extensively revised from the original solicitation; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

This contract involves a complex distribution and mailing system. It is strongly encouraged that you ask questions involving these requirements prior to bidding.

For information of a technical nature call Philip O'Neil at 202-512-0310 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, Rev. 6-01) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979, Rev. August 2002).

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

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

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

SUBCONTRACTING: The predominant production function 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.

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

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 sub-contractor 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.

NOTE: 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. 2-11).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards 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 Z1.4):

- (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% 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) will become the Specified Standards:

P-7. Manuscript copy, 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 will be considered to include this clause except, the total duration of this contract may not exceed five 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 will 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 the **Date of Award** to September 30, 2014., and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 June 30, 2013 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 must 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 must 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:

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 October, will establish the base index.
3. There must be no price adjustment for the first three 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 line items V. (a) and (b) in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

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

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

SECURITY REQUIREMENTS:

Protection of Confidential Information:

- (a) The Contractor must 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 must 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 must 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 must 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 SSA-301, "Contractor

Personnel Security Certification” (see **EXHIBIT A**). A copy of this signed certification must be forwarded to: Social Security Administration (SSA), Charvonne Hamilton, 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401, and a copy must also be forwarded to U.S. Government Printing Office, 732 North Capitol and H St., NW, STOP: CSAPS, Room C-838, Washington, DC 20401.

- (f) All confidential information obtained from SSA for use in the performance of this contract must, 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 must 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 rights to conduct on-site visits to review the Contractor’s documentation and in-house procedures for protection of confidential information.

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. Personally identifiable information is “any information includes but not limited to a person’s name, date of birth, Social Security, address or payment benefit data.

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.

Contractor’s managers working on this contract must:

- 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 SSA, Printing Management Branch, 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 personally identifiable information 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 personally identifiable information, they must consult the Contracting Officer or the Contract Administrator.

PUBLIC TRUST SECURITY REQUIREMENTS

This contract has been designated Public Trust Position Level 5C. Due to the sensitive nature of the information contained in the products produced under this contract, contractor employees performing under this contract will be subject to a thorough civil and criminal background check as detailed in Exhibit B, "Security and Suitability Requirements."

NOTE: "Performing under this contract" is defined as working on-site at either an SSA facility (including visiting the SSA site for any reason) or having access to Government programmatic or sensitive information.

Upon award, the contractor must provide to SSA an applicant listing of all individuals for whom the contractor is requesting a suitability determination (i.e., background investigation). This listing must include the following:

- the contractor's name
- the contract number
- the contractor's point of contact (CPOC) name
- the CPOC's contact information including email address
- each applicant's full name
- each applicant's Social Security Number (SSN)
- each applicant's date of birth
- each applicant's place of birth (must show city and state if born in the United States (U.S.) OR city and country if born outside of the U.S.)

The contractor should submit the applicant listing upon contract award. The background investigation process will not start until the applicant listing is submitted.

Send the applicant listing via Fax to CPSPM Suitability Team (410)-966-0640 or via U.S. Mail to: SSA, CPSPM Suitability Team, Room 1260 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235.

Once SSA receives and reviews the applicant listing, SSA will initiate the Electronic Questionnaire for Investigations Process (eQIP). SSA will email notification to the CPOC that each applicant has been invited into the eQIP website to electronically complete their background investigation form. The CPOC will provide the website to the applicants to complete their eQIP form. The applicant will have up to seven (7) calendar days to complete the eQIP form. The seven-day timeframe begins once SSA notifies the CPOC of the eQIP invitation(s). The applicant must print the signature pages of the form (pages 7 through 9 of SF 85P) (Sample Form SF 85P, Exhibit C), sign the signature pages, and then provide the signed originals to the CPOC.

The following is a list of forms each contractor employee is responsible to for completing:

- Original signed and dated eQIP signature pages (pages 7 through 9 of SF 85P) as specified in the above paragraph.
- Two (2) "Fingerprint Cards" (FD-258, Exhibit D) (NOTE: The contractor will absorb the costs for obtaining fingerprints).
- One (1) "Declaration for Federal Employment" (Optional Form 306, Exhibit E).
- One (1) "Fair Credit Reporting Act Authorization Form" (Exhibit F).
- For a non-U.S. citizen, one (1) legible photocopy of the work authorization permit and social security card.

The CPOC must ensure all paper forms are fully completed and signed prior to submission to SSA. All forms and fingerprinting cards must be submitted at least 15 workdays prior to the date work is to begin on the contract. For new contract employees hired during the contract term, forms must be submitted at least 15 workdays prior to working under the contract. The fingerprint cards and all paper forms must be legible or typed in black ink and

all signatures must be in black ink. There must be no “breaks” in residences or employment. SSA requires complete addresses, including zip codes and phone numbers. It is the responsibility of the contractor to ensure fingerprint cards are processed through their local police departments or other authorized finger printers. SSA must receive forms within 30 calendar days of signature and date. SSA will return forms not fully completed back to the contractor. Forms may be obtained by calling SSA Personnel Security Suitability Program Officer (SPO) Leslie Herman at (410) 965-4426 or Joan DeAngelis at (410) 965-6845.

The CPOC will submit one cover sheet to SSA containing the names of all of the individuals for whom the contractor is submitting completed paperwork. This cover sheet must include the contract number, each applicant’s full name, each applicant’s SSN, each applicant’s date of birth, and each applicant’s place of birth. Submit this cover sheet along with the completed paper forms and two FD-258 fingerprint charts for each applicant to: SSA, CPSPM Suitability Team, Room 1260 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235.

The CPOC must also furnish a copy of the cover sheet only to: SSA, Attn: Charvonne Hamilton, 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235. (Telephone: (410) 965- 4198)

SSA will send a pre-screening notification within 15 workdays of receipt of properly completed forms and fingerprinting cards. Once a contractor employee is approved to work via the pre-screen notification, they are permitted to perform work under the contract. A final suitability determination can take up to 45 workdays.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey of all of the contractor’s and subcontractor’s computer, printing, inserting, 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.

Attending the preaward survey will be representatives from the Government Printing Office and/or the Social Security Administration. The Preaward Survey will include a review of all subcontractors involved, along with their specific functions; and the contractor’s mail, material, personnel, production, quality control/recovery program, security and backup facility plans as required by this specification.

Note: If a subcontractor for these operations is added at anytime after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the government does not approve the subcontractor then the contractor has 15 *calendar* days prior to the start of production at the new facility to submit to the Government the new subcontractor’ information.

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) at least 90 calendar days prior to the issuance of the first production order..

If the Government, during the pre-award survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the Government reserves the right to deem the contractor unresponsive and will proceed to the next responsive bidder, if applicable.

PRODUCTION PLANS: 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 (pages 9 - 14): The workday after notification to submit will be the first day of the schedule.

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

Backup Facility: The failure to deliver these notices/forms/publications 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 notices/forms/publications. The backup facility must be operated by the contractor.

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 T-1 line into the backup facility.

Note: All terms and conditions of the contract will apply to the backup facility.

Quality Control Plan: The contractor must 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 herein are met. The contractor must 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 must 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 (if applicable) as well as the controls for the setting of the meters.

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

The plan must include the sampling interval the contractor intends to utilize. The contractor will be required to create two (2) quality control samples to be drawn from the production stream at the same time. Samples must be in unsealed envelopes with inserts. One sample will be drawn, inspected and retained as part of the contractor's quality assurance records. The second sample drawn for the SSA will be packed with the remaining samples associated with each task order and shipped to the SSA on a weekly basis (address to be supplied at the postaward meeting).

The plans must detail the actions taken by the contractor when either defects or missing/mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, Rev. 6-01).

The plan must 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 120 days subsequent to the date of the check tendered for final payment by the Government Printing 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.

Unique Identification Number Plans: 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 may create their own sequence number and run date to facilitate their presorting and inserting process.

Sequential Number Plan: An explanation of the contractor's sequential numbering system is required to understand the audit trail required for each piece. The sequential numbers will be used to track each individual notice, thereby providing 100% process.

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 are to 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 United States postal system.

NOTE: 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 print order (PO) were printed, inserted and entered correctly into the United States 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 piece that is 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 capable of identifying and reporting all missing notices that were lost or spoiled during production for each print order or mail date (if PO 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 six month period after mailing.
- (i) Audit report must contain the following information:
 - 1. Job name
 - 2. Print order number 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, i.e. inserted, diverted and reason for divert such as missing sequence number, missing leave, mutilated, duplicate, pulled for inspection, etc.
 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, 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.
- (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:
1. Job name
 2. Print order number 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 a print order and/or mail date were inserted.
 5. Volume of reprints that were inserted for each print order or mail date.
 6. Volumes for each file date or print order and date that each print order or mail date was completed.

NOTE: A PDF copy of the summary report(s) and matching GPO 712 form(s) must be submitted to Charvonne Hamilton at Charvonne.Hamilton@ssa.gov for each print order within 2 days of mailing.

NOTE: Contractor must submit a sample of their Audit and Summary reports with the required Pre-Award 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 MS word, MS Excel or PDF.

All notice tracking/reporting data must be retained in electronic form for 180 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 no less than 180 days subsequent to the date of the check tendered for final payment by the Government Printing Office.

NOTE: 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.*

Recovery Plan: 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 U.S. Postal Service (USPS) facility.

NOTE: The Government will not, as a routine matter, request that the contractor produce individual pieces in transit within the plan, 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.

Pulling of Notices 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) 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.

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 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 Systems Plan must demonstrate the Contractor's ability to provide complete hardware and software compatibility with SSA's existing network (see **FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS** for additional information). The contractor must complete **Exhibit G (System Plan)**.

Included with the Computer Systems Plan must be a resume for each employee responsible for the monitoring and the programming of Contractor's computer system and file transmissions. If the contractor(s) plans to use a consultant for either task, a resume must still be included. This plan must show that the programmer(s) are skilled in handling of AFP resources and files.

Mail Plan: This plan must 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. Contractor will be required to provide information on how and demonstrate their ability to achieve USPS automated postal rates prior to award of this contract.

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

Personnel Plan: This plan must include a listing of all personnel that will be involved with this contract. For any new employees, the plan must 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: This plan should include items such as a detailed listing of all production equipment and equipment capacities to be utilized on this contract. If new equipment is to be utilized, documentation for the source, delivery schedule and installation dates are required.

The contractor must disclose in their production plan their intentions for the use of any subcontractors for any materials necessary under this contract. If a subcontractor will be handling SSA notices, the plan must include the same information required from the contractor for all items contained under "**Security Requirements**" and

“Preaward Survey”. If the subcontractor for any operation is added at any time after award, the contractor must submit the subcontractor’s proposed plans which are subject to review and approval by the Government

NOTE: 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 has 15 days prior to production to submit to the Government the new subcontractor’s information.

Security Control Plan: This plan must provide details of the contractor’s physical and data security control programs.

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

Materials: The contractor is required to explain how all accountable material will be handled throughout all phases of production. This plan must also include the method of disposal of all production waste materials.

Production Area: The contractor must provide a secure area(s) dedicated to the processing and storage of data for Section 1144 Outreach Notices, either a separate facility dedicated to this product, or a walled-in limited access area within the contractor’s existing facility. Access to the area(s) must be limited to security-trained employees involved in the production of Section 1144 Outreach Notices.

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

Disposal of Waste Material: 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” on page 5) 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. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records and records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

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

If the preaward survey is waived, the above referenced 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.

Option Years: For each option year that may be exercised, the contractor will be required to review their 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.

ON-SITE REPRESENTATIVES: One or two 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, one telephone line for a telephone, one telephone line or WiFi internet connection for a PC and one facsimile machine (the Government will supply hookups and cover the cost of the telephone/facsimile machine service), two work tables, and two four-drawer letter-size files with combination padlock and pendaflex 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, folding, inserting, mail processing, quality control, sample selections and inspections; and, monitor the packing and staging of the mail

These coordinators 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 coordinators must have full and unrestricted access to all production areas where work on this program is being performed.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives will conduct a conference/teleconference with the contractor's representatives at the Social Security Administration (SSA), Baltimore, MD, immediately after award.

PREPRODUCTION MEETING: A preproduction meeting covering printing and mailing will 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 Printing Office, Social Security Administration and the U.S. Postal Service (USPS). The contractor must present and explain their final plan for both printing and mailing the **Medicare Acknowledgement, Subsidy Determination, and IRMAA Non-BRI Notices**.

The Contractor will 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.

SSA may conduct unscheduled visits during the term of this contract at the contractor's mailing facility. In addition a mail plan detailing how the contractor will obtain maximum automation postage discounts will be e-mailed to: Charvonne.Hamilton@ssa.gov after the contract award.

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

ASSIGNMENT OF JACKETS, PURCHASE, TASK 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 "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 total number of copies produced that week. The print order will also indicate any other information pertinent to the particular task orders.

ORDERING: Items to be furnished under the contract must be ordered by the issuance of weekly print orders by the Government supplemented by daily electronic task orders. Orders may be issued under the contract from Date of Award through September 30, 2014 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 controls in the event of conflict with any print order or task order. Task orders will be "issued" daily for purposes

of the contract and will detail the daily volume of notices required. A print order, to 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 must 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 does not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government will 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 will 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 must 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 are 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 must furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

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

PRIVACY ACT

(a) The contractor agrees:

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

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

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

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

CRIMINAL/CIVIL SANCTIONS:

(1) Each officer or employee of any person to whom returns or return information is or may be disclosed must be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person must also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103(n).

(2) Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment of official position, has possession of or access to agency records which

contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established there under, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, will be guilty of a misdemeanor and fined not more than \$10,000.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of mailing packages for nine (9) workloads* consisting of English personalized notices; Spanish/English personalized notices; Railroad Retirement Board (RRB) Notices; sixteen (16) mailout envelopes requiring such operations as: the receipt and processing of wire transmitted data; re-development of AFP resources; composition; printing and imaging; folding; inserting; providing mail.dat files; metering or manifesting; presorting; and mailing.

*The 9 workloads identified are as follows:

1. Subsidy Determination English Notices and/or Subsidy Acknowledgement English Notices
2. Subsidy Determination Spanish/English Notices and/or Subsidy Acknowledgement Spanish/English Notices
3. Subsidy Determination Railroad Retirement Board English Notices and/or Subsidy Acknowledgement Railroad Retirement Board English Notices
4. Certified - Subsidy Determination English and Spanish Notices and/or Subsidy Acknowledgement English and Spanish Notices
5. Certified - Subsidy Determination Railroad Retirement Board Notices and/or Subsidy Acknowledgement Railroad Retirement Board Notices
7. IRMAA Non-Bri Daily English Notices
8. IRMAA Non-Bri Daily Spanish Notices
9. IRMAA Non-Bri Daily Railroad Retirement Board Notices

Future workloads:

During the term of this contract the Government reserves the right to develop new notice workloads with the same requirements as the nine notice workloads described by these specifications. All terms and conditions in this specification will apply to future notice workloads.

NOTE: Mailers 1 through 5 consist of two different notices (the Determination Notices and the Acknowledgement Notices). The requirements for the two notices are the same. Orders may be placed that require the printing and mailing of the Determination Notice and/or the Acknowledgement Notice. Mailers 4 and 5 consist of certified mail for the Determination Notices and the Acknowledgement Notices.

The files for printing are formatted for the Advanced Function Presentation (AFP) printing platform. For proper processing of AFP resources supplied to the contractor by SSA, used for printing Notices in AFP format, the contractor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS/ZOS390 operating system accompanied by the most recent release of IBM Print Services Facility (PSF). 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. Each piece of mail will be assigned a unique (alpha/numeric) identifier for tracking, insertion, location and recovery processes.

A second file known as the **Mail Run Data File (MRDF)** will contain all information relevant to each mail piece. This would include the number of sheets of paper, insertion bin selection, recipient's address, return address, ZIP+4+2, outsort for manual handling, etc.

All files will be electronically transmitted to the contractor. 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 each of SSA's validations.

MAILER DESCRIPTION	MAILER	DATA SET NAME
Acknowledgement/Determination English	1	OLBG.BTI.vendor.MSDAFP.M1#*****.Ryymmdd
Acknowledgement/Determination English WBDOC	1	OLBG.BTI.vendor.MSDAFP.M1W*****.Ryymmdd
Acknowledgement/Determination Spanish	2	OLBG.BTI.vendor.MSDAFP.M2#*****.Ryymmdd
Acknowledgement/Determination Spanish WBDOC	2	OLBG.BTI.vendor.MSDAFP.M2W*****.Ryymmdd
Acknowledgement/Determination Railroad	3	OLBG.BTI.vendor.MSRAFP.M3#*****.Ryymmdd
Acknowledgement/Determination Railroad WBDOC	3	OLBG.BTI.vendor.MSRAFP.M3W*****.Ryymmdd
Acknowledgement/Determination English and Spanish (<i>Certified</i>)	4	OLBG.BTI.vendor.MSDAFP.M4#*****.Ryymmdd
Acknowledgement/Determination English and Spanish WBDOC (<i>Certified</i>)	4	OLBG.BTI.vendor.MSDAFP.M4W*****.Ryymmdd
Acknowledgement/Determination Railroad (<i>Certified</i>)	5	OLBG.BTI.vendor.MSDAFP.M5#*****.Ryymmdd
Acknowledgement/Determination Railroad WBDOC (<i>Certified</i>)	5	OLBG.BTI.vendor.MSDAFP.M5W*****.Ryymmdd
IRMAA daily English	7	OLBG.BTI.vendor.MSDAFP.M7#*****.Ryymmdd
IRMAA daily Spanish	8	OLBG.BTI.vendor.MSDAFP.M8#*****.Ryymmdd
IRMAA daily Railroad Board	9	OLBG.BTI.vendor.MSDAFP.M9#*****.Ryymmdd

The data set names listed are SSA names. The first three (3) qualifiers will be removed for the file received by the vendor. The fourth qualifier in the data set name listed is the file type and the fifth qualifier is the unique identifier qualifier. This qualifier will be used to match the corresponding files (Mail Run Data file and Banner file) with the print file. The final qualifier is the Run Date.

The files will be broken down and transmitted in segments by PC codes. Each file transmitted will have a banner page identifying the PC (1-8 defined by the # in the fifth qualifier).

The Program Center (PC) codes correspond to the mailout envelope required as follows:

- PC1 - Northeastern (Jamaica, NY)
- PC2 - Mid-Atlantic (Philadelphia, PA)
- PC3 - Southeastern (Birmingham, AL)
- PC4 - Great Lakes (Chicago, IL)
- PC5 - Western (Richmond, CA)
- PC6 - Mid-America (Kansas City, MO)
- PC7 - Office of Central Operations
- PC8 - Office of International Operations (Baltimore, MD)

There will be one (1) additional mailout envelope for the Wilkes Barre Data Operations Center (WBDOC) in Wilkes Barre, PA. This is for Mailers 1-5 only.

The WBDOC return address follows:
 SOCIAL SECURITY ADMINISTRATION
 WILKES-BARRE DATA OPERATIONS CENTER
 PO BOX 1020
 WILKES-BARRE PA 18767-1020

FOR QUALITY CONTROL AND AUDITING PURPOSES:

The contractor must not merge file data and mailers during processing, printing and mailing.

All files transmitted by SSA will be physical sequential. Any alteration of the notice content in the file is not permitted.

TRIM SIZES:

Notices: 8-1/2 x 11" flat size (bi-folds down to 8-1/2 x 5-1/2").

Mailout Envelopes: 6-1/8 x 9-1/2".

QUANTITY, NUMBER OF PAGES, AND FREQUENCY OF ORDERS:

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. The print order will also indicate any other information pertinent to the particular task orders.

The combined total for the Medicare Subsidy Determination Notices, the Medicare Subsidy Acknowledgement Notices and the IRMAA Non-BRI Notices will be as follows:

The estimated annual quantity for this contract is approximately 3,500,000 notices combined. Approximately 118,080 notices will be certified mail.

The Government reserves the right to increase or decrease by up to 20% the total number of notices ordered annually.

The figures indicated below are combined totals for Medicare Subsidy Determination, Medicare Subsidy Acknowledgement. Estimates are based on historical data of past production runs. 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 one-side only when an odd page is required), inserts (items that are to be inserted into the mailout envelope along with the notice), 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.**

A spike in notice production of quantities exceeding the daily expected maximums could occur between the months of September and November.

NOTICES: Notices ordered under this contract will range from 1 to 24 printed pages per notice. See the following for page counts of each mailer.

MAKE-UP OF MAILERS:

Medicare Subsidy Determination Notices, the Medicare Subsidy Acknowledgement Notices and the IRMAA Non-BRI Notices ordered under this contract consist of the following:

A record will be transmitted for each mailing address. The records will contain all the data relevant for the mailing of an associated mail piece. Unique alpha/numeric identifiers will be part of the record to ensure accuracy in the insertion process. All files transmitted by SSA will be physical sequential Advanced Function Presentation missed mode. Any alteration of the notice content in the file is not permitted.

Subsidy Determination English Notices and Subsidy Acknowledgement English Notices: The Subsidy Determination Notices and Subsidy Acknowledgement Notices are English notices represented by the following data set name. Notices can consist of 1 to 8 pages. Mailers may generate any combination of components below.

1. OLBG.BTI.vendor.MSDAFP.M1#*****.Ryymmdd
Daily Minimum: 0
Daily Maximum: 145,000
Printed Pages: 1 to 8 pages (Personalized English Notice)
Envelopes: Mailout envelope (6-1/8 x 9-1/2") (PC1 through PC6, PC8 and WBDOC)
Folding: Bi-Fold

Subsidy Determination Spanish/English Notices and Subsidy Acknowledgement Spanish/English Notices:

The Subsidy Determination Notices and the Subsidy Acknowledgement Notices are Spanish/English notices represented by the following data set name. Notices can consist of 1 to 24 pages. Mailers may generate any combination of components below.

2. OLBG.BTI.vendor.MSDAFP.M2#*****.Ryymmdd
Daily Minimum: 0
Daily Maximum: 6,500
Printed Pages: 1 to 24 pages (Personalized Spanish/English Notice)
Envelopes: Mailout envelope (6-1/8 x 9-1/2") (PC1 through PC6, PC8 and WBDOC)
Folding: Bi-Fold

Subsidy Determination Railroad Retirement Board Notices and Subsidy Acknowledgement Railroad

Retirement Board Notices: The Subsidy Determination Notices and the Subsidy Acknowledgement Notices are English notices represented by the following data set name. Notices can consist of 1 to 8 pages. Mailers may generate any combination of components below.

3. OLBG.BTI.vendor.MSRAFP.M3#*****.Ryymmdd
Daily Minimum: 0
Daily Maximum: 1,500
Printed Pages: 1 to 8 pages (Personalized RRB English Notice)
Envelopes: Mailout envelope (6-1/8 x 9-1/2") (PC1 through PC6, PC8 and WBDOC)
Folding: Bi-Fold

Certified Subsidy Determination English Notices and Subsidy Acknowledgement English and Spanish Notices:

The Subsidy Determination Notices and Subsidy Acknowledgement Notices are English notices represented by the following data set name. Notices can consist of 1 to 8 pages. Mailers may generate any combination of components below.

4. OLBG.BTI.vendor.MSDAFP.M4#*****.Ryymmdd (Certified Mailer)
Daily Minimum: 0
Daily Maximum: 6060
Printed Pages: 1 to 24 pages (Personalized English Notice)
Envelopes: Mailout envelope (6-1/8 x 9-1/2") (PC1 through PC6, PC8 and WBDOC)
Folding: Bi-Fold

Certified Subsidy Determination Railroad Retirement Board Notices and Subsidy Acknowledgement

Railroad Retirement Board Notices: The Subsidy Determination Notices and the Subsidy Acknowledgement Notices are English notices represented by the following data set name. Notices can consist of 1 to 8 pages. Mailers may generate any combination of components below.

5. OLBG.BTI.vendor.MSRAFP.M6#*****.Ryymmdd (Certified Mailer)

Daily Minimum:	0
Daily Maximum:	60
Printed Pages:	1 to 8 pages (Personalized RRB English Notice)
Envelopes:	Mailout envelope (6-1/8 x 9-1/2") (PC1 through PC6, PC8 and WBD0C)
Folding:	Bi-Fold

IRMAA Non-Bri Daily English Notices: These notices will be represented by the following data set name. Notices can consist of 3 to 4 pages. Mailers may generate any combination of components below.

7. OLBG.BTI.vendor.MSDAFP.M7#*****.Ryymmdd

Daily Minimum:	0
Daily Maximum:	90,000
Printed Pages:	3 to 4 pages (Personalized English Notice)
Envelopes:	Mailout envelope (6-1/8 x 9-1/2") (PC1 through PC8)
Folding:	Bi-Fold

IRMAA Non-Bri Daily Spanish/English Notices: These notices will be represented by the following data set name. Notices can consist of 6 to 8 pages. Mailers may generate any combination of components below.

8. OLBG.BTI.vendor.MSDAFP.M8#*****.Ryymmdd

Daily Minimum:	0
Daily Maximum:	300
Printed Pages:	6 to 8 pages (Personalized Spanish/English Notice)
Envelopes:	Mailout envelope (6-1/8 x 9-1/2") (PC1 through PC8)
Folding:	Bi-Fold

IRMAA Non-Bri Daily RailRoad Notices: These notices will be represented by the following data set name. Notices can consist of 3 to 4 pages. Mailers may generate any combination of components below.

9. OLBG.BTI.vendor.MSDAFP.M9#*****.Ryymmdd

Daily Minimum:	0
Daily Maximum:	200
Printed Pages:	3 to 4 pages (Personalized RRB English Notice)
Envelopes:	Mailout envelope (6-1/8 x 9-1/2") (PC1 through PC8)
Folding:	Bi-Fold

**File and Data set names will be provided at postaward conference.*

NEW NOTICE WORKLOADS

New mailers could be English only or bilingual English/Spanish notices. Notices may consist of 1-24 pages (approximately 12 leaves). These mailers may consist of a personalized notice and mailout envelope or a

personalized notice, mailout envelope and a BRM envelope. All notices and envelopes requirements will match those described in mailers 1 through 9.

Minimums and Maximums Daily Quantities: Once production begins, the per day minimum for Mailers 1-5 and 7-9 is 0 notices and the per day maximum is 243,500 notices.

If these figures are exceeded by 20%, the Contractor will receive a “Premium Payment” of 15% for those extra notices. No additional time will be allowed for the mailing of these notices.

Mail out Envelopes: (6-1/8 x 9-1/2”):

The Medicare Subsidy Determination Notices and the Medicare Subsidy Acknowledgement Notices each utilize the same mailout envelope with the exception of the Program Center (PC) return address.

Yearly Volumes: The estimated yearly volumes are for Mailers 1 through 5 (Medicare)

<u>Program Center</u>	<u>Yearly Volumes</u>
Northeastern Program Service Center (PC1)	300,000
Mid-Atlantic Program Service Center (PC2)	265,000
Southeastern Program Service Center (PC3)	450,000
Great Lakes Program Service Center (PC4)	325,000
Western Program Service Center (PC5)	325,000
Mid-America Program Service Center (PC6)	325,000
Office of International Operations (PC8)	1,000
PO BOX 1020 (WBDOC)	961,000

The estimated yearly volumes are for Mailers 7 through 9 (IRMAA)

<u>Program Center</u>	<u>Yearly Volumes</u>
Northeastern Program Service Center (PC1)	100,000
Mid-Atlantic Program Service Center (PC2)	80,000
Southeastern Program Service Center (PC3)	72,000
Great Lakes Program Service Center (PC4)	85,000
Western Program Service Center (PC5)	100,000
Mid-America Program Service Center (PC6)	100,000
Office of Central Operations (PC7)	10,000
Office of International Operations (PC8)	1,000

NOTE: The Government reserves the right to make changes to the envelopes 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. Therefore, the contractor should not preprint or maintain more than a 90-day surplus/inventory of any of the components required on this contract. The Government shall not be required to purchase from the contractor the surplus/inventory of any component remaining on hand in excess of what was authorized when a n envelop change is implemented.

GOVERNMENT TO FURNISH:

Manuscript for sixteen (16) Mailout envelopes.

Postage and Fees Paid Mailing Indicia

CASS Certificate

NCOA Certificate

PS Form 3615 (Mailing Permit Application and Customer Profile)

GPO Form 712 (Certificate of Conformance)

GPO Form 892 (Proof Label)

A data connection (T-1 line) between the exact location specified by the contractor and SSA's National Computer Center

Exhibit A, Form SSA-301, "Contractor Personnel Security Certification".

Exhibit B, Security Requirements

Exhibit C, Questionnaire for Public Trust Positions (Standard Form 85P)

Exhibit D, Fingerprint Card

Exhibit E, Declaration of Federal Employment (Optional Form 306)

Exhibit F, Fair Credit Reporting Act Authorization Form

Exhibit G, System Plan

Exhibit H, Sequence Summary Report

Electronic Files: Files will be transmitted containing a complete record for each notice. The AFP files will contain the data to be imaged for that individual recipient. The MRD File will contain information relevant to each mail piece, the appropriate signature, and any required inserts. The Banner (BNR) contains information for setting up the intelligent inserters such as file totals, number of mail packets, and bin set up for those items being included in the mail packets and the total required in each bin. The final file will contain daily task orders.

All files transmitted by SSA will be physical sequential. Files will be in print image format and in ZIP Code sequence by dataset name. The monthly Comp run will be in ZIP Code sequence by segment (1 to 5), and dataset name. Contractor will be required to sort files as necessary (i.e., leaf counts or mail weight) to obtain maximum USPS Postal discounts.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH", necessary to produce the products in accordance with these specifications.

PRINT RESOURCE LIBRARY (AFP):

Advanced Function Presentation (AFP) resources including Page and Form definitions, fonts, page segments and overlays (if applicable) for page formatting. Note: Contractor will be responsible for providing any licensed fonts required during the term of this contract.

NOTE: Contractor must have programmer(s) capable of handling AFP resources and contract requirements.

Preproduction Press and Mail Run Test Files for Wire Transmission; An AFP formatted print file with the corresponding Mail Run Data File will be shipped for each workload in the quantities required.

Revised Resource Library (AFP) for Wire Transmission or Email (when applicable): AFP print resources, overlays, page segments and non-standard fonts provided shortly after the post award conference may change during the term of the contract, in which case a revised AFP resource file will be electronically transmitted to the contractor as a replacement.

SSA will provide the AFP resources for each notice workload. These resources will be provided on the Contractor's choice of media (wire transmission or Email) shortly after the postaward conference. SSA will also use test files for wire transmission with samples of each workload to enable the start of the validation process. (The test files are to be used in the preproduction press and mail run test). See **“PREPRODUCTION PRESS AND MAIL RUN TEST” on page 29.**

For proper processing of AFP resources supplied to the vendor by SSA, used for printing notices in AFP format, the vendor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS/ZOS390 operating system accompanied by the most recent release of IBM Print Services Facility (PSF). These compliances relate solely to interpreting and printing files to be provided to the vendor by SSA, to insure that the vendor is able to print the files as provided without alteration of any kind on the part of SSA.

NOTE: The contractor must not compress files in processing data for this contract. It is solely the vendor's responsibility to redevelop/reprogram the AFP resources to ensure proper printing in their environment.

NOTE: SSA prints 2-up DUPLEX ROLL IN TO ROLL OUT with the file order reversed for insertion. The predominant data file format is AFP Mixed Mode; however any valid AFP format is possible and must be printable at the vendor's location.

The contractor will be responsible for maintaining the AFP resources on each system that processes SSA's notices.

UNIQUE IDENTIFICATION NUMBER:

Unique identifying 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. This test sample must have a unique number and must be produced on each of the nine (9) mailers. The contractor will generate a list of the unique identifying numbers for each sample. As samples are pulled, their 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. In addition, all nine (9) mailers will include samples produced every 4,000 notices that are processed and mailed directly to SSA, Charvonne Hamilton, 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

SSA will provide updated resources electronically, as necessary. When the contractor receives an update to the printer resources, the contractor must install them immediately and provide SSA with 100 sample documents, representative of the workload involved, from the test file within one (1) workday for review. The contractor is to continue using existing resources while the samples are being reviewed. Once the samples are approved, the contractor will be told when to start using the new resources. Whenever testing is required, the contractor will be responsible for performing the test on each printer that processes SSA's notices.

During the term of the contract, the Government anticipates making programmatic changes to the daily notices as warranted (e.g., changes in language, format, appearance, etc). When these changes occur, SSA will print and mail the affected notice workload(s) at their facility for a short period of time. During this time, files for some or all of the notices may not transmit to the contractor lasting no more than a few days. Only those affected workloads (indicated by filename) will be held back at SSA for validation and production. For example: If a workload were to be changed, SSA would test and print those notices only. The contractor would continue to print and mail the workloads. SSA's Printing Management Branch will notify the contractor of these changes as soon as possible. Upon successful testing of the changes, SSA will transmit the new print resources (if necessary) and resume transmissions of the notice file(s).

If a file is less than 4,000, the contractor must produce one sample.

WIRE TRANSMISSIONS: Upon award of this contract, the Government will determine the connectivity method between SSA and the Contractor. Internet Protocol (IP) will be the connection protocol for the transmissions. The connectivity method will be through the Internet using an encrypted VPN tunnel or the Government will place an order for a dedicated circuit under GSA's Networx contract to be installed within 60 to

90 calendar days between the contractor's location and SSA's network interface location. Either connectivity method will be encrypted with the AES256 encryption algorithm. For the Internet option to be used the Contractor must have an Internet ready VPN IPsec capable hardware device. The Government will not be responsible for any cost associated with the VPN Internet connection that the Contractor may incur. The connection method is at the sole discretion of the Government. The cost of the dedicated circuit connection will be borne by the Government.

The Government is not responsible for installation delays of data connections due to any external influences such as employee strikes, weather, supplies, etc; which conditions are beyond the control of the Government.

If a dedicated circuit is deemed necessary, SSA will provide the dedicated data connection, including a router, and firewall at the contractor's specified locations. The contractor must provide adequate rack space for securing the router and firewall; the contractor must provide a dedicated analog dial-up line within 8 feet of the router.

This dedicated analog dial-up line will be used for router management and access for troubleshooting. The line must be in place and active prior to the installation of the circuit/router.

Also, upon contract award, the contractor must provide a complete delivery address with nearest cross-street, contact name and phone number for installation of data transmission services and equipment. The contractor's contact person must be available for delivery of services at the specified location. The Government is not responsible for incorrect or lack of address information, nor for non-availability of contact persons at the delivery site.

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, Cyberfusion Integration Suite software from TIBCO Software. The contractor may implement the Cyberfusion Platform Server that has embedded software encryption capable of being enabled. The personal computers/servers must have the capability to run Cyberfusion software with encryption enabled using IP protocols on Windows, UNIX (i.e., IBM's AIX, SUN or HP), or 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 , Cyberfusion 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/ZOS390 operating systems are not permitted under this contract. The contractor's storage format must not preclude the availability of the Cyberfusion Software Checkpoint/Restart feature.

NOTE: The contractor may not use VM/VSE/ESA on a mainframe system, as this hampers automated file transmission.

The contractor's FTMS software must be operational for the receipt of data files 24 hours a day, 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.

Wire 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.

NOTE: 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.

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

CAUTION: CONTRACTOR MUST NOT COMPRESS FILES!

WIRE TRANSMISSION TESTS: After the appropriate bandwidth connection has been installed, the contractor will be required to receive within one (1) workday 450,000 notices. Notices will range from 1 to 24 printed pages. The contractor will be required to perform a record count verification broken down by segments within one (1) workday after the complete transmission of the test files.

PREPRODUCTION VALIDATION TEST: When the count verification has been successfully completed, the Contractor will be required to provide SSA, within two (2) workdays 20 sample documents from the wire transmission test, per file. Wire transmission test notices do not require inserts and envelopes. Submit these test samples to SSA, Charvonne Hamilton, 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

An additional copy of the samples must be sent to:

Social Security Administration Wilkes-Barre Data Operations Center
Heather Banks
1150 E Mountain Drive, Room 341
Wilkes-Barre, PA 18702-7997

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

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, within three (3) workdays of notification under the terms and conditions specified in the notice of rejection. Such additional samples will be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule.

The Government will approve, conditionally approve, or disapprove the revised samples within three (3) workdays of the receipt thereof. In the event the additional samples are disapproved by the Government, the contractor will be deemed to have failed to make delivery within the meaning of the default clause in which event this contract will be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event will not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

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

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

All samples must be manufactured at the facilities in which the contract production quantities are to be manufactured. **If errors are found, additional samples of notices (as indicated above) will be required until such time as the validation produces no errors.**

IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO REDEVELOP/REPROGRAM THE AFP RESOURCES TO ENSURE PROPER PRINTING IN THEIR ENVIRONMENT.

12-HOUR PREPRODUCTION PRESS AND MAIL RUN TEST:

Prior to commencement of production on the contract, the Contractor will be required to perform a 12-hour preproduction press and mail run test.

The Contractor will be issued a Print Order for the 12-hour test. Upon successful completion of all test requirements the contractor will be reimbursed for all applicable costs, according to 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 the Medicare Acknowledgement, Subsidy Determination, and IRMAA Non-BRI Notices. preproduction test files after a data link with the contractor is established. The contractor will be required to have all composition, proofing, printed pamphlets, forms, and envelopes necessary for the test, completed prior to beginning the test. Mailers are to be completed in accordance with contract requirements, inserted into envelopes and prepared for mailing.

The 12-hour period for the test will begin when an "OK to Print" is given by the Government representative on-site. (See "SCHEDULE" for date of the preproduction press and mail run test.)

During the 12-hour period, the contractor will be required to print and prepare for mailing the following quantities of Mailers 1-6.

<u>MAILER</u>	<u>TOTAL QUANTITY</u>
Mailer 1: Subsidy Determination Notice and Subsidy Acknowledgement Notice (English)	69,600
Mailer 2: Subsidy Determination Notice and Subsidy Acknowledgement Notice (Spanish/English)	3,120
Mailer 3: Subsidy Determination Notice and Subsidy Acknowledgement Notice (RRB)	720
Mailer 4: Certified Subsidy Determination Notice and Subsidy Acknowledgement Notice (English and Spanish)	3030
Mailer 5: Certified Subsidy Determination Notice and Subsidy Acknowledgement Notice (RRB)	30
Mailer 7: IRMAA Non-Bri Daily Notices: (English)	45,000
Mailer 8: IRMAA Non-Bri Daily Notices: (Spanish/English)	150
Mailer 9: IRMAA Non-Bri Daily Notices: (RRB)	100

*A percentage of all PC's will have to be produced.

The contractor must perform the 12-hour preproduction press and mail run test on their equipment and using their personnel.

The test run will incorporate all aspects of the program including processing the test files duplex/simplex imaging of notices; gathering; folding; inserting; metering; 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 will be required to have all composition, proofing, film making, and envelopes necessary for the test completed prior to beginning the test. Mailers are to be completed in accordance with contract requirements, inserted into envelopes and prepared for mailing. See "SCHEDULE" (PRIOR TO PRODUCTION TESTS).

The contractor must produce a minimum of 121,750 notices in a continuous 12-hour period that will prove to the Government representatives that the contractor can satisfactorily complete the requirements of this contract during live production. The 12-hour period will begin when an "OK to Print" is given by the Government representative on-site. The inserting and mail processing will begin when the contractor has sufficient materials printed to begin the inserting process. See "SCHEDULE" for date of the preproduction press and mail run test.

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 will not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval will state any further action required by the contractor. A notice of disapproval will state the reasons thereof.

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

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 programming of a new notice or notice change/signature change/new and existing notice files validation test. This test is required whenever SSA initiates a systems/programming change, a signature change, when a new notice workload is developed or existing notice workload is changed. The contractor must furnish up to 100 printed samples (Government has the option to

waive the insertion of enclosure(s)/outgoing envelope) within five (5) workdays of receipt of changes. The Government will approve, conditionally approve, or disapprove the samples within seven (7) workdays of receipt thereof. Submit these samples to SSA, Charvonne Hamilton, 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401

The programming of a new notice or notice change/new and existing notice files validation test must occur without a break in production of other SSA notices being produced by the contractor. The Government will inform the contractor in advance when the regular daily wire transmissions will contain the systems changes.

SSA may require complete samples (including all appropriate enclosures) from live production, after the approval of programming a new notice or notice change/new and existing notice files validation test. The Government will inform the contractor in advance when these samples are required. (For additional information see Press Sheet Inspection.)

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

NOTE: Failure of the contractor to perform any of the above tests (Wire Transmission Test Pre-Production Validation Test, Pre-Production Press and Mail Run Test, and Programming a New Notice or Notice Change/Signature Validation Test/New and Existing Notice Files Validation Test) 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. Failure of the contractor to perform any of the press test runs satisfactorily may be cause for default.

All Production Files for Medicare Acknowledgement, Subsidy Determination, and IRMAA Non-BRI Notices are Wire Transmitted.

NOTE: 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" on page 27 for additional information.)

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

In the event any wire 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 wire 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. Data provided to the contractor must be retained for 21 workdays after mailing.

COMPOSITION: The contractor will be required to set type for sixteen (16) envelopes.

Helvetica or similar typeface will be utilized.

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

SSA will provide the font part numbers to the contractor who will validate that they have the proper licenses for each required font.

Font for IMB bar code is required.

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

Three (3) sets of proofs are required for each item. At contractor's option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs will be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

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. 11" dated February 1999.

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, or, at contractor's option, White Writing, basis weight: 20 lbs. per 500 sheets, 17x 22", equal to JCP Code D10.

Mailout Envelope (6-1/8 x 9-1/2"):

White Kraft, basis weight: 24 lbs. per 500 sheets, 17 x 22" bursting strength 38 lb/in.², or, at contractor's option, White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

All paper used in each order must be of a uniform shape.

PRINTING/IMAGING:

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. Therefore, the contractor is not to preprint or maintain more than a 90 calendar day surplus/inventory of any of the components required on this contract; with the exception that the contractor will be allowed to carry up to a 150 calendar day supply during the months of September through December. A spike in notices production exceeding the daily expected maximums may occur during those months. The Government is not required to purchase from the contractor the surplus/inventory of any component remaining on hand in excess of what was authorized when an envelope or format/text change is implemented.

The contractor will be required to convert furnished data from electronic transmission for either laser or ion deposition printing. All imaging/printing must have a minimum resolution of 300 x 300 dpi.

Notices:

Medicare Acknowledgement Notices: Print/image face only in black ink.

Subsidy Determination Notices: Print/image head-to-head, face and back in black ink.

IRMAA Non-Bri Daily Notices: Print/image head-to-head, face and back in black ink

Mailout Envelope (6-1/8 x 9-1/2"): Envelopes print face and back after manufacture in black ink. Printing must be in accordance with the requirements for the style envelope ordered. All printing must comply with all applicable U.S. Postal Service regulations. The envelope must accept printing without feathering or penetrating to the reverse side.

NOTE: The inside front and back of **ALL** envelopes **MUST** contain a pantograph design (lining is acceptable) in black ink to prevent show-through of contents, **EXCEPT** for an approximate area of 3-1/2 x 5/8" in back of the barcode on the BRM envelope. This clear area is to ensure the readability of the barcode. The 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: If recycled paper is used, the recycled paper logo and legend must print in black ink on the notices and envelopes.

Notices: The recycled paper logo/legend must be digitized by the contractor and imaged in the bottom right corner aligned with the contractor's control number on the first page of each notice.

Envelopes: The logo/legend must be printed on the back of all envelopes in the bottom left hand corner.

MARGINS: Margins will be indicated on print order, sample, or electronic file.

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 forms, pamphlets, leaflets, forms, and/or envelopes, the imaging and dating of form inserts, collating, folding, inserting and mailing is being accomplished in accordance with contract 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.

PRESS SHEET INSPECTION: Call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing eastern time, with 3 workday(s) notice.

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) dated August 2002.

Press sheets will be inspected at the contractor's plant for quality conformance. **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.

BINDING:

Notices:

All pages in the notice are gathered 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 5-1/2" as indicated, title out. The address on the first page of the notice must be visible through the window of the mailout envelope.

NOTE: Bilingual Spanish/English notices consist of two (2) parts. The first part is a Spanish notice; the second part is the same notice in English. The Spanish part must be nested in front with address showing through the window of the mailout envelope.

CONSTRUCTION:

Mailout Envelope (6-1/8 x 9-1/2"): Envelope must be open, with gummed fold-over flap for sealing. Flap is at contractor's option, but must meet 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 is to be located 2" 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). The contractor has the option to adjust the size of the window opening (subject to Government approval), providing the visibility of the computer generated mailing address and barcode on the notice is not obscured, complies with U.S. Postal Service automation readability regulations, 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 U.S. Postal Service's (USPS) readability standards/requirements. Envelopes will contain a printed acronym to identify the workload on the outside.

PACKING: Gather the appropriate number of leaves per notice, fold as specified, and insert into mailout envelope with recipient's name and address on the 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 with only one notice inserted into each envelope. When required, form(s), and/or Return envelope(s) are inserted behind the notice (when viewed from the window side of the envelope). When required, insert form(s), pamphlet(s), leaflet(s), fact sheet, and/or return envelope(s) behind the notice (when viewed from the window side of the envelope).

In the case of bilingual Spanish/English notices, the recipient's name and address on the Spanish notice must be visible through the window envelope. (NOTE: The bilingual Spanish/English notices must be nested together.)

DISTRIBUTION:

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, Attn: Charvonne Hamilton, Room 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

An additional copy of these samples must be sent to:

Social Security Administration Wilkes-Barre Data Operations Center
Heather Banks
1150 E Mountain Drive, Room 341
Wilkes-Barre, PA 18702-7997

Deliver f.o.b. destination on the first order and any order that requires a copy change, 10 production samples of each business reply and courtesy reply envelope to: SSA, Francine Moore, 1333 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Mail balance of all orders f.o.b. contractor's city. The contractor is responsible for all costs incurred in transporting this product to the U.S. Postal Service facility.

DOMESTIC FIRST CLASS LETTER-SIZE MAIL:

The contractor is required to prepare domestic First-Class letter-size mail 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.

SPECIAL MAIL REQUIREMENT: SSA requires the use of 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 mail piece 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. Requirements for the MMS are contained in Publication 401 "USPS Guide to the Manifest Mailing System" in effect at the time of the mailing. A copy of the USPS approval for the MMS must be presented at the postaward conference.

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 government, on occasion, may require the contractor to meter the mail on the mail piece. The contractor will be reimbursed for the metered postage by submitting a properly completed Postal Service form (or equivalent). All meter supplies must be borne by the contractor.

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) Non-automation (Presorted); and (f) Non- automation (Single Piece).

NOTE: Contractor will be required to produce and use a USPS Intelligent Mail Barcode (IMB) 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 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 considered 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 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 (1/8) inch between the left and right edges of the window, and at least 0.028 inch clearance between the Intelligent Mail Barcode 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 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.

USPS CERTIFIED MAIL

The domestic mail pieces included in these mailings may be required to be mailed using USPS Certified Mail. The contractor will prepare these mail pieces according to USPS regulations contained in the Domestic Mail Manual (DMM) under Section 503.3.0, Certified Mail. Notices associated with the certified mail file shall be inserted into envelopes and processed as certified mail. The contractor must place the current Postal Service Form 3800 (20 digit certified number and barcode) on the envelope.

NOTE: For Certified Mail. The contractor may add printing to the envelope with Government approval, to meet USPS and production requirements but must not remove/change the Government printing required.

NOTE: Permit imprint may not be used if the mailing is less than 200 pieces or pieces that are not identical. Instead, the mail must be metered.

NATIONAL CHANGE OF ADDRESS (NCOA) AND CODING ACCURACY SUPPORT SYSTEM (CASS):

Addresses for Medicare Subsidy Determination Notices, the Medicare Subsidy Acknowledgement Notices and the IRMAA Non-BRI will come from SSA’s Master Beneficiary Record. SSA will provide certificates indicating

that the addresses have been matched against both USPS-certified Coding Accuracy Support System (CASS) software and the National Change of Address (NCOA) service database. Updated NCOA and CASS certificates will be provided to the contractor by SSA throughout the duration of the contract.

Please Note: Mailers 3 and 6 do not come from SSA's Master Beneficiary Record and SSA requires these notices will be run through contractor supplied NCOA and CASS certification.

NOTE: Mail addressed to United States possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, and Wake Island) and Military Overseas Addresses (APO/FPO mail) is domestic mail, not International mail, and must be included in the discount sorting above.

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", all in upper-case 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 these requirements.

NOTE: International mail cannot contain a presort endorsement.

NOTE: 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.

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, bar code 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 will use eight digit **Federal Agency Cost Code (276-00095)** on all mailing documents.

The contractor must provide the copies to SSA's Printing Management Branch via overnight/next day delivery carrier (at contractor's expense) within 72 hours of being delivered to USPS. All copies must be legible and include both obverse and reverse side and must be addressed to SSA, Charvonne Hamilton, 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

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, Karen Hetherington, 1313 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Furnished material, proofs, and USPS validated copies of postal documentation must be delivered (via overnight

carrier) to the SSA Printing Management Branch at the address stated under “**SCHEDULE**”.

Upon termination of this contract, the contractor must return all camera copy made for each envelope and Form SSA-3105 to SSA, Charvonne Hamilton, 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Within 10 workdays of completion of each order, one copy of the contractor’s billing voucher must be sent via email to SSA at Charvonne.Hamilton@ssa.gov.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

PAYMENTS ON PURCHASE ORDER: Processing vouchers for payment, FAX the completed invoice to us by utilizing the GPO barcode coversheet program application. Access the following hyperlink and follow the instructions as indicated:

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

Facsimile transmission must only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

If mailed, all voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

NOTE: Do not mail your invoice to any other GPO Procurement Office

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.

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

Furnished material and proofs must be picked up from and delivered to the Social Security Administration, Charvonne Hamilton, 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Manuscript for envelopes will be provided at the postaward conference.

Manuscript must be returned with proofs.

PROOF SCHEDULE:

The contractor must submit all proofs for envelopes within seven (7) workdays after receipt of furnished materials.

The Government will hold proofs for five (5) workdays from receipt thereof until made available for pickup.

The contractor must submit revised proofs, if necessary due to author’s alterations, within five (5) workdays after receipt of furnished material.

The Government will hold revised proofs for three (3) workdays from receipt thereof until made available for pickup.

SCHEDULE FOR PRIOR TO PRODUCTION TESTS:

Prior to receiving wire transmission of live production data files, the contractor will be required to perform the

following tests: (The wire transmission test will begin after the Government is notified of the availability of the system.)

1. Pre-production Validation Test –

Within 5 workdays after final approval of proofs and prior to the Pre-Production Press and Mail Run test, the contractor is required to perform a Pre-Production Validation Test. The contractor must furnish SSA a total of 120 printed samples of the notices (20 samples notices from each of the nine mailers) from the test files furnished shortly after the post award conference. The Government will approve, conditionally approve or disapprove the samples from the Pre-Production Validation Test within 10 workdays of receipt thereof. (See **PRE-PRODUCTION VALIDATION TEST**, page 28.

2. 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 performing a Systems Change Validation Test. This test is required whenever SSA initiates a systems/programming change. When required, the contractor will furnish up to 100 printed samples (no envelopes or enclosures). The Government will approve, conditionally approve or disapprove the samples within seven (7) workdays of receipt thereof.

3. Preproduction Press and Mail Run Test –

The contractor will be required to demonstrate their ability to perform this contract by performing a 12-hour press and mail run test on their equipment and using their personnel. This test is to be completed after the Contractor receives materials necessary to perform the tests (envelopes and forms). The Contractor will be required to print and prepare for mailing 121,750 notices. The mailers will be produced in accordance with all contract specifications and USPS regulations. (See **“PREPRODUCTION PRESS AND MAIL RUN TEST”** on page 29.

4. Wire Transmission Test –

The contractor will be required to receive within one workday 243,500 notices (multiple pages). The Contractor will be required to perform a Record Count Verification within one workday after the complete transmission of the test file. The Contractor will be required to copy the files to their own system and provide Charvonne.Hamilton@ssa.gov, of SSA's Printing Management Branch with the exact counts received (broken down by dataset name) before proceeding with any other processing. SSA will respond immediately for verification. When the Record Count Verification has been successfully completed, the Contractor will be required to provide SSA within two workdays, 50 sample documents from the Wire Transmission Test for each mailer and PC. (See **“WIRE TRANSMISSION TEST”** on page 28.

NOTE: Contractor must notify the GPO of the date and time the preproduction press/mail-run test will be performed. In order for proper arrangements to be made, notification must be given at least 3 workdays prior to all 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. 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.

NOTE: Failure of the contractor to perform any of the above 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.

PRODUCTION SCHEDULE:

NOTE: The first task order for actual production will be issued in December 2013.

Workday - 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 Printing Office is not open for the transaction of business, such as days of national mourning, hazardous weather, etc.

***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 “WIRE TRANSMISSIONS” on page 26 for additional information).**

Live production files will be transmitted on a daily basis Monday through Saturday for Medicare Subsidy Determination Notices, Medicare Subsidy Acknowledgement, and IRMAA Non-Bri Notices 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).

Sample copies of notices and envelopes (with first order or whenever SSA makes a significant change) delivered to SSA on regular schedules must be delivered within 10 workdays after completion of the order. (See “DISTRIBUTION” on page 33 for details.)

REGULAR SCHEDULE:

Complete production and mailing must be made within five (5) workdays after receipt of each complete wire transmission (e.g., transmissions received on Monday must be mailed by close of business the following Monday; transmissions received on Saturday must be mailed by close of business Friday).

The contractor must notify the GPO of the date and time that production inspections can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection for orders placed on the regular schedule. Notify the U.S. Government Printing Office, Agency Publishing Services, Team 4, telephone area code (202) 512-0310. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time. Note: See contract clauses, paragraph 14(e) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified, and products mailing/shipping f.o.b. contractor’s city must be delivered to the post office.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, and labels will be furnished with the 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.

Upon completion of each order, the contractor is to notify the U.S. Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or (202) 512-0517; callers outside the Washington, DC area may call toll free 800-424-9470 or 800-424-9471.

DAILY MAILERS EXCEEDING ESTIMATED QUANTITIES/PREMIUM PAYMENTS:

The maximum number of mailers transmitted from SSA to the contractor in any given day is 243,500 for Mailers 1-9 combined (Medicare Subsidy Determination Notices, the Medicare Subsidy Acknowledgement Notices and the IRMAA Non-BRI Notices) including **Spikes**. If this figure is exceeded by 25%, the Contractor will receive a “Premium Payment” of 15% for those extra notices. No additional time will be allowed for the mailing of these notices. Sample copies of notices and envelopes (with first order or whenever SSA makes a significant change)

delivered to SSA on regular schedules must be delivered within 10 workdays after completion of the order. **(See “Distribution” on page 34.**

One copy of billing payment voucher form 1034 for each print order showing amount of billing invoice must be sent within 10 days of mailing date to: SSA, Charvonne Hamilton, 1360 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. The original voucher will be sent to the Comptroller FMS, U.S. Government Printing Office.

PRODUCTION AND PRESS SHEET INSPECTIONS: The contractor must notify the GPO of the date and time that 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 for orders placed on the regular schedule.

Notify the U.S. Government Printing Office, Quality Control, Term Contracts Division (P.C.), telephone area code 202-512-0542. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e) (1), Inspections and Tests in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987; Rev. 6-01). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, and labels will be furnished with the 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.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or 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 production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

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

I. 8

II. 16

III. (a) 1
(b) 1
(c) 1

IV. (a) 250
(b) 176,024
(c) 35,000

V. (a) 88,012
(b) 35,000

VI. (a) 24,927
(b) 1,456
(c) 121
(d) 1056
(e) 5
(f) 7,031
(g) 12
(h) 25

VII. (a) 1400
(b) 1

SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Baltimore, MD, and f.o.b. contractor’s city for all mailing.

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) will be entered if bidder intends to furnish individual items at no charge to the Government.

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

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

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

Fractional parts of 100 will be prorated at the per 100 rate.

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

I. PROCESSING/FORMATING FILES: The contractor will be allowed only one (1) charge per notice workload for the term of the contract to process and/or format the Advanced Function Presentation (AFP) files, AFP resources and the Mail Run Data Files supplied necessary to print and mail the notices each notice workload.

Processing/Formatting Filesper notice workload\$_____

II. COMPOSITION: Prices offered must include the cost of all materials and operations necessary in accordance with the terms of these specifications for each of the sixteen (16) mailout envelopes.

Envelopes..... per envelope\$_____

III. PREPRODUCTION TESTS: Prices offered must include all costs incurred in performing the three (3) tests (Preproduction Validation Test, Preproduction Press and Mail Run Test, and Wire Transmission Test) as specified in these specifications. These costs will cover but are not limited to: machine time, personnel, all required materials, wire transmissions, films, 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) Preproduction Validation Test.....\$_____

(b) Preproduction Press and Mail Run Test.....\$_____

(c) Wire Transmission Test.....\$_____

(Initials)

IV. PRINTING/IMAGING, BINDING AND CONSTRUCTION: Prices offered must include the cost of all films, proofs, materials and operations necessary for the complete production of the product listed in accordance with these specifications.

(a) *Daily makeready/setup charge\$_____

*Contractor will be allowed only one (1) makeready/setup charge per workday. This combined charge will include all materials and operations necessary to makeready and/or setup the contractor’s equipment for the nine (8) mailers run each workday. Invoices submitted with more than one makeready/setup charge per workday will be disallowed.

(b) Notices including personalized variable information
 (printing/imaging per page)..... per 100 pages\$_____

(c) Mailout envelope (6-1/8 x 9-1/2”).....per 100 envelopes\$_____

V. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual task order, will be based on the net number of leaves furnished for the product(s) ordered in the applicable “Trim Size” group. 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 (8-1/2 x 11”): A charge will be allowed for one page-size leaf

Mailout Envelopes (6-1/8 x 9-1/2”): One leaf will be allowed for each envelope.

Per 100 Leaves

(a) White Offset Book (50-lb.) or at contractor’s option, White Writing (20-lb.).....\$_____

(b) White Kraft (24-lb.), or at contractor’s option, White Offset Book, (50-lb.).....\$_____

VI. INSERTING AND PREPARING FOR MAILING: Prices offered must include the cost of all required materials and operations necessary for the mailing of the notices including cost of collating notices (single or multiple leaves) in proper sequence and folding to required size in accordance with these specifications, insertion of notice(s) into mailout envelope and delivery of the mailers to the post office in accordance with these specifications.

Per 100
Complete Mailers

(a) Mailer 1: Determination Notice and/or Acknowledgement Notice (English).....\$_____

(b) Mailer 2: Determination Notice and/or Acknowledgement Notice (Spanish/English)\$_____

(c) Mailer 3: Determination Notice and/or Acknowledgement Notice
 (Railroad Retirement Board – English)\$_____

(d) Mailer 4: Certified Determination Notice and/or Acknowledgement Notice
 (English and Spanish) \$_____

(e) Mailer 5: Certified Determination Notice and/or Acknowledgement Notice
 (Railroad Retirement Board)\$_____

(f) Mailer 7: IRMAA Non-Bri Daily English Notices..... \$_____

- (g) Mailer 8: IRMAA Non-Bri Daily Spanish Notices..... \$ _____
- (h) Mailer 9.: IRMAA Non-Bri Daily Railroad Notices \$ _____
(Railroad Retirement Board – English)

(Initials)

VII. ADDITIONAL OPERATIONS:

Prices offered must include the cost of any and all additional materials (i.e. paper, envelopes, printing, labels, etc.) and operations necessary to complete the Certified/Registered mail and provide to USPS. This price is in addition to the schedule of pricing for items I-VII listed above.

- (a) *Certified/Registered Mail per 100* \$ _____
- (b) *Destruction of outdated stock per 100 pieces* \$ _____

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

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____.

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

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

EXHIBIT A – Page 1

CONTRACTOR PERSONNEL SECURITY CERTIFICATION

Purpose: This form is used for contractor personnel to certify that they understand SSA's security and confidentiality requirements.

I understand the SSA security and confidentiality requirements and agree that:

1. I will follow all SSA rules of conduct and security policy/privacy rules/regulations.
2. I agree not to construct and maintain, for a period of time longer than required by the contract, any file containing SSA data unless explicitly agreed to by SSA in writing as part of the task documentation.
3. I agree to safeguard SSA information, whether electronic or hardcopy, in secured and locked containers during transportation.
4. I will use all computer software according to Federal copyright laws and licensing agreements.
5. I agree to keep confidential any third-party proprietary information which may be entrusted to me as part of the contract.
6. I will comply with systems security requirements contained in the SSA Systems Security Handbook.
7. I will not release or disclose any information subject to the Privacy Act of 1974, the Tax Return Act of 1976, SSA Regulation 1 and section 1106 of the Social Security Act to any unauthorized person.
8. I understand that disclosure of any information to parties not authorized by SSA may lead to criminal prosecution under Federal law.

Contractor	Date
Contractor Employee	Date

EXHIBIT B

0401 – Security and Suitability Requirements (JUNE 2011)

a. Acronyms and Definitions

- **Access to a facility, site, system, or information** means physical access to any Social Security Administration (SSA) facility or site, logical access to any SSA information system, or access to programmatic or sensitive information.
- **CO** - Contracting Officer
- **Contractor** – In this clause, this term means any entity that has a relationship with SSA because of this contract. This term includes, but is not limited to, corporations, limited liability partnerships, and individuals.
- **CPOC** – Company Point of Contact as specified by the contract
- **CPSPM** – Center for Personnel Security and Project Management
- **COTR** – Contracting Officer’s Technical Representative
- **Contractor Employee** – In this clause, this term means a person hired by an SSA contractor to provide services in exchange for compensation.
- **PIV** – Personal Identity Verification
- **Subcontractor** – In this clause, this term means any entity that has a relationship with SSA’s contractor because of this contract. This term includes, but is not limited to, corporations, limited liability partnerships, and individuals.
- **Subcontractor Employee** - In this clause, this term means a person hired by a subcontractor to provide services in exchange for compensation.
- **eQIP** - Electronic Questionnaire for Investigations Processing

b. Purpose

This clause provides SSA’s policies and procedures concerning the conduct of background investigations (i.e. suitability determinations). The purpose of these investigations is to determine the suitability of contractors, contractor employees, subcontractors, and subcontractor employees who need access to an SSA facility, site, system, or information. If applicable, the clause also describes the process to obtain a PIV credential.

c. PIV Credentials

A PIV credential will be required for:

- Any contractor, contractor employee, subcontractor, or subcontractor employee requiring access to a SSA information system or routine, unescorted access to a SSA facility or site for a period of six months or more. (See Paragraph k. for more information.)

A PIV credential will not be required for:

- Any contractor, contractor employee, subcontractor, or subcontractor employee requiring escorted access to a SSA facility or site for less than six months.
- Any contractor, contractor employee, subcontractor, or subcontractor employee requiring infrequent escorted access to a SSA facility or site, even if the access may be longer than six months. For example, contractors or contractor employees who provide infrequent facilities/equipment maintenance or repair, conduct onsite shredding, etc.

Please Note: A background investigation is required any time a contractor, contractor employee, subcontractor, or subcontractor employee requires any type of access to a facility, site, system, or information regardless of whether a credential is required or not.

The contractor is required to include the substance of this clause in any subcontract where subcontractors and subcontractor employees will have similar access as described in the preceding paragraphs. However, the contractor is responsible for obtaining all of the required forms (see paragraphs g-i) from its subcontractors and the subcontractors' employees, reviewing these forms, and submitting them to SSA. Subcontractors and subcontractors' employees shall not submit forms directly to SSA.

d. Authorities

- [Homeland Security Presidential Directive 12](#)
- [Office of Management and Budget Memorandum M-05-24](#)
- [The Crime Control Act of 1990, Public Law 101-647](#), subtitle E, as amended by Public Law 102-190 (for childcare center security requirements)
- [Executive Orders 10450](#) and [12968](#) and Title 5, Code of Federal Regulations (CFR), Parts [731](#), [732](#) and [736](#) (for positions assigned a "National Security" designation)

e. Background Investigation and Adjudication Process

The background investigation and adjudication processes are compliant with 5 CFR 731.

f. Listing of Applicants

Upon award, the CPOC will provide to SSA an applicant listing of **all** individuals for whom the contractor is requesting a suitability determination (i.e., background investigation). This listing should include the contractor's name, the contract number, the CPOC's name, the CPOC's contact information, each applicant's full name, each applicant's Social Security number (SSN), each applicant's date of birth, and each applicant's place of birth (must show city and state if born in the United States (U.S.) OR city and country if born outside of the U.S.). The background investigation process does not start until the CPOC submits this applicant listing; therefore, the CPOC should submit the listing as soon as practical after award.

Submit the applicant listing via U.S. Mail to the address located in paragraph i. OR via fax to 410-966-0640.

g. Required Forms

1) eQIP

SSA will initiate the eQIP process using the applicant listing provided by the CPOC. SSA will email notification to the CPOC that each applicant has been invited into the eQIP website to electronically complete their background investigation form. The CPOC will provide the website to the applicants to complete their eQIP form. The applicant will have up to seven (7) calendar days to complete the eQIP form. The seven-day timeframe begins once SSA notifies the CPOC of the eQIP invitation(s). The applicant must print the signature pages of the form (pages 5 and 6 for Standard Form (SF) 85; pages 7-9 for SF 85P), sign the signature pages, and then provide the signed originals to the CPOC.

2) Paper Forms

- **Two (2) Field Division-258 charts, *Applicant Fingerprint Chart*** (The CO will provide the FD-258 charts at the time of contract award.)
NOTE: The contractor will be responsible for obtaining and providing acceptable fingerprints for use by SSA. Regardless of the method used to fingerprint contractors, contractor employees, subcontractors, or subcontractor employees, (electronic capture or ink) the only acceptable fingerprint chart is the FD-258.
- **Optional Form 306, *Declaration for Federal Employment***
<http://www.opm.gov/forms/html/of.asp>
- **Fair Credit Reporting Act Authorization Form**
[Federal Investigations Notice: 98-02](#)
- **Original signed and dated eQIP Signature Pages** (See paragraph g.1 above)
- **If the contractor, contractor employee, subcontractor or subcontractor employee is not a U.S. Citizen**, the individual must

provide SSA with a legible photocopy of his or her work authorization permit and Social Security card.

h. Forms Completion

The CPOC must ensure **all paper forms are fully completed and signed prior to submission to SSA.** The fingerprint charts and all paper forms must be legible or typed in black ink and all signatures must be in black ink. There must be no “breaks” in residences or employment. SSA requires complete addresses, including zip codes and phone numbers. SSA must receive forms within 30 days of signature and date.

SSA will return forms not fully completed to the CPOC. To ensure the forms are completed correctly, obtain a sample of a properly completed form at the following website:

http://www.ssa.gov/oag/acq/Sample_Security_Requirement_Docs%20.pdf.

Access information related to the eQIP process at: [e-QIP - Quick Reference Guide for the Applicant](#).

i. Forms Submission

The CPOC shall submit **one cover sheet** to SSA containing the names of all of the individuals for whom the contractor is submitting completed paperwork. This cover sheet should include the contract number, each applicant’s full name, each applicant’s SSN, each applicant’s date of birth, and each applicant’s place of birth. Submit this cover sheet along with the completed paper forms and two FD-258 fingerprint charts for each applicant to:

SSA
CPSPM Suitability Team
6401 Security Boulevard
Room 1260 Dunleavy Building
Baltimore, MD 21235

Simultaneously, the CPOC must submit a copy of the cover sheet ONLY to the COTR.

The CPOC must submit the paper forms **at least 15 days prior to the date work is to begin**. For new contract employees, subcontractors, or subcontract employees (i.e., those who had not previously received a suitability determination under this contract) who will need access to a SSA facility, site, information, or system, the contractor must submit these forms at least 15 days prior to beginning work under the contract.

j. Suitability Determination

A Federal Bureau of Investigation fingerprint check will be used 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 individual unsuitable to continue performing under this contract. CPSPM will notify the CPOC, COTR, and CO of the results of these determinations.

No contractor, contractor employee, subcontractor, or subcontractor employee will be allowed access to a SSA facility, site, information, or system until CPSPM has issued a favorable suitability determination for that contractor, contractor employee, subcontractor, or subcontractor employee.

A contractor is not entitled to an equitable adjustment of the contract because of an unfavorable suitability determination(s). Additionally, if SSA determines that the number or percentage of unfavorable determinations make successful contract performance unlikely, SSA may terminate the contract for cause or default.

The contractor must notify the contractor employee, subcontractor, or subcontractor employee of any unsuitable determinations as soon as possible after receipt of such a determination (see paragraph p., below, for an explanation of the appeals process).

k. Obtaining a Credential

Note: This section applies only if the contractor, contractor employee, subcontractor, or subcontractor employee will have access to a facility, site, system, or information as described in the first bullet of paragraph c.

Once the contractor, contractor employee, subcontractor, or subcontract employee receives notification of an acceptable suitability determination, but prior to beginning work under the contract, the contractor, contractor employee, subcontractor, or subcontract employee must appear at the respective Regional Security Office or at SSA Headquarters Parking and Credentialing Office to begin the credentialing process. The contractor, contractor employee, subcontractor, or subcontract employee must present the suitability determination letter and two forms of identification at this meeting. At least one of the forms of identification must be a Government-issued photo identification (ID) (please see [Employment Eligibility Verification, I-9](#), for acceptable forms of ID). For SSA Headquarters access, a completed Form SSA-4395, Application for Access to SSA Facilities, signed by the contractor, contractor employee, subcontractor, or subcontract employee and the COTR is also required. The COTR will provide the SSA-4395 Form to the contractor, contractor employee, subcontractor, or subcontract employee when applicable.

The contractor must contact the COTR to arrange for credentialing. The COTR is responsible for scheduling an appointment for contractors, contractor employees, subcontractors, or subcontract employees to meet with the appropriate SSA Parking and Credentialing Office or Regional Security Office and obtain a credential. Once the COTR makes the appointment, the COTR must contact the contractor to inform the contractor of the credentialing appointment(s). The

COTR must also arrange for the contractor, contractor employees, subcontractors, or subcontract employees to be escorted (by either the COTR or a COTR's representative) to the appropriate credentialing office at the time of this appointment.

Credentialing appointments last approximately 15 minutes. Depending on a contractor's scheduling needs and availabilities, contractor employees, subcontractors, or subcontract employees may be scheduled for credentialing all in one day (this process may take a few hours to complete, depending on the number of employees that need to be credentialed) or contractor employees, subcontractors, or subcontract employees may come in at separate times convenient to the individuals' and the COTR's schedules.

SSA Headquarters' Parking and Credentialing Office representatives can be reached by emailing Parking.and.Credentialing@ssa.gov or calling 410/965-5910.

Regional Security Office contact information can be found in the Appendix at the end of this clause.

l. Contractors, Contractor Employees, Subcontractors, or Subcontract Employees Previously Cleared by SSA or Another Federal Agency

If a contractor, contractor employee, subcontractor, or subcontract employee previously received a suitability determination from SSA or another Federal agency, the CPOC should include this information next to the individual's name on the initial applicant listing (see paragraph f.). CPSPM will review the information. If CPSPM determines another suitability determination is not required, it will provide a letter to the CPOC and COTR indicating the contractor, contractor employee, subcontractor, or subcontract employee was previously cleared under another Federal contract and does not need to go through the suitability determination process again.

m. Contractor Notification to Government

The contractor shall notify the COTR and CPSPM within one business day if the contractor, contractor employee, subcontractor, or subcontract employee is arrested or charged with a crime during the term of this contract, or if there is any other change in the status of the contractor, contractor employee, subcontractor, or subcontract employee (e.g., the contractor employee leaves the company; the contractor employee no longer works under the contract; the alien status of the contractor, contractor employee, subcontractor, or subcontract employee changes) that could affect the suitability determination for that individual. The contractor must provide in that notification as much detail as possible, including, but not limited to: name(s) of individual whose status has changed, contract number, the type of charge(s), if applicable, the court date, and, if available, the disposition of the charge(s).

n. Contractor Return of PIV Credential

The contractor must account for and ensure that all forms of Government-provided identification (PIV credential) issued to a contractor, contractor employee, subcontractor, or subcontract employee under this contract are returned to SSA's Headquarters' Parking and Credentialing Office or Regional Security Office, as appropriate, as soon as any of the following occur: when no longer needed for contract performance; upon completion of a contractor's, contractor employee's, subcontractor's, or subcontract employee's employment; or upon contract completion or termination.

o. Government Control

The Government has full control over and may grant, deny, or withhold access to a facility, site, system, or information and may remove contractors, or require the contractor to remove contractor employees, subcontractors, or require the subcontractor to remove subcontractor employees from performing under the contract for reasons related to conduct even after the individual has been found suitable to work on the contract (see paragraph q. below).

p. Appeals Process for Unsuitable Determinations

If a contractor, contractor employee, subcontractor, or subcontract employee would like clarification or wishes to appeal an unsuitable determination, his/her request must be in writing and submitted within 30 days of the date of the unsuitable determination. The contractor may not file appeals on behalf of its employees, subcontractors, or subcontract employees; rather, contractor employees, subcontractors, or subcontract employees must file their own individual appeals.

The request for clarification and/or the appeal can be emailed to SSA at dchr.ope.hspd12appeals@ssa.gov, or mailed to:

Social Security Administration
Attn: CPSPM Suitability Program Officer
6401 Security Boulevard
Room 1260 Dunleavy Building
Baltimore, MD 21235

q. Removal From Duty

SSA may remove a contractor, or request that the contractor immediately remove or cause to be removed any contractor employee, subcontractor, or subcontract employee from working under the contract based on conduct that occurs after a favorable suitability determination. This includes temporarily removing a contract employee, subcontractor, or subcontract employee should the individual be arrested for a violation of law pending the outcome of any judicial proceedings. The contractor must comply with these requests to remove or cause to have removed any contractor employee, subcontractor, or subcontract

employee. The Government's determination may be made based on, but not limited to, incidents involving the misconduct or delinquency as set forth below:

- i. Violation of the Rules and Regulations Governing Public Buildings and Grounds, 41 CFR 101-20.3. This includes any local badging requirements.
- ii. Neglect of duty, including sleeping while on duty; unreasonable delays or failure to carry out assigned tasks; conducting personal affairs while on duty; and refusing to cooperate in upholding the integrity of SSA's security program.
- iii. Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.
- iv. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also, participating in disruptive activities that interfere with the normal and efficient operations of the Government.
- v. Theft, vandalism, or any other criminal actions.
- vi. Selling, consuming, possessing, or being under the influence of intoxicants, drugs, or substances that produce similar effects.
- vii. Improper use of official authority or credentials.
- viii. Unauthorized use of communications equipment or Government property.
- ix. Misuse of weapon(s) or tools used in the performance of the contract.
- x. Unauthorized access to areas not required for the performance of the contract.
- xi. Unauthorized access to employees' personal property.
- xii. Violation of security procedures or regulations.
- xiii. Prior determination by SSA or other Federal agency that a contractor, contractor employee, subcontractor, or subcontract employee was unsuitable.
- xiv. Unauthorized access to, or disclosure of, agency programmatic or sensitive information, or Internal Revenue Service Tax Return information.
- xv. Unauthorized access to an agency Automated Information System.

- xvi. Unauthorized access of information for personal gain (including, but not limited to, monetary gain), or with malicious intent.

- xvii. Not providing for the confidentiality of and protection from disclosure of information entrusted to them. Certain provisions of the following statutes and regulations that apply to Federal employees also apply equally to contractors, contractor employees, subcontractors, and subcontract employees:
 - The Privacy Act of 1974
 - The Tax Reform Act of 1976 and the Taxpayer Browsing Protection Act of 1997
 - SSA regulation 1
 - The Computer Fraud and Abuse Act of 1986
 - Section 1106 of the Social Security Act

- xviii. Being under investigation by an appropriate authority for violating any of the above.

Appendix: Regional Security Offices

Regional Credentialing Contacts for Contractor Employees

Region 1 – Boston

Management and Operations Support, Lenny Nyren – 617-565-2840

Region 2 – New York

Center for Materiel Resources, Field Services Team, General Office – 212-264-2603

Region 3 – Philadelphia

Center for Materiel Resources, Building Management Team,
General Office - 215-597-8201

Region 4 – Atlanta

Center for Security and Integrity, Coleman Wicks – 404-562-1252

Region 5 – Chicago

Management and Operations Support, Building Services Unit

Sharon Young – 312 575-4150

Evelyn Principe – 312 575-6342

Sofia Luna – 312 575-5762

Carlton Brown – 312 575-5957

Cassandra Murphy - 312 575-5067

Region 6 – Dallas

Center for Materiel Resources, Employee Relations, Veronica Drake – 214-767-2221

Region 7 – Kansas City

Center for Security Integrity, General Office Line – 816-936-5555

Region 8 – Denver

Center for Security and Integrity, Phil Mocon – 303-844-4016

Region 9 - San Francisco

Center for Security and Integrity, Cassandra Mapp - 510-970-4124

Region 10 - Seattle

Center for Security and Integrity

Lisa Steepleton - 206-615-2186

D'ette Day - 206-615-2149

Exhibit C

Standard Form 85P
Revised September 1995
U.S. Office of Personnel Management
5 CFR Parts 731, 732, and 736

Form approved:
OMB No. 3206-0191
NSN 7540-01-317-7372
85-1602

Questionnaire for Public Trust Positions

Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on Page 7 and the release on Page 8. *If you have any questions, call the office that gave you the form.*

Purpose of this Form

The U.S. Government conducts background investigations and reinvestigations to establish that applicants or incumbents either employed by the Government or working for the Government under contract, are suitable for the job and/or eligible for a public trust or sensitive position. Information from this form is used primarily as the basis for this investigation. Complete this form only after a conditional offer of employment has been made.

Giving us the information we ask for is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or employment prospects.

Authority to Request this Information

The U.S. Government is authorized to ask for this information under Executive Orders 10450 and 10577, sections 3301 and 3302 of title 5, U.S. Code; and parts 5, 731, 732, and 736 of Title 5, Code of Federal Regulations.

Your Social Security number is needed to keep records accurate, because other people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

The Investigative Process

Background investigations are conducted using your responses on this form and on your Declaration for Federal Employment (OF 306) to develop information to show whether you are reliable, trustworthy, of good conduct and character, and loyal to the United States. The information that you provide on this form is confirmed during the investigation. Your current employer must be contacted as part of the investigation, even if you have previously indicated on applications or other forms that you do not want this.

In addition to the questions on this form, inquiry also is made about a person's adherence to security requirements, honesty and integrity, vulnerability to exploitation or coercion, falsification, misrepresentation, and any other behavior, activities, or associations that tend to show the person is not reliable, trustworthy, or loyal.

Your Personal Interview

Some investigations will include an interview with you as a normal part of the investigative process. This provides you the opportunity to update, clarify, and explain information on your form more completely, which often helps to complete your investigation faster. It is important that the interview be conducted as soon as possible after you are contacted. Postponements will delay the processing of your investigation, and declining to be interviewed may result in your investigation being delayed or canceled.

You will be asked to bring identification with your picture on it, such as a valid State driver's license, to the interview. There are other documents you may be asked to bring to verify your identity as well.

These include documentation of any legal name change, Social Security card, and/or birth certificate.

You may also be asked to bring documents about information you provided on the form or other matters requiring specific attention. These matters include alien registration, delinquent loans or taxes, bankruptcy, judgments, liens, or other financial obligations, agreements involving child custody or support, alimony or property settlements, arrests, convictions, probation, and/or parole.

Instructions for Completing this Form

1. Follow the instructions given to you by the person who gave you the form and any other clarifying instructions furnished by that person to assist you in completion of the form. Find out how many copies of the form you are to turn in. You must sign and date, in black ink, the original and each copy you submit.
2. Type or legibly print your answers in black ink (if your form is not legible, it will not be accepted). You may also be asked to submit your form in an approved electronic format.
3. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form (for example, enter "None" or "N/A"). If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by marking "APPROX." or "EST."
4. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify the form consistent with your intent.
5. You must use the State codes (abbreviations) listed on the back of this page when you fill out this form. Do not abbreviate the names of cities or foreign countries.
6. The 5-digit postal ZIP codes are needed to speed the processing of your investigation. The office that provided the form will assist you in completing the ZIP codes.
7. All telephone numbers must include area codes.
8. All dates provided on this form must be in Month/Day/Year or Month/Year format. Use numbers (1-12) to indicate months. For example, June 10, 1978, should be shown as 6/10/78.
9. Whenever "City (Country)" is shown in an address block, also provide in that block the name of the country when the address is outside the United States.
10. If you need additional space to list your residences or employments/self-employments/unemployments or education, you should use a continuation sheet, SF 86A. If additional space is needed to answer other items, use a blank piece of paper. Each blank piece of paper you use must contain your name and Social Security Number at the top of the page.

Exhibit E

Declaration for Federal Employment

Form Approved
OMB No. 3208-0182

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to certify that your answers are true.

All your answers must be truthful and complete. A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Federal Investigations Notice Exhibit F

Letter No. 98-02

Date: March 6, 1998

On September 30, 1997, amendments to the Fair Credit Reporting Act (FCRA) (15 U.S.C. § 1681, *et seq.*) became effective as a result of the Consumer Credit Reporting Reform Act of 1996. The amendments require changes on the part of the users of consumer reports and providers of information to consumer reporting agencies. These changes impact on OPM-IS as the provider of investigative services to other Federal agencies, and on our customer agencies as the final users of credit information gathered as a result of OPM's investigations.

Most notably, **Section 1681b** of title 15 addresses permissible purposes for which consumer reports may be furnished and conditions for furnishing and using consumer reports for employment purposes. If an agency intends to use a consumer report for employment purposes, **Subsection 1681b (b) (2)** of title 15 requires that the applicant/employee be notified in a document consisting solely of the notice that a consumer report may be used, and the applicant/employee must authorize this use in writing before the consumer report is obtained. **Subsection 1681b (b)(3)** of title 15 requires that, before taking adverse action relative to an employment decision based on a consumer report, the agency must provide the consumer with a copy of the report, and a copy of the Federal Trade Commission's (FTC) Consumer Rights Notice.

The notice, disclosure, certification and adverse action requirements of the **FCRA** do not directly apply to OPM-IS in its role as the provider of investigative services to other requesting Federal agencies. However, we do obtain credit reports on behalf of other Federal agencies, and will require those Federal agencies to certify that they are the procurer of the credit report and that they are compliant with the FCRA's relevant provisions. We are, therefore, sending under separate cover a request to each agency for a one-time blanket certification to this effect, to be completed and returned to OPM-IS no later than May 1, 1998.

We will ask that the certification acknowledge that the requesting Federal agency is the procurer of the credit report for purposes of compliance with the FCRA. We will also ask that the requesting Federal agency certify that it is compliant with all relevant provisions of the FCRA. This certification should include certification that the agency will (a) clearly and conspicuously disclose to the subject of investigation, in a written document

consisting solely of the disclosure, that the agency may obtain a credit report for employment purposes; and (b) obtain the subject's written authorization to obtain the credit report. It will also state that the agency will not take adverse action against the subject of investigation, based in whole or in part upon the credit report, without first providing the subject a copy of the report and a written description of the subject's rights as described by the FTC under **Section 1681g(c)(3)** of title 15. Finally, the certification must state that the requesting Federal agency will not use any information from the consumer report in violation of any applicable equal employment opportunity law or regulation.

A sample release for obtaining written authorization from each affected applicant/employee, as well as a copy of the FTC's Consumer Rights Notice are attached for your information and may be reproduced as necessary. You can obtain additional information regarding the FCRA at the Federal Trade Commission's web site (<http://www.ftc.gov>).

Attachments

Inquiries: OPM-IS, Oversight and Technical Assistance Division, 202-606-1042
OPM-FIPC, Contract Management Branch, 724-794-5612
Code:736
Distribution: SOI/SON's
Letter Expires: When superseded

SAMPLE RELEASE

Fair Credit Reporting Act of 1970, as amended

PLEASE TAKE NOTICE THAT ONE OR MORE CONSUMER CREDIT REPORTS MAY BE OBTAINED FOR EMPLOYMENT PURPOSES PURSUANT TO THE FAIR CREDIT REPORTING ACT, AS AMENDED, 15 U. S. C., §1681, ET SEQ. SHOULD A DECISION TO TAKE ANY ADVERSE ACTION AGAINST YOU BE MADE, BASED EITHER IN WHOLE OR IN PART ON THE CONSUMER CREDIT REPORT, THE CONSUMER REPORTING AGENCY THAT PROVIDED THE REPORT PLAYED NO ROLE IN THE AGENCY'S DECISION TO TAKE SUCH ADVERSE ACTION.

Information provided by you on this form will be furnished to the consumer reporting agency in order to obtain information in connection with an investigation to determine your (1) fitness for Federal employment, (2) clearance to perform contractual service for the Federal Government, and/or (3) security clearance or access. The information obtained may be redisclosed to other Federal agencies for the above purposes and in fulfillment of official responsibilities to the extent that such disclosure is permitted by law.

I hereby authorize the _____ to obtain such report(s) from any
(Name of Requesting Agency)
consumer/credit reporting agency for employment purposes.

(Print Name)

(SSN)

(Signature)

(Date)

Your Social Security Number is needed to keep records accurate, because other people may have the same name. Executive Order 9397 also asks Federal agencies to use this number to help identify

individuals in agency records.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S. C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.FTC.GOV>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers, without your permission.

- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRA's creditors and others not listed below	Federal Trade Commission Consumer Response Center-FCRA Washington , DC 20580 202-326-3761
National banks, Federal branches/agencies of foreign banks (word "National" or initials "N.A" appear in or after banks name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington , DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and Federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal or initials "F.S.B." appear in federal institutions name"	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria VA 22314 703-518-6360
State chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corp. Div. of Compliance & Consumer Affairs Washington, DC 20429 202-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board of Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of the Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 202-720-7051

EXHIBIT G

SYSTEM PLAN

TYPE OF PROPOSED MAINFRAME PLATFORM _____

TYPE OF PERSONAL COMPUTER _____

MEDIA TO BE USED FOR RECEIPT OF FILE TRANSMISSION _____

FILE STORAGE MEDIUM _____

CONNECT:DIRECT INSTALLED? _____

AMOUNT OF AVAILABLE FILE STORAGE SPACE _____

TYPE OF PRINT STREAM MAIL RUN CONTROL SYSTEM _____

TYPE OF NETWORK PLATFORM (i.e., NOVELL/NT/UNIX) _____

Sequence Summary Report Exhibit H

Must include the following information:

1. Job Name
2. File date
3. Mailer number
4. Piece Quantity
5. Operator(s)
6. Date created (date and time)
7. Date modified (date and time)
8. Sequence Start Range
9. Sequence End Range

Must include the following information from the run(s), this may appear multiple times to complete a single run:

1. Quantity
2. Range
3. Event
4. Start time
5. End time

Example:

Sequence Summary Report

<u>Job Information</u>				<u>Operation Information</u>			
Job Name:	Title XVI			Start Range:	19386		
File Date:	5/2/2007			End Range:	35862		
Mailer #:	4						
Piece Quantity:	16477						
Job Status:	OPEN						
Operator:	John Doe						
Date Created:	5/10/2007		10:29:54				
Date Modified:	5/10/2007		14:22:34				
<u>Run Information</u>							
<u>Quantity</u>	<u>Range</u>	<u>Event</u>	<u>Start Time</u>		<u>End Time</u>		
2182	19386 - 21567	Standard Handling	5/10/2007	10:31:04	5/10/2007	11:12:45	
1	21568	Spoiled	5/10/2007	11:12:50	5/10/2007	11:12:50	
948	21569 - 22516	Standard Handling	5/10/2007	11:13:10	5/10/2007	11:28:06	
2	22517 - 22518	Spoiled	5/10/2007	11:28:08	5/10/2007	11:28:08	
13344	22519 - 35862	Not Processed					
<u>Statistical Summary</u>							
3130 Processed Piece(s)		3 Spoiled pieces					
3130 Processed Piece(s)		3 Unprocessed Piece					
3133 Total Piece(s) Handled							
13344 Total Piece(s) Not Processed							

