

PROGRAM: 698-S												
TITLE: Section 508 Compliant Files												
AGENCY: U.S. Office of Personnel Management (OIG)												
TERM: October 1, 2017 thru September 30, 2018												
		THE AXIA GROUP, LLC Birmingham, AL		DATA CONVERSION LABORATORY, INC. Fresh Meadows, NY		MELKEN SOLUTIONS, LLC Winter Park, FL		METCOR LTD d/b/a LEARNING SYSTEMS INT'L Washington, DC		PEARL INTERACTIVE NETWORK, INC. Columbus, OH		
		BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	CREATION AND REMEDIATION:											
1.	Creating 508 Compliant PDF Files from Furnished Legacy Documents (including scanning and recreating) -											
(a)	Text Matter . . . per imaged page-----	4,125	9.80	40,425.00	3.34	13,777.50	4.91	20,253.75	80.00	330,000.00	10.83	44,673.75
(b)	Table of Contents and /or Index Pages . . . per imaged page-----	750	9.80	7,350.00	8.05	6,037.50	4.12	3,090.00	160.00	120,000.00	48.74	36,555.00
(c)	Alternative Text (other than tables/charts) . . . per alt text image-----	750	3.00	2,250.00	1.00	750.00	0.57	427.50	6.40	4,800.00	12.18	9,135.00
(d)	Alternative Text Simple Tables/Charts . . . per table/chart-----	1,500	7.50	11,250.00	8.05	12,075.00	6.52	9,780.00	26.40	39,600.00	32.49	48,735.00
(e)	Alternative Text Complex Table/Charts . . . per table/chart-----	375	11.80	4,425.00	14.95	5,606.25	10.42	3,907.50	40.00	15,000.00	56.86	21,322.50
2.	Creating 508 Compliant PDF Files from Furnished Source Files (including file conversion and clean-up) -											
(a)	Text Matter . . . per imaged page-----	10,313	9.80	101,067.40	2.05	21,141.65	4.36	44,964.68	53.60	552,776.80	9.96	102,717.48
(b)	Table of Contents and /or Index Pages . . . per imaged page-----	1,875	NC	0.00	6.15	11,531.25	3.65	6,843.75	60.00	112,500.00	44.84	84,075.00
(c)	Alternate Text (other than table/charts) . . . per alt text image-----	1,875	3.00	5,625.00	1.00	1,875.00	0.45	843.75	6.40	12,000.00	11.21	21,018.75
(d)	Alternative Text Simple Table/Charts . . . per table/charts-----	3,750	7.50	28,125.00	6.15	23,062.50	5.81	21,787.50	13.60	51,000.00	29.89	112,087.50
(e)	Alternative Text Complex Table/Charts . . . per table/charts-----	937	8.80	8,245.60	12.15	11,384.55	9.32	8,732.84	20.00	18,740.00	52.31	49,014.47
3.	Creating 508 Compliant PDF files from Furnished Untagged PDF Files -											
(a)	Text Matter . . . per imaged page-----	6,188	5.00	30,940.00	2.05	12,685.40	4.17	25,803.96	33.60	207,916.80	9.10	56,310.80
(b)	Table of Contents and /or Index Pages . . . per imaged page-----	1,125	5.00	5,625.00	6.15	6,918.75	3.48	3,915.00	60.00	67,500.00	40.94	46,057.50
(c)	Alternative Text (other than tables/charts) . . . per alt text image-----	1,125	3.00	3,375.00	1.00	1,125.00	0.43	483.75	6.40	7,200.00	10.23	11,508.75
(d)	Alternative Text Simple Tables/Charts . . . per table/chart-----	2,250	5.00	11,250.00	6.15	13,837.50	5.55	12,487.50	13.60	30,600.00	27.29	61,402.50
(e)	Alternative Text Complex Table/Charts . . . per table/chart-----	562	8.80	4,945.60	12.15	6,828.30	8.90	5,001.80	20.00	11,240.00	47.76	26,841.12
4.	Remediating 508 Compliant PDF Files from Furnished Tagged PDF Files -											
(a)	Text Matter . . . per imaged page-----	7,500	3.00	22,500.00	1.10	8,250.00	3.73	27,975.00	20.00	150,000.00	8.66	64,950.00
(b)	Table of Contents and /or Index Pages . . . per imaged page-----	5,000	3.00	15,000.00	3.15	15,750.00	3.12	15,600.00	40.00	200,000.00	38.99	194,950.00
(c)	Alternative Text (other than tables/charts) . . . per alt text image-----	5,000	3.00	15,000.00	0.50	2,500.00	0.39	1,950.00	6.40	32,000.00	9.75	48,750.00
(d)	Alternative Text Simple Table/Charts . . . per table/chart-----	3,750	5.00	18,750.00	3.15	11,812.50	4.97	18,637.50	13.60	51,000.00	25.99	97,462.50
(e)	Alternative Text Complex Table/Charts . . . per table/chart-----	3,750	7.50	28,125.00	6.15	23,062.50	7.97	29,887.50	20.00	75,000.00	45.49	170,587.50
	CONTRACTOR TOTALS			\$364,273.60		\$210,011.15		\$262,373.28		\$2,088,873.60		\$1,308,155.12
	DISCOUNT		0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
	DISCOUNTED TOTALS			\$364,273.60		\$210,011.15		\$262,373.28		\$2,088,873.60		\$1,308,155.12

PROGRAM: 698-S									
TITLE: Section 508 Compliant Files									
AGENCY: U.S. Office of Personnel Management (OIG)									
TERM: October 1, 2017 thru September 30, 2018									
		SAFETY RESEARCH CORP OF AMERICA Dothan, AL				SPLASH BOX MARKETING Hendersonville, TN		VASTEC, INC. Tampa, FL	
		BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.		CREATION AND REMEDIATION:							
1.		Creating 508 Compliant PDF Files from Furnished Legacy Documents (including scanning and recreating) -							
(a)		Text Matter . . . per imaged page-----	4,125	6.25	25,781.25	11.00	45,375.00	3.75	15,468.75
(b)		Table of Contents and /or Index Pages . . . per imaged page-----	750	6.25	4,687.50	11.00	8,250.00	2.25	1,687.50
(c)		Alternative Text (other than tables/charts) . . . per alt text image-----	750	6.25	4,687.50	NC	0.00	2.80	2,100.00
(d)		Alternative Text Simple Tables/Charts . . . per table/chart-----	1,500	5.85	8,775.00	NC	0.00	2.10	3,150.00
(e)		Alternative Text Complex Table/Charts . . . per table/chart-----	375	7.85	2,943.75	NC	0.00	2.85	1,068.75
2.		Creating 508 Compliant PDF Files from Furnished Source Files (including file conversion and clean-up) -							
(a)		Text Matter . . . per imaged page-----	10,313	4.45	45,892.85	6.00	61,878.00	3.75	38,673.75
(b)		Table of Contents and /or Index Pages . . . per imaged page-----	1,875	4.45	8,343.75	6.00	11,250.00	2.25	4,218.75
(c)		Alternate Text (other than table/charts) . . . per alt text image-----	1,875	4.45	8,343.75	NC	0.00	2.80	5,250.00
(d)		Alternative Text Simple Table/Charts . . . per table/charts-----	3,750	5.85	21,937.50	NC	0.00	2.10	7,875.00
(e)		Alternative Text Complex Table/Charts . . . per table/charts-----	937	7.85	7,355.45	NC	0.00	2.85	2,670.45
3.		Creating 508 Compliant PDF files from Furnished Untagged PDF Files -							
(a)		Text Matter . . . per imaged page-----	6,188	6.25	38,675.00	5.00	30,940.00	3.75	23,205.00
(b)		Table of Contents and /or Index Pages . . . per imaged page-----	1,125	6.25	7,031.25	5.00	5,625.00	2.25	2,531.25
(c)		Alternative Text (other than tables/charts) . . . per alt text image-----	1,125	6.25	7,031.25	NC	0.00	2.80	3,150.00
(d)		Alternative Text Simple Tables/Charts . . . per table/chart-----	2,250	5.85	13,162.50	NC	0.00	2.10	4,725.00
(e)		Alternative Text Complex Table/Charts . . . per table/chart-----	562	7.85	4,411.70	NC	0.00	2.85	1,601.70
4.		Remediating 508 Compliant PDF Files from Furnished Tagged PDF Files -							
(a)		Text Matter . . . per imaged page-----	7,500	4.45	33,375.00	5.00	37,500.00	4.25	31,875.00
(b)		Table of Contents and /or Index Pages . . . per imaged page-----	5,000	4.45	22,250.00	5.00	25,000.00	2.25	11,250.00
(c)		Alternative Text (other than tables/charts) . . . per alt text image-----	5,000	4.45	22,250.00	NC	0.00	3.36	16,800.00
(d)		Alternative Text Simple Table/Charts . . . per table/chart-----	3,750	5.85	21,937.50	NC	0.00	2.52	9,450.00
(e)		Alternative Text Complex Table/Charts . . . per table/chart-----	3,750	7.85	29,437.50	NC	0.00	3.48	13,050.00
		CONTRACTOR TOTALS			\$338,310.00		\$225,818.00		\$199,800.90
		DISCOUNT		0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
		DISCOUNTED TOTALS			\$338,310.00		\$225,818.00		\$199,800.90
		(A W A R D E D)							

**NEW
TERM
CONTRACT**

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Section 508 Compliant Files

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

U.S. Office of Personnel Management (OPM)
Office of the Inspector General (OIG)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning October 1, 2017 and ending September 30, 2018, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC, time, on September 18, 2017.

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 Eastern Time, Monday through Friday. Contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-1239.

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)).

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

In addition, the following document shall also apply. (NOTE: In the event of a conflict between the document referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.)

29 U.S.C. §794(d), available at – <http://www.section508.gov>.

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 creating and remediating PDF files to Section 508 and WCAG 2.0 Compliant files (hereinafter referred to as “Section 508 Compliant”). Any bidder who cannot perform the predominant production functions will be declared non-responsible.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from October 1, 2017 to September 30, 2018, 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, 2017, 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.

QUALITY CONTROL DOCUMENTS: The following documents and publications shall apply. In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

29 USC Section 508 Standards available at <http://www.section508.gov>.

W3C's Web Content Accessibility Guidelines (WCAG) (2.0 or most current version) available at <http://www.w3.org>.

W3C's Checklist of Checkpoints for WCAG (2.0 or most current version) available at <http://www.w3.org>.

NOTE: In addition to the above documents, NASA Procedural Requirements NPR 2800.2 Electronic and Information Technology Accessibility provide additional guidance.

Contractor will be required to test all Section 508 Compliant PDF files for compatibility with the most recent versions of JAWS, Adobe Acrobat, Windows Eyes, and Dragon Naturally Speaking Voice Recognition software.

PREAWARD TEST: The contractor being considered for award will be required to demonstrate their ability to produce the items required in these specifications by completing a preaward test. The Government reserves the right to waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

For the preaward test, the test materials will consist of an electronic file (approximately 20 pages) that is representative of the items that are to be produced under these specifications. These publications may be untagged, manually tagged, and/or auto tagged.

The furnished test materials will be furnished on a CD.

The contractors shall make the files Section 508 Compliant in accordance with the "SECTION 2. - SPECIFICATION" and save the files to a CD or DVD (at contractor's option).

Contractors must submit test files (on CD or DVD) to: U.S. Government Publishing Office, Agency Publishing Services – DC Team 2, Stop: CSAPS, Room C-817, 27 G Street, NW, Washington, DC 20401.

The contractors must deliver the files (on CD or DVD) within three (3) workdays of notification of availability of test materials.

If preaward test samples are disapproved by the Government, the contractor(s) may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer. NOTE: The time allowed to provide additional test material may differ depending upon the nature of the defects noted and will be specified when notification is given.

In the event the revised preaward test samples are disapproved by the Government, the contractor(s) shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications may result in declaring the contractor(s) non-responsible.

Failure to deliver completed preaward test samples within the stated time period may disqualify the contractor(s) from further consideration for award.

All operations necessary in the complete performance of this preaward test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

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

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 contractors' 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 October 1, 2017 through September 30, 2018, 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 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: Upon completion of each order, the contractor shall submit an itemized statement for billing (including all required backup documentation) to OPM for examination and certification as to the correctness of the billing. Submit billing to the ordering agency as specified on the print order.

After agency verification, billing invoices must be submitted to the U.S. Government Publishing Office for payment.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the creation and remediation of Section 508 compliant PDF electronic files from legacy documents (hard copy) or electronic files, requiring such operations as creation, remediation, and distribution.

TITLE: Section 508 Compliant Files.

FREQUENCY OF ORDERS:

Creation: Approximately 100 to 200 orders per year.

Remediation: Approximately 50 to 150 orders per year.

NUMBER OF PAGES: Approximately 1 to 500 pages per order.

TRIM SIZE: 8-1/2 x 11”.

GOVERNMENT TO FURNISH:

Legacy documents, source files, untagged PDF files, and tagged PDF files will be furnished, as follows:

Legacy Documents: Will consist of hard copy documents.

Source Files: Will consist of electronic files other than PDF files.

Untagged PDF Files: Will consist of PDF files that have not been tagged for Section 508 compliance.

Tagged PDF Files: Will consist of PDF files that have been tagged for Section 508 compliance.

NOTE: Majority of orders placed will be furnished as untagged or tagged PDF files.

Source Files: Majority of furnished documents will be furnished as electronic files via email or on a CD. Electronic files will be created using Windows 7 or 10, using Microsoft Word 2013.

On occasion, the Government will furnish hard copies for products that require the contractor to scan or create in PDF format. Hard copies may be handwritten and/or typewritten copy and may contain handwritten notes.

NOTE: Files in additional software may be furnished if the contractor can support the software. Contractor to provide most current version of the specified software and be backward/forward compatible.

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.

PREPARATION OF FURNISHED MATERIAL: Contractor will be required to prepare legacy documents and source files before creating Section 508 Compliant PDF files.

Legacy Documents: At contractor’s option, documents may be scanned to a PDF file or recreated in a PDF file. The contractor must ensure that there will be no loss of data or any distortion or alteration of original document. (NOTE: Contractor must inquire with the ordering agency if the binding can be removed in order to scan.)

Source Files: Contractor to save source files to PDF then tag the files in accordance with the requirements specified under “TAGGING” below.

Untagged and Tagged PDF Files: Additional preparation of untagged and tagged PDF files is not required.

Prior to processing, the contractor shall perform a basic check of the furnished electronic media and files. Any errors, media damage, or data corruption that might interfere with proper file processing must be reported to the ordering agency.

When required by the Government, the contractor shall make minor revisions to the furnished 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.

DIGITAL DELIVERABLE: Contractor to provide final files as Section 508 Compliant PDF files via email. Contractor must include a signed certificate/statement confirming that the final files have been verified as to being Section 508 compliant in accordance with these specifications.

DOCUMENTS: Contractor must ensure that all files meet all applicable Section 508 Standards. Documents will require tagging of text, alt text, table of contents and index pages, and tables/charts (simple and complex).

Text – Includes tagging and reading order of headers, footers, headings, columns, and text matter. Table of Contents and Index Pages: Includes tagging and reading order of text matter.

Alternative Text (Alt Text) (other than tables/charts) – Includes tagging, writing alt text for images, graphics, logos, seals, illustrations, signatures, scanned images, screen shots, and other non-text elements, and reading order, including but not limited to, meaningful description with context (i.e., what is the illustration or graphic relevance to the paragraph or subject matter).

Alt Text for Tables/Charts – Includes tagging, writing alt text, and tab and/or reading order for simple and complex tables/charts, as defined below –

- *Simple Tables/Charts* – Defined as a minimum of 3 columns and a combination of up to and including 21 columns and rows (for example, 3 columns and 4 rows, 5 columns and 3 rows, or 3 columns and 7 rows).
- *Complex Tables/Charts* – Defined as a minimum of 3 columns and a combination of 22 or more columns and rows (for example, 3 rows and 8 columns, 10 columns and 3 rows, or 4 columns and 6 rows).

CREATION AND REMEDIATION: Contractor will be required to either create or remediate a Section 508 Compliant PDF file using Adobe Acrobat Capture (or other Government specified software).

Creation – Contractor will be furnished legacy documents, source files, and PDF files that have not had any Section 508 Compliant tagging. Contractor will create a Section 508 Compliant PDF file in accordance with the requirements specified under “TAGGING” below. After tagging, the contractor will remediate the file in accordance with the requirements specified under “Remediation” below.

Remediation – Contractor will be furnished PDF files that have been made partially Section 508 Compliant. Contractor will perform document analysis to identify deficiencies and develop a report as described in “DOCUMENT ANALYSIS AND REPORTING”, as specified herein. Contractor will remediate files using proper tagging procedures in accordance with the requirements specified under “TAGGING” below to make them fully Section 508 Compliant.

TAGGING: To create/remediate legacy documents, source files, and untagged and tagged PDF files, the contractor will be required to properly tag all documents/files with HTML and create Alternative Text (Alt Text) for all images, graphics, illustrations, tables/charts, signatures, and other non-text elements using Adobe Acrobat Capture or other Government specified software. Documents and files will need to be tagged

NOTE: Alt Text must describe, in words, any image, graphic, illustration, table/chart, signature or other non-text element.

Contractor will also be required to establish proper document structure, tab order and reading order, keyboard accessibility, and correct color contrast within the document/file.

READING ORDER AND ALT TEXT REVIEW: When indicated on the individual print order, the contractor may be required to submit the file for reading order and alt text review. After tagging is completed but before the document analysis is conducted, the contractor will email the file to the designated Government representative. The Government representative will review reading order and alt text and, if required, collaborate with the contractor to revise these elements. If required, the Government will need no more than two (2) workdays for review.

DOCUMENT ANALYSIS AND REPORTING: The contractor will be required to perform a quality assurance review to verify compliance of created and remediated files with current Section 508 accessibility requirements.

The contractor will be required to test all 508 compliant files for compatibility with the latest version of JAWS, Adobe Acrobat, and Dragon Naturally Speaking Voice Recognition software. The contractor must ensure that the files meet all applicable Section 508 standards for PDF files. The contractor must also ensure that the creation or remediation of all PDF forms use the Accessibility Standards set forth by the ordering agency.

The contractor will be required to run a document analysis and develop an “Assessment Report” detailing Section 508 deficiencies and remediations conducted. The document analysis standard is NetCentric’s CommonLook (or similar) plug-in.

The Assessment Report must contain a list of 508 deficiencies each mapped specifically to a technical standard as promulgated by the U.S. Access Board and to the page on which the error(s) resides. The Report should be provided in a spreadsheet format using Microsoft Excel, version 2003, with the following field headings: “Description of Error,” “Applicable Technical Standard,” “Page Number” (physical page where error resides or utilize document page numbering when available), and “Correction” (with subheadings, “Full,” “Partial,” or “None”).

Contractor shall ensure that the following minimum checkpoints are completed when performing remediation on any file:

- All text elements must be available to Assistive Technologies (AT).
- Reasonable and sufficient Alt-Tag descriptions for non-text elements.
- Scanned images of significant text (i.e., more than 10 words) such as formal letters should be optimized through OCR to render verbatim text to an AT user. Wet signatures should remain images with description “XXXXXX signature.”
- Data tables should be properly alt-tagged so that an AT user is able to determine corresponding column and row headers, including nested tables with multiple row and column headers per data cell.
- Document structure tags (i.e., headings, paragraphs, sections, tables, and other page elements) must be included to allow AT users to efficiently navigate the document and for the file to be reflowed correctly when viewed on mobile devices.
- Any interactive forms must be properly tagged and ordered to allow an AT user to tab through the form and efficiently enter information.

NOTE: Files will be remediated and created as indicated on each individual print order.

The contractor must immediately correct deficiencies identified in the document analysis. The contractor must return the file along with the Assessment Report via the FTP site or via e-mail to the ordering agency.

PACKING: When required, insert CD or DVD into protective paper sleeve. Insert CD or DVD (in the paper sleeve) into a cushioned shipping bag.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION:

Electronic Dissemination: The contractor will email or furnish via FTP the Section 508 Compliant PDF file, along with the Assessment Report, to the ordering agency as specified on the print order.

Hard Copy Dissemination: When required, mail/ship f.o.b. contractor's city the CD or DVD, as ordered, to one address as specified on the print order. (NOTE: The CD/DVD will be for one address per print order; however, the addresses are nationwide and may include American Territories.)

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 698-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, contractor must return all furnished material (if applicable) and digital deliverables to: OPM, Attn: Janet Harris, Room 6400, 1900 E Street, NW, Washington, DC 20415.

All expenses incidental to picking up and returning materials (if applicable) 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).

Furnished material (when applicable) must be picked up from: OPM, 1900 E Street, NW, Washington, DC 20415.

No definite schedule for pickup of material/placement of orders can be predetermined.

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.

Orders for Text Matter Only: Contractor must complete production and distribution within three (3) workdays of notification of availability of print order and furnished material.

Orders Containing Tables and Charts: Contractor must complete production and distribution within five (5) workdays of notification of availability of print order and furnished material.

NOTE: If reviewing reading order and alt text is required, two (2) workdays will be added to the schedules as specified above.

The ship/deliver date indicated on the print order is the date the PDF files MUST be furnished via email or FTP to the electronic destination(s) specified, and products ordered mailing/shipping f.o.b. contractor's city must be delivered to the U.S. Postal Service or picked up by small package carrier.

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

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

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s 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 for a like period of time.

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

- I. 1. (a) 4,125
- (b) 750
- (c) 750
- (d) 1,500
- (e) 375

- 2. (a) 10,313
- (b) 1,875
- (c) 1,875
- (d) 3,750
- (e) 937

- 3. (a) 6,188
- (b) 1,125
- (c) 1,125
- (d) 2,250
- (e) 562

- 4. (a) 7,500
- (b) 5,000
- (c) 5,000
- (d) 3,750
- (e) 3,750

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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 100 will be prorated at the per-100 rate.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

I. CREATION AND REMEDIATION: Prices offered must be all-inclusive and shall include the cost of all required materials and operations necessary for creation and remediation listed in accordance with these specifications.

Prices must include the cost of furnishing files for Reading Order and Alt Text review and must include the cost for Document Analysis and Reporting.

1. Creating 508 Compliant PDF Files from Furnished Legacy Documents (including scanning and recreating) –

- (a) Text Matterper imaged page.....\$_____
- (b) Table of Contents and/or Index Pagesper imaged page.....\$_____
- (c) Alternative Text (other than tables/charts)..... per alt text image.....\$_____
- (d) Alternative Text Simple Tables/Charts..... per table/chart.....\$_____
- (e) Alternative Text Complex Tables/Charts per table/chart.....\$_____

(Initials)

2. Creating 508 Compliant PDF Files from Furnished Source Files (including file conversion and clean-up) –

- (a) Text Matterper imaged page.....\$ _____
- (b) Table of Contents and/or Index Pagesper imaged page.....\$ _____
- (c) Alternative Text (other than tables/charts)..... per alt text image.....\$ _____
- (d) Alternative Text Simple Tables/Charts..... per table/chart.....\$ _____
- (e) Alternative Text Complex Tables/Charts per table/chart.....\$ _____

3. Creating 508 Compliant PDF Files from Furnished Untagged PDF Files –

- (a) Text Matterper imaged page.....\$ _____
- (b) Table of Contents and/or Index Pagesper imaged page.....\$ _____
- (c) Alternative Text (other than tables/charts)..... per alt text image.....\$ _____
- (d) Alternative Text Simple Tables/Charts..... per table/chart.....\$ _____
- (e) Alternative Text Complex Tables/Charts per table/chart.....\$ _____

4. Remediating 508 Compliant PDF Files from Furnished Tagged PDF Files –

- (a) Text Matterper imaged page.....\$ _____
- (b) Table of Contents and/or Index Pagesper imaged page.....\$ _____
- (c) Alternative Text (other than tables/charts)..... per alt text image.....\$ _____
- (d) Alternative Text Simple Tables/Charts..... per table/chart.....\$ _____
- (e) Alternative Text Complex Tables/Charts per table/chart.....\$ _____

(Initials)

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)

(Email Address)