

| | | | | | | | | | | | | | |
|-------------|---|----------------|---------------------|---------------------|---------------------------|--------------------|------------------------|--------------------|------------------------|---------|---------------------------|--------------------|--|
| Program: | 268-S R1 | | | | | | | | | | | | |
| Term: | Date of Award to December 31, 2017 | | | | | | | | | | | | |
| Title: | Forms 6084, 6084SC, 4333A, and IRS Forms 1099G and 1099C | | | | | | | | | | | | |
| | | | WBC INC. dba | | | | | | | | | | |
| | | | LITHEXCEL | | MPM COMMUNICATIONS | | SOURCELINK OHIO | | THE DATA CENTER | | CURRENT CONTRACTOR | | |
| | | | ALBUQUERQUE, NM | | WALDORF, MD | | MIAMISBURG, OH | | SALT LAKE CITY, UT | | THE DATA CENTER | | |
| ITEM NO. | DESCRIPTION | BASIS OF AWARD | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | UNIT RATE | COST | |
| I. | PREPRESS: | | | | | | | | | | | | |
| (a) | Digital color content proofs (forms and envelopes).....per proof..... | 7 | \$10.00 | \$70.00 | \$10.00 | \$70.00 | \$45.00 | \$315.00 | No Charge | \$0.00 | No Charge | \$0.00 | |
| (b) | Prior to Production samples.....per order..... | 3 | \$350.00 | \$1,050.00 | \$10.00 | \$30.00 | \$250.00 | \$750.00 | No Charge | \$0.00 | \$39.95 | \$119.85 | |
| II. | COMPLETE PRODUCT: | | | | | | | | | | | | |
| | Per Mailer..... | | | | | | | | | | | | |
| (1) | Make ready and/or Setup..... | 56 | \$550.00 | \$30,800.00 | \$10.00 | \$560.00 | \$250.00 | \$14,000.00 | No Charge | \$0.00 | No Charge | \$0.00 | |
| (2) | Running Per 1,000 Copies..... | 590 | \$1,400.00 | \$826,000.00 | \$141.00 | \$83,190.00 | \$98.52 | \$58,126.80 | \$0.143 | \$84.37 | \$103.00 | \$60,770.00 | |
| III. | ADDITIONAL OPERATIONS: | | | | | | | | | | | | |
| | Re-designing and testing print templates.....per template..... | 1 | \$150.00 | \$150.00 | \$50.00 | \$50.00 | \$500.00 | \$500.00 | ***** | ***** | No Charge | \$0.00 | |
| | CONTRACTOR TOTALS | | | \$858,070.00 | | \$83,900.00 | | \$73,691.80 | | ***** | | \$60,889.85 | |
| | DISCOUNT | | 1.00% | \$8,580.70 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% | ***** | 0.00% | \$0.00 | |
| | DISCOUNTED TOTALS | | | \$849,489.30 | | \$83,900.00 | | \$73,691.80 | | ***** | | \$60,889.85 | |
| | | | | | | | | AWARDED | | | | | |

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Forms 6084, 6084SC, 4333A, and IRS Forms 1099G and 1099C

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

**U.S. Department of Homeland Security (DHS)
U.S. Customs and Border Protection (CBP)**

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **August 31, 2017**, 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.

Required post award implementation and certification of DHS security requirements will take place from Date of Award through December 31, 2016 or later. Actual production begins upon completion of the certification, no earlier than January 1, 2017.

BID OPENING: Bids shall be publicly opened at 11:00 AM, prevailing Washington, DC time, on **October 21, 2016**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>

For information of a technical nature call **David Love** (202) 512-0310 or e-mail aps-team1@gpo.gov.

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.

SUBCONTRACTING: The predominant production functions are the imaging of variable data on the forms from electronically transmitted files, packaging of mailers, and mailing. Any bidder who cannot perform the predominant production functions will be declared non-responsible.

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

Note: Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

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.

Specified Standards: The specified standards for the attributes requiring them shall be:

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

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

P-7. Prior to production samples; Proofs; Average type dimension in publication; Electronic media.

NOTE: Prior to award, contractor may be required to provide information related to specific digital equipment that will be used for production.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award to December 31, 2017**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **June 30, 2016**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

SECURITY REQUIREMENTS: Protection of Classified, Sensitive But Unclassified (SBU), For Official Use Only (FOUO), Personally Identifiable Information (PII).

All information furnished to the contractor/subcontractor(s) will be considered Confidential or Sensitive But Unclassified (SBU), For Official Use Only (FOUO), Personally Identifiable Information (PII); and disclosure or use of that information shall be treated as follows –

- (a) The contractor shall restrict access to all confidential information obtained from the U.S. Customs and Border Protection in the performance of this contract to those employees and officials who need that information to perform the requirements of this contract. Employees and officials who need access to this information for performance of the contract will be determined at the post-award conference between the Government and the contractor representative.
- (b) The contractor shall process all confidential information obtained from CBP in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The contractor shall inform all personnel with access to the information obtained from CBP in the performance of this contract of the 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 CBP. For knowingly disclosing this information, the contractor and contractor's employees may also be subject to criminal penalties.

- (e) The contractor shall assure that each contractor employee with access to CBP 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.
- (f) All information obtained from CBP for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) The U.S. Customs and Border Protection reserves the right to conduct on-site visits to review the contractor's documentation and in-house for procedures for the protection of confidential and official use only information.
- (h) The contractor agrees to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies the system or system of records and the work to be performed by the contractor in terms of any one or combination of design, development, or operation.

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 includes, but is not limited to, a person's name, date of birth, Social Security Number, and/or address. The contractor must be in compliance with all the requirements of the DHS System Security Plan (SSP).

See Exhibit A: System Security Plan (SSP) – Available by e-mail upon request of GPO

PRE-AWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey of all of the contractor's/subcontractor's computer, printing, and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to award of a contract.

The prime contractor's facility must be a United States Postal Service Detached Mailing Unit or Postal Substation to provide assurance of the contractor's expertise in mailing high volumes of critical documents and to expedite secure delivery of the forms via the USPS mail stream. Coding Accuracy Support System (CASS) certifications shall be present within the facility of manufacture. Production (imaging, packaging, and mailing) of the personalized form must begin and end within the same facility to enhance production efficiency, security, and control.

The pre-award survey will include a review of all subcontractors involved, along with their specific functions; and, the contractor's mail, material, personnel, production, quality control, and security plans, as required by this specification.

Note: If a subcontractor for any operation is added at any time after award, the subcontractor must be approved by the Government prior to production beginning in that facility. If the subcontractor is not approved by the Government, the contractor has **10 calendar days** prior to production to submit to the Contracting Officer the new subcontractor's name and information.

PRODUCTION PLANS - The contractor shall present, in writing, to the Contracting Officer within **five workdays** of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the activities below.

The workday after notification to submit production plans will be the first day of the schedule. These proposed plans are subject to review and approval by the government and award will not be made prior to approval of same.

**NOTE: THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.
PRODUCTION PLANS**

Backup Facility - The failure to deliver these forms in a timely manner would have an impact on the daily operations of CBP. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said location for a period longer **five workdays**, the contractor must have a backup facility with the capability of producing the forms. 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, security plans at the facility, and a timetable for the start of production at that facility. Part of the plans must also include the transportation of Government materials from one facility to another. The contractor must produce items from a test file at the new facility for verification of software prior to producing notices at this facility.

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

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

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep to document the quality control inspections performed on each run.

The quality control system must include all aspects of the job including mail-flow and materials handling. The plan must also allow for a complete audit trail (e.g., it must be possible to locate any piece of mail at any time from the point it leaves the press up to and including the point at which the mail is off-loaded at the USPS facility. CBP will not, as a matter of routine, request the contractor produce pieces in transit within the contractor's plant.)

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 weekly.

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

The plan should include the sampling interval the contractor intends to utilize. The contractor may be required to create two quality control samples to be drawn from the production stream at the same time. One sample will be drawn, inspected and retained as part of the contractor's quality assurance records. The second sample drawn for the CBP will be packed with the remaining samples associated with each print order and shipped to CBP (address to be supplied at the post-award conference).

For smaller quantities, the sampling rate must be adjusted as necessary to generate samples in the middle of each version run, or at the contractor's option, the entire version may be produced a second time.

The plan shall detail the actions to be taken by the contractor when either defective, missing, or mutilated pieces 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 shall monitor all aspects of the job including material handling and mail flow to assure that the production and delivery of these forms meet specifications and Government requirements. This includes maintaining 100% accountability in the accuracy of imaging, packaging, and mailing of all pieces throughout each run. The contractor must ensure 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 30 calendar days. 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.

Verification of Production and Mailing Plan - Contractor will be responsible for validating the integrity of every form produced in all phases of printing, imaging, packaging, and mailing and to ensure all forms received from CBP were correctly entered into the United States postal system.

Form integrity shall be defined as follows: Each mailer shall include only the form intended for the designated recipient as contained in the print files received from CBP.

The contractor is responsible for providing the automated print form integrity control systems and processes required to prevent the commingling of forms intended for different recipients into a completed package. The contractor's printing process must have automated systems that include form coding and scanning technology capable of:

- Validating the count of forms in a data transmission.
- Validating the sequence of forms in a production batch.
- Interrupting production if variances are detected.

Mailing integrity shall be defined as follows: All forms received from CBP for each print order were printed, imaged, packaged, and entered correctly into the United States postal system.

The contractor is responsible for providing the automated inserted form tracking/reporting systems and processes required to validate that 100% of all notices received from CBP were printed, imaged, packaged, and mailed correctly. The contractor's inserting equipment must have automated systems that include form coding and scanning technology capable of:

- Reconciling form counts from CBP provided print files to print order control totals provided by CBP; reporting variances.
- Uniquely identifying each form within a print order.
- Unique identifier to be scanned after insertion to ensure all forms are present and accounted for.
- Tracking and reporting all forms produced and mailed within a print order at the form level.
- Identifying and reporting all missing notices that were lost or spoiled during production within a print order.
- Generating a new production file for all missing forms.
- Tracking and reporting all forms that were reproduced and mailed within a print order at the form level.
- Reconciling the total of all forms produced and mailed within a print order to the control totals provided by CBP; reporting all variances.
- Reconciling the total of all forms mailed to mailing totals contained on Postal Entry Forms within a print order; reporting all variances.
- Generate a final automated summary report which provides information that all mail pieces have been scanned, after insertion, verifying that all pieces for each mailer and file date are accounted for. The summary report will contain the sequence number range for a particular file date and mailer, show all sequence numbers were scanned and accounted for after form is inserted, and event information on any spoiled or missing pieces verifying that they were scanned and accounted for. A copy of the summary report must be submitted with the matching GPO 712 form(s) to: U.S. Customs and Border Protection, , 1300 Pennsylvania Avenue, Room 3.2C-64, Mail Stop 1017, Washington, DC 20229-1017. Attn: Dewey Hicks (Email: dewey.hicks@cbp.dhs.gov)

Contractor must generate an automated audit report when necessary showing the tracking of all forms throughout all phases of production for each mail piece. This audit report will contain all information outlined above for each phase of printing, imaging, inserting and mailing.

All form tracking/reporting data must be retained in electronic form for one (1) year after mailing, and must be made available to CBP for auditing of contractor performance upon request.

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

Sequential Number Plans - 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 form, thereby providing 100% accountability.

The contractor's sequential number must include the contractor's name (a 4-character field) plus the production date (an 8-character date (MMDDCCYY)). OCR-A 10-point typeface should be utilized to image the sequential number.

Note: The sequential number should be placed in a position that does not restrict the CBP form function or will cause confusion by the form recipient.

Computer System Plan - This plan must include a detailed listing of the contractor's operating software platform and file transfer system necessary for electronic transmission of files from CBP. The Computer System Plan shall demonstrate the contractor's ability to provide complete hardware and software compatibility in accordance with the specifications.

Included with the Computer System Plan shall be a resume for each employee responsible for the monitoring and the programming of the contractor's computer system and file transmissions.

Mail Plan - This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin.

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

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

Production Plan - 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 of the source, delivery schedule, and installation dates are required.

Security Control Plan - This plan should 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 materials will be handled throughout all phases of production.

Disposal of Waste Materials - The contractor is required to demonstrate how all waste materials used in the production of sensitive CBP records will be definitely destroyed (e.g., burning, pulping, shredding, macerating, or other suitable similar means).

Electronic records must be definitely destroyed in a manner that prevents reconstruction. *Definitely* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

If the contractor selects shredding as a means of disposal, it is preferred that a cross cut shredder be used. If a strip shredder is used, the strips must not exceed one-quarter inch. The contractor must provide the location and method planned to dispose of the 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.

Production Area - The contractor must provide a secure area(s) dedicated to the processing and storage of data (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) shall be limited to security-trained employees involved in the production of CBP forms.

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

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **December 31, 2017**, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

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

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

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

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

PAYMENT: Immediately upon completion of a print order, the contractor shall submit an itemized statement for billing to CBP for examination and certification as to the correctness of the billing.

Submit billing to: U.S. Customs and Border Protection, 1300 Pennsylvania Avenue, Room 3.2C-64 Mail Stop 1017, Washington, DC 20229-1017. Attn: Dewey Hicks

After agency verification, billing invoices must be submitted via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address:

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

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

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

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 SANCTIONS: 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 an agency, 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 thereunder, 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, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of mailers consisting of a personalized form, Business Reply Mail (BRM) return envelope, and a mail-out envelope requiring such operations as receipt and processing of transmitted data; electronic prepress; printing; imaging (computerized printing) of changeable form data; binding; construction; packaging; and, distribution.

Note: The forms produced under these specifications must be guaranteed to function properly when processed through High Speed Scanners. Forms require precision spacing, printing/imaging, trimming, and folding.

TITLE: Forms 6084, 6084SC, 4333A, and IRS Forms 1099G and 1099C

FREQUENCY OF ORDERS: Weekly.

The first print order placed will be for the proofs and prior to production samples only. The balance of the print orders will be for the production and distribution of the mailers.

QUANTITY:

Form 6084 – Approximately 3,000 to 10,000 copies

Form 6084SC - Approximately 300 to 1,000 copies

Form 4333A – Approximately 3,000 to 12,000 copies of (3) versions.

NOTE: The quantity for each form may increase or decrease by up to 25% each week during the term of this contract.

Version 1: Principal Payer's Copy

Version 2: Surety Payer's Copy

Version 3: CBP File Copies of Principal Payer's & Surety Payer's Copy.

IRS form 1099G - Approximately 1,000 copies, once per year

IRS form 1099C - Approximately 500 copies, once per year

NUMBER OF PAGES: Face only.

TRIM SIZES:

| | |
|--------------------|------------------------------------|
| Form 6084: | 8-1/2 x 11" |
| Form 6084SC: | 8-1/2 x 11" |
| Form 4333A: | 8-1/2 x 11" |
| IRS Form 1099G: | 8-1/2 x 11" |
| IRS Form 1099C: | 8-1/2 x 11" |
| Return Envelope: | 3-7/8 x 8-7/8" (No. 9) plus flap. |
| Mail-out Envelope: | 4-1/8 x 9-1/2" (No. 10) plus flap. |

GOVERNMENT TO FURNISH:

An Adobe Acrobat PDF file (8.0) will be furnished on a CD for the static information on the forms and for the envelopes. All fonts will be embedded.

Variable data files will be furnished for the variable data that is imaged on the forms. Files are created on IBM Mainframe system executing COBOL software. Files may be furnished on a CD-ROM

Note: The sensitivity level of data being transmitted to the contractor's site has been categorized under FIPS Publication 199 as "moderate". The minimum required security controls that must be in place and show a demonstrated use are outlined in NIST Special Publication 800-53 for each of the security categorizations and are required for this contract.

Design of data record and layout, and forms/envelope artwork.

Complete templates for merging.

Folded samples to be used as a guide.

“Postage and Fees Paid” mailing indicia.

USPS Form 3602-G for mailing.

Exhibit A: System Security Plan – **Available by e-mail upon request of GPO**

Exhibit B: Sample Form 6084

Exhibit C: Sample Form 6084SC

Exhibit D: Sample Form 4333A

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on the finished product.

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.

The contractor will be expected to work closely with the ordering agency, if required, to re-design and test existing print templates (for the form) capable of supporting the complex scripting and variable data that is furnished on this contract.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the agency contact specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.)

PROOFS: *Required on the first order and as a result of any required copy change*

Forms 6084, 6084SC, 4333A (of static text matter only) and Mail-out/Return Envelopes –

One set of digital color content proofs

Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. **Note:** For the envelopes, proofs must indicate margins.

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.

PRIOR TO PRODUCTION SAMPLES: *Required on the first order and as a result of any required copy change*

Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 25 printed/imaged (with variable test data) and packaged sample mailers with each of the forms and return envelope inserted into the mail-out envelope, as specified herein. (Do NOT seal envelopes.)

The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO jacket number, purchase order number, program number, and print order number.

Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, quality of materials, and quality of printing/imaging.

Note: Forms will be tested on high speed scanners.

Contractor must submit samples to: U.S. Customs and Border Protection; Room 3.2C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229. Samples must be marked to the attention of the ordering agency person as specified on the print order.

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

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall 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 shall 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 samples submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities (using the same production equipment) in which the contract production quantities are to be manufactured.

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

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

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

Forms 6084, 6084SC, 4333A – White Optical Character Recognition (OCR) Bond, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-25.

Return and Mail-out Envelopes – White Writing, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

IRS Forms 1099G and 1099C – White or Colored Offset Book, Basis Size 25 X 38", Basis Weight: 60 lbs. per 500 sheets, equal to JCP Code A60.

PRINTING/IMAGING:

ALL FORMS

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4 bit depth technology.

The contractor must manipulate the text from furnished electronic files, which is a flat file. All variable imaging required in the performance of this contract is direct image. The form templates will be the same for each record. Since the image/data on each form is for a different CBP account, each record will be separate data.

The recommended displacement is no more than 0.014" between characters. The scan line must have a clear band at least 3/8" in width, from the top of the scan line to the bottom of the line above. The scan line and additional record specific information must also be printed in a 417 bar code.

Form 6084 - Prints one side only in black with variable data printing in red.

Printed form is perforated for easy removal preaddressed return payment stub. See BINDING

On the payment voucher portion of the form (i.e., the portion below the perforation – see "BINDING"), the voucher scan line must be vertically positioned 1/2" from the bottom edge of the voucher to the bottom of the scan line. The right most character of the scan line must be placed 3-1/2" from the right (leading) edge of the form.

Most of the information that will be imaged on the voucher portion of the form is the same information that is imaged on the rest of the form; the bar code should capture the importer number, importer name, bill date, "amount due after" date, and the bill number.

Imaging consists of text matter (importer address) and a bar code (which captures the importer number, importer name, bill date, "amount due after" date, and the bill number).

Form 6084SC (SeaCats) – Prints one side only in black with variable data printing in red. No perforation required.

Form 4333A - Prints one side only in black with variable data printing in red. No perforation required.

IRS Forms 1099G & 1099C - Prints one side only in black. No perforation required.

Return Envelope (No. 9) - Prints face and back (after manufacture) in black. Printing on the face consists of the CBP return address and a postage block. Printing on the back consists of text matter.

Note: The face of the return envelopes is to be in BUSINESS REPLY FORMAT.

Mail-out Envelope (No. 10) – Prints face only (after manufacture) in black ink. Printing consists of the CBP return address and the CBP mailing indicia.

Printing of return and mail-out envelopes shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

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

Note: U.S. Customs and Border Protection reserves the right to make changes to the format/text on the form or changes to the envelopes at any time during the term of the contract. Therefore, the contractor shall not pre-print or maintain more than a three month's supply of any of the mailer components required under this contract.

CBP will not be required to purchase from the contractor the inventory of any component remaining on hand in excess of what was authorized when a format/text change to the form or envelope change is implemented.

PRESS SHEET INSPECTION:

Final make-ready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See **GPO Publication 315.3** (Guidelines for Contractors Holding Press Sheet Inspections) dated January 2015.

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

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; gray balance patches, and trap targets for process color (if applicable). These areas must be repeated consecutively across the entire press sheet (can be on the gripper edge, tail edge, or gutter of the press sheet).

Note: The agency will notify the contractor a week in advance (of an order being placed) of a press sheet inspection on that order. The agency will provide the contractor with the print order number that will require the inspection.

MARGINS: Maintain all margins as indicated in the furnished files. All forms and envelopes print to precise margins as indicated in each file.

All margins for the return envelopes (business reply envelopes) must comply with the USPS publication 25.

BINDING:

Form 6084 – Trim four sides. The form contains one horizontal perforation 7-3/8" from the top edge of form to create a payment voucher that is 8-1/2 x 3-5/8" in size. All perforations must be slit or slot (pinholes not acceptable) and provide a clean edge. Perforations must be of such strength as to prevent separation during normal mailing and handling. Fold form down to 8-1/2 x 3-5/8" with mailing address on form facing out. (Follow furnished sample.)

Form 6084SC – Trim four sides then fold form down to 8-1/2 x 3-5/8" with mailing address on form facing out.

Form 4333A – Trim four sides then fold form down to 8-1/2 x 3-5/8" with mailing address on form facing out.

IRS Forms 1099G & 1099C – Trim four sides then fold form down to 8-1/2 x 3-5/8" with mailing address on form facing out.

CONSTRUCTION (Envelopes):

Return (No. 9) and Mail-out (No. 10) Envelopes – Envelope must be open side, high-cut diagonal or side seams, with gummed fold-over flap for sealing. Flap depth must be a minimum of 2-3/8" and must be coated with remoistenable glue that will securely seal without adhering to the contents. The sealed seams shall not adhere to the inside of the envelope.

Face of return envelope (No. 9) to contain one die-cut window (1-1/8 x 3-3/8") with slightly rounded corners. Window is to be located 4-5/8" from the left edge of the envelope and 1/2" from the bottom edge of the envelope.

Face of mail-out envelope (No. 10) to contain one die-cut window (1-3/8 x 4-1/2") with slightly rounded corners. Window is to be located 7/8" from left edge of the envelope and 1/2" from bottom edge of envelope.

Windows are 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 standard/requirements.

ASSEMBLY:

Form 6084 - Insert one folded form with one flat return #9 Business reply envelope into a #10 mail-out envelope with mailing address on the form facing out for visibility through mail-out envelope window.

#10 Mail-out Envelopes must include the text “INVOICE ENCLOSED”.

Form 6084SC (SeaCats) -

Version 1: Principal Payer’s Copy: Insert one folded form with one flat return #9 Business reply envelope into a #10 mail-out envelope with mailing address on the form facing out for visibility through mail-out envelope window.

Version 2: Surety Payer’s Copy: Insert one folded form into a #10 mail-out envelope with mailing address on the form facing out for visibility through mail-out envelope window. Will not require a #9 Business reply envelope.

Version 3: CBP File Copies will consist of Principal Payer’s Copy and Surety Payer’s Copy will be mailed to the appropriate CBP mailing address indicated on the CBP Customs Bills. Will not require a #9 Business reply envelope.

Form 4333A - Insert one folded form into a #10 mail-out envelope with mailing address on the form facing out for visibility through mail-out envelope window. Will not require a #9 Business reply envelope.

#10 Mail-out Envelopes must include the text “Official Business: penalty for private use \$300.00”

#10 Mail-out Envelopes for some foreign mail must include the text “AIRMAIL / PARAVION”.

IRS Forms 1099G & 1099C - Insert one folded IRS form into a #10 mail-out envelope with mailing address on the form facing out for visibility through mail-out envelope window.

#10 Mail-out Envelopes must include the text “TAX DOCUMENT ENCLOSED”.

PACKAGING:

Insert one folded form with one flat return envelope (No. 9) into a mail-out envelope (No. 10) with mailing address on the form facing out for visibility through mail-out envelope window.

It is the contractor’s responsibility to assure that only the recipient’s address and bar code is visible through the envelope window and that only one form and one return envelope is inserted into each mail-out envelope.

After inserting forms and return envelopes, seal mail-out envelopes.

Mail each individual mailer.

PRODUCTION INSPECTIONS:

Production inspection(s) may be required at the contractor’s/subcontractor’s plant to ensure that operations of receipt and processing of wire transmitted data; electronic prepress; printing; imaging (computerized printing) of changeable form data; binding, construction; assembling; and, distribution are being accomplished in accordance with contract quality attributes and requirements.

Note: 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.

The agency will notify the contractor a week in advance (of an order being placed) of a production inspection on that order. The agency will provide the contractor with the print order number that will require the inspection.

DISTRIBUTION:

Mail f.o.b. contractor’s city to domestic (nationwide) and foreign addresses.

Domestic addresses include the American Territories. Complete addresses and quantities will be furnished with the print orders.

All mailing shall be made at the lowest possible First Class rate using the latest mailing software to realize the best cost rates.

Note: Greater than 40% of the mailings will be foreign addresses.

The contractor is cautioned that the “Postage and Fees Paid” indicia may be used only for the purpose of mailing material produced under this contract.

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the contractor’s invoice for billing.

Contractor must utilize USPS approved commercial software to provide Coding Accuracy Support system (CASS) address hygiene and standardization, as well as to analyze and re-sequence the data to obtain maximum presort postage discounts. The contractor’s software must also be presort Accuracy Validation and Evaluation (PAVE) certified.

Contractor must be an approved Full Service USPS Intelligent Mail Bar Code provider and must supply an approved copy of their IMB Mailer ID application to verify status. The contractor must meet all Full Service IMB preparation and postage documentation requirements, as required in the Domestic Mail Manual. All mail shall be presented under the contractor-obtained Mailer ID. The contractor must establish customer reference ID (CRID) for CBP as the mail owner. The contractor shall comply with all Full Service IMB Data Field requirements and apply Full Service IMB to all Form 4333S mailers. The contractor must provide all requested postage statements and reports along with the following mail data: date of mailing; USPS acceptance data; number of pieces; postage amount; and, weight. The contractor will provide access and password to Postal One for use by CBP upon request.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, and Jacket Number as appropriate.

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

Each week, the contractor is to furnish the weekly list of the merged data with the date mailed. This list must be signed by an authorized representative of the contractor. The contractor is to email the list to: U.S. Customs and Border Protection, Attn: Dewey Hicks at dewey.hicks@cbp.dhs.gov.

Within five workdays of completion of each mailing, the contractor must return a completed USPS 3602-G mail form to: U.S. Customs and Border Protection, National Mail Management Program Office, Attn: Lewis Walters, Room 3.2C, Mailstop 1017, 1300 Pennsylvania Avenue, NW, Washington, DC 20229-1017. (Telephone: (202) 344-2482; email: lewis.a.walter@dhs.gov)

Upon completion of each order, the contractor must complete the following:

- Send back to DHS/CBP via secure VPN tunnel a PDF copy of each notice that is mailed.”
- All data files received must be destroyed.
- All Government furnished material for the static information on the forms and for the envelopes, and digital deliverables must be returned to: U.S. Customs and Border Protection, Room 3.2C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

All expenses incidental to picking up/receiving and returning materials, submitting proofs and prior to production samples, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained.

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

When applicable, furnished material must be picked up from and delivered to: U.S. Customs and Border Protection, Room 3.2C, 1300 Pennsylvania Avenue, NW, Washington, DC 20229.

Note: At the Government's option, the print order may be faxed or emailed to the contractor.

Workday – For the purpose of this contract, the term “workday” is defined as Sunday through Friday each week, exclusive of the days on which Federal Government holidays are observed.

Federal Government Holidays are as follows: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Live production files will be transmitted on a weekly basis (each Sunday), except for the Federal Holidays listed above.

Schedule for Proofs and Prior to Production Samples –

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

Contractor must submit proofs within **three workdays** of notification of the availability of print order and furnished material.

Proofs will be withheld no more than **five workdays** from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)

The contractor must submit prior to production samples within **five workdays** of receipt of “O.K. to print” on proofs.

The Government will approve, conditionally approve, or disapprove the copies within **five workdays** of the receipt thereof.

Schedule for Production and Distribution of Mailers –

The following schedule begins the **SAME WORKDAY** as receipt of print order and furnished material; the same workday as receipt will be the first workday of the schedule.

Contractor must complete production and distribution of mailers for all files transmitted each Sunday by close of business the following Wednesday.

Press Sheet Inspection or Product Inspection

The agency will notify the contractor a week in advance (of an order being placed) of a press sheet inspection and/or production inspection on that order. The contractor must notify the U.S. GPO of the date and time the inspection(s) can be performed the Friday before the Sunday files are transmitted for that order.

Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday.

Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests 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 mailing f.o.b. contractor's city must be delivered to the U.S. Postal Service.

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

Upon completion of each order, the contractor must notify the U.S. Customs and Border Protection of the mailings for that order. Point of contact to be specified on the print order.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

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

Travel expenses and per diem to be incurred by the Government for press sheet inspections and production inspections will be a factor in determining award. This will be based on sending four (4) Government representatives (three from the Washington, DC area and one from Indianapolis, IN) on approximately three (3) inspection trips per year lasting three (3) calendar days per trip.

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

I. (a) 7
(b) 3

II. (1) (2)
56 590

III. 1

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city.

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

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

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

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

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

I. PREPRESS:

(a) Digital color content proofs (forms and envelopes) per proof \$ _____

(b) Prior to Production samples per order \$ _____

II. COMPLETE PRODUCT: Prices offered must be all inclusive and include the cost of materials and operations (including paper and the cost of envelopes) necessary for the complete production and distribution of the product listed in accordance with these specifications.

| | <u>Makeready and/or Setup</u> (1) | <u>Running Per 1,000 Copies</u> (2) |
|------------------|--|--|
| Per Mailer | \$ _____ | \$ _____ |

III. ADDITIONAL OPERATIONS:

Re-designing and testing print templates per template \$ _____

IV. Name of NCOA Licensed Full Service Provider _____

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)



U.S. Customs and
 Border Protection
 U.S. CBP FP&F OFFICE
 477 MICHIGAN AVE, RM 200
 DETROIT MI 48226

Exhibit C – Sample Form 6084SC

This Bill is a notice of debt currently owed to U.S. Customs and Border Protection (CBP).

Importer Number:

Bill Number:

Bill Date:

Port of Service/Charge:

For Bill Inquiries Please Contact the CBP Port Office at (313) 442-0369.

| Transaction Date | Reference Name | Transaction Identification | Type of Charge | Amount |
|-------------------|----------------|----------------------------|----------------|--------|
| REFERENCE NUMBER: | | | | |

THIRD NOTICE ISSUED:

Pay Full Amount Due upon Receipt:

SURETY CODE:

CBP FORM 6084SC (03/12)

PAYER'S COPY

Enclose this portion with remittance

Bill Date:

Bill To:

Bill Number:

Transaction Identification:

THIRD NOTICE ISSUED:

Amount Due:

Amount Enclosed: _____

U.S. CBP FP&F OFFICE
 477 MICHIGAN AVE, RM 200
 DETROIT MI 48226

PLEASE ADVISE OF ANY ADDRESS CHANGE

CBP FORM 6084SC (03/12)



U.S. Customs and
 Border Protection
 PORT DIRECTOR
 40 SOUTH GAY STREET
 ROOM 120
 BALTIMORE MD 21202-4022

Notice of Suspension

This is Not a Bill

Exhibit D – Sample Form 4333A

For Inquiries Please Contact the Port of Entry.

Importer Number:

Processing Date:

Port of Entry:

Dear Sir or Madam:

The period to liquidate this entry has been suspended pursuant to 19 USC § 1504(c) and 19 CFR § 159.12(a)(2).

| Transaction Date | Entry Type | Transaction Identification (i.e., Entry No./Work Ticket No.) | Reference Name | Initial Amount | Liquidated Amount |
|------------------|------------|--|----------------|----------------|-------------------|
| | | | | | |

+ INDICATES REFUND TO DIFFERENT ADDRESS
 * INDICATES OFFSET OF REFUNDS