

PROGRAM	1720-S TERM CONTRACT DATE OF OF AWARD TO 4/30/25																		
TITLE:	BUSINESS CARDS																		
ITEM NO.	DESCRIPTION			* BASIS OF * AWARD	ACCURATE WORD, LLC White Plains, MD		* RR DONNELLEY Timonium, MD	Solarville Technologies Wesley Chapel, FL											
				* UNIT RATE	COST	* UNIT RATE	COST	UNIT RATE	COST										
I.	COMPLETE PRODUCT:			*		*		*											
(a)	Single-color, thermographic printing.....per 250 card order.....			525	\$7.00	\$3,675.00	\$15.59	\$8,184.75	\$35.00	\$18,375.00									
(b)	Single-color, thermographic printing.....per 500 card order.....			90	\$14.00	\$1,260.00	\$17.50	\$1,575.00	\$50.00	\$4,500.00									
(c)	Two-color cards, flat ink.....per 250 card order.....			1480	\$19.00	\$28,120.00	\$13.69	\$20,261.20	\$35.00	\$51,800.00									
(d)	Two-color cards, flat ink.....per 500 card order.....			225	\$30.00	\$6,750.00	\$16.50	\$3,712.50	\$50.00	\$11,250.00									
(e)	Three-color cards, flat ink.....per 250 card order.....			100	\$29.00	\$2,900.00	\$42.30	\$4,230.00	\$35.00	\$3,500.00									
(f)	Three-color cards, flat ink.....per 500 card order.....			50	\$48.00	\$2,400.00	\$45.90	\$2,295.00	\$50.00	\$2,500.00									
(g)	Four Color Process cards (face only).....per 250 card order			550	\$29.00	\$15,950.00	\$9.42	\$5,181.00	\$35.00	\$19,250.00									
(h)	Four Color Process cards (face and back).....per 250 card order			140	\$48.00	\$6,720.00	\$12.13	\$1,698.20	\$50.00	\$7,000.00									
II.	ADDITIONAL OPERATIONS:			*		*		*											
(a)	On-Line Ordering System Creation/Updating.....per hour.....			15	\$50.00	\$750.00	-----	\$0.00	-----	\$0.00									
(b)	Color contrent proofs of new formats or ink color change..... per proof.....			3	\$5.00	\$15.00	\$93.00	\$279.00	-----	\$0.00									
(c)	Pre-production samples of new one-color cards.....per 25 samples....			3	\$5.00	\$15.00	\$148.00	\$444.00	\$57.55	\$172.65									
(d)	Pre-production samples of new two-color cards.....per 25 samples..			3	\$5.00	\$15.00	\$178.00	\$534.00	\$19.40	\$58.20									
(e)	Pre-production samples of new three-color cards..... per 25 samples....			3	\$5.00	\$15.00	\$388.00	\$1,164.00	\$25.35	\$76.05									
(f)	Pre-production samples of new CMYK, face only cards.....per 25 samples....			3	\$5.00	\$15.00	\$118.00	\$354.00	\$22.55	\$67.65									
(g)	Pre-production samples of new CMYK, face and back cards.....per 25 samples....			3	\$5.00	\$15.00	\$119.00	\$357.00	\$22.55	\$67.65									
III.	PREMIUM PAYMENT:					\$0.00		\$0.00		\$0.00									
(a)	Percentage increase for accelerated schedule				0.00%	\$0.00	100.00%	\$0.00	0.00%	\$0.00									
	CONTRACTOR TOTALS			*		\$68,615.00	*	-----	-----	-----									
	DISCOUNT			*		\$0.00	0.00%		0.00%										
	DISCOUNTED TOTALS			*		\$68,615.00	*												

AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE

SOUTHCENTRAL REGION

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Business Cards**

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

Internal Revenue Service (IRS)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending April 30, 2025, plus up to four (4) 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.

**BID OPENING:** Bids shall be opened virtually at 11:00 am, Eastern Time (ET), on April 24, 2024 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders MUST email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after the bid opening date and time specified above will not be considered for award.*

**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 <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, contact Tom Bacon at (214) 767-0451, Ext. 8, or email [tbacon@gpo.gov](mailto:tbacon@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. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

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

Product Quality Levels:

- (a) Printing Attributes (page related) – Level III
- (b) Finishing Attributes (item related) – 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. On-line Proofs/Average Type Dimension/Electronic Media
P-9. Solid or Screen Tints Color Match	Pantone Matching System
P-10. Process Color Match	File Output

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

Identification markings such as register marks, commercial identification marks of any kind, carried in the electronic files, must not print on finished product.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award through April 30, 2025, 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 January 31, 2024, 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**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 via teleconference, 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 jobs 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 April 30, 2025, 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.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO’s email server as the official time stamp for bid receipt at the specified location.

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

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

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

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

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

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of business cards requiring such operations as on-line ordering, composition, printing flat inks in specified Pantone colors, thermographic printing, foil stamping and engraving, trimming, packing, and distribution.

**TITLE:** Internal Revenue Service (IRS) Business Cards.

**FREQUENCY OF ORDERS:** Approximately 175 orders per year.

**QUANTITY:** 250 or 500 cards per individual name; approximately 1 to 140 names per order with an average of 20 or less names per order.

**TRIM SIZE:** 3-1/2 x 2".

**STYLES:**

IRS Standard Cards (4 Different Designs) – Pantone 301 Blue, thermographic print, line art logo and type, face only, adequate gripper margins, 80 lb bright white vellum-finish cover equal to JCP L20.

IRS Patriotic Series (4 Different Designs) – Pantone 282 Blue and Pantone 193 Red; flat inks, line art logo and type, face only, adequate gripper margins, 80 lb bright white vellum-finish cover equal to JCP L20.

IRS Taxpayer Advocate (2 Designs) – Pantone 5265C Purple, Pantone 7715C Dark Teal and Black; flat inks; line art logo, reverses, type and rules; face and back: Bleeds on 3 edges of both sides, 100 lb white offset cover equal to JCP L23.

IRS Criminal Investigation (CI – Design 1) – Four Color Process, face and back, bleeds on all edges, 100 lb white offset cover equal to JCP L23.

IRS Criminal Investigation (CI – Designs 2 & 3) – Four Color Process, face only, bleeds on left, right and bottom edges of Design 3 only, 100 lb white uncoated cover equal to JCP L23.

See pages 15 through 22 for scans of each of the items on the Contract.

Note: Additional formats can be added at any time during the term of the contract.

**GOVERNMENT TO FURNISH:** EPS files for each item plus previously printed sample business cards.

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

Contractor must provide the Department with the contractor's secure FTP site address, a username and a password, plus a valid e-mail address.

Under no circumstances will the information furnished by the Government be used for any purpose other than for producing business cards for the intended recipients under this contract.

**ELECTRONIC PREPRESS FOR ARTWORK/STATIC INFORMATION:** 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

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.

The contractor is required to recreate any design elements needed to complete business card production. At the end of the contract, the contractor must furnish electronic files to the customer containing all templates used for the production of the business cards including all native and supporting files.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

**ON-LINE ORDERING:** The contractor must provide a web-based on-line ordering system site that permits IRS employees to order business cards by their operating division (currently, there are 14). The system must provide a method of order tracking by requestor. The web-based system must be secure (password protected) so that only authorized personnel can order business cards and must provide a separate page/site so that only authorized managers can approve submitted business cards. The IRS will identify authorized managers. The web-based system must provide a means for the IRS to update the list of authorized managers.

The contractor is required to provide the following on-line application with the ability to make enhancements as necessary to accommodate changes in IRS procedures, content, and operating divisions, during the contract term.

The system must have a user-friendly web page so employees can input required information for their respective divisions. The web page must have headers to input information and instructions for each field following the flow of the provided IRS templates. Examples of field names: Name; Title; Business Unit; Addresses, City, State and Zip Code, and/or Unit/Bldg; Phone Numbers; Fax/E-Fax number; Cell Number; E-mail address/es. The web page must have the capability to display an on-line proof of the business card after information is entered. The employee must be able to change or correct information displayed in the on-line proof prior to submitting to his/her manager for approval. The web page must allow the employee to input his/her delivery address. The employee will need to enter his/her manager's email for approval. Employees must have the ability to look up the status of their orders throughout the ordering process. All orders will be batched in the system according to the operating division. A password will be required to log back onto the site to re-order cards. If the password is forgotten, there must be a system in place to have it reset and emailed to the employee.

Once the employee submits an order for approval, the system must generate an e-mail to the employee indicating that the order has been sent to his/her manager for approval. This email will need to show the final proof of the card and contain a unique number for the order. It must concurrently generate an e-mail to the employee's manager indicating that an order is awaiting approval. The web-based system must provide an option for employees to submit a previous order from a "history or look-up file" using a name or confirmation number from a previous order. If a change is necessary, the employee must be able to make the change to the previous order and then submit as a new order for management's approval.

All orders will be batched in the system according to the operating division. The Program Administrator must have the capability to go in and revise content before batching the orders for the vendor. The contractor may not proceed with production until each order has been approved online by the Program Administrator. Approved orders will be placed on hold status until the Program Administrator secures funding and releases the orders to the contractor. The GPO Form 2511 (Print Order) will be provided at this time along with a printout of the database to reflect orders released to the contractor.

The employee's manager and Program Administrator must have access to the database and be able to make corrections to the order(s) and also query on the order via order number, name or print order number. The online ordering system must provide methods of order tracking by date, employee or operating division.



Once the cards have been printed and shipped, the web-based system must generate an e-mail containing a shipping list of all cards printed on a specific print order (to include name of recipient, date shipped, estimated delivery date and a tracking number) to the Program Administrator.

**NOTE:** The responsible low bidder will have 30 calendar days from the date of award to provide a web-based on-line ordering system that meets the department's requirements. Prior to the end of the 30-calendar-day timeframe, the department must have the ability to submit test data to the system to simulate actual on-line orders. The on-line ordering system must have all capabilities listed above, including proofing, when test data is submitted. Once the on-line ordering system is established, the contractor: is responsible for all maintenance of the system, shall be responsible for storing of all HTML and data files on site, and must have safeguards in place to ensure that there is no disclosure of employee data. Any updates or enhancements must be accomplished within a reasonable timeframe as determined by the contractor, the department and the GPO.

**PROOFS:** Two soft proofs should be shown during the order process. The first proof will be shown when the employee enters his/her information for the card. The second proof will be emailed to the employee with the confirmation that the order has been completed. **Hard Proofs:** None required unless requested due to a new format or ink color change, then three sets of digital color content proofs and/or prior to production samples (25 prior to production samples per set) may be required to be sent to the department.

**STOCK/PAPER:** Must be in accordance with JCP Paper Specification Standards in effect on the date of this order.

Bright White Vellum-Finish Cover, basis weight: 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L20  
White Uncoated Cover, basis weight: 100 lbs per 500 sheets, 20 x 26", equal to JCP Code L23

**PRINTING:**

Standard cards: Print one side only in Pantone 301 Blue. Thermographic printing required.

Patriotic cards: Print one side only in Pantone 282 Blue and Pantone 193 Red.

Taxpayer Advocate cards: Print head to head in Pantone 5265C Purple, Pantone 7715C Dark Teal and Black.

Criminal Investigation cards: Print in Four Color Process. There are 3 different versions, with Version 1 printing face and back, head to head and versions 2 & 3 printing face only.

**MARGINS:** Adequate gripper for all Standard cards and Patriotic cards. Taxpayer Advocate cards bleed on 3 edges. Margins for the Criminal Investigation cards are the following: No bleeds (Version 2); bleed on 3 edges (Version 3) and bleeds on all edges (Version 1).

**FINISHING:** Trim four sides.

**PACKING:** Cards will be boxed in units 250 or 500. Place one card on the top of the box and then shrink film wrap the box before placing it in a suitable outer shipping container. All shipments that fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner that will guarantee that the product will not be damaged and the package will not open or split when processed through a small package carrier delivery system.

**LABELING AND MARKING:** Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**INSPECTION SAMPLES:** An Inspection Sample is required for the first order of each card design, plus the first order for any card design that may be added during the contract. The contractor must furnish Twenty-Five (25) sample cards for each individual design to: IRS/Attn: Brett Miller, 4050 Alpha Road, MS 7015 NDAL, Dallas, TX 75244.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

**DISTRIBUTION:** Ship f.o.b. contractor's city using an IRS-supplied United Parcel Service (UPS) account. No reimbursement will be made to the contractor for shipping.

All shipments shall be made by UPS to the address indicated on the business card (or to an address designated on distribution list, or a set of labels which will be provided with the Print Order) and must be capable of being traced to show proof of delivery. The contractor must provide the customer's e-mail address to UPS so UPS can provide the customer ship/delivery confirmation via e-mail.

The contractor is cautioned that the UPS account may be used only for the purpose of shipping material produced under this contract. Use of the UPS account number for shipments not authorized by IRS is strictly prohibited.

A copy of the shipping document(s) must accompany the contractor's voucher for payment.

Contractor must notify the ordering agency on the same day that the product delivers via email to [brett.c.miller@irs.gov](mailto:brett.c.miller@irs.gov); [berrigan.williams@irs.gov](mailto:berrigan.williams@irs.gov) and [compliance@gpo.gov](mailto:compliance@gpo.gov). The subject line of this message shall be "Distribution Notice for Program 1720-S, Jacket XXX-XXX, Print Order XXXXX". The notice must provide all applicable tracking numbers, shipping method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

All expenses incidental to maintaining the on-line ordering system, submitting on-line proofs, and furnishing samples 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). A signed print order will be facsimiled/e-mailed to the contractor.

The following schedule begins the workday after receipt of the print order. Workdays are Monday through Friday, exclusive of Federal holidays. When more than one order (up to three) is placed on a given day, the schedule shall apply to each order separately.

Orders placed for up to 50 names must be completed and shipped within 7 workdays. Orders for more than 50 names will be allowed one additional workday for each additional 50 names or fraction thereof. The maximum time allowed for any one print order will not exceed 30 workdays.

Accelerated Schedule: Approximately 10% of the total number of orders placed may require an accelerated schedule. Each accelerated order shall consist of no more than 1 to 50 names and must be completed within 5 workdays and delivered within 2 expedited delivery days.

Upon completion of each order, the contractor must e-mail a spreadsheet listing print order number, date received, names on the print order, due dates, delivery dates and tracking numbers. E-mail the spreadsheet to: [brett.c.miller@irs.gov](mailto:brett.c.miller@irs.gov); [berrigan.williams@irs.gov](mailto:berrigan.williams@irs.gov) and [compliance@gpo.gov](mailto:compliance@gpo.gov).

The ship/delivery date indicated on the print order is the date products ordered for delivery f.o.b. contractor's city must be shipped to the destinations specified.

**ERROR CARD PROCESSING:** The program manager will notify the contractor as soon as possible, but no later than 90 calendar days after receipt of an order by the original requestor, to reprint error cards that are determined

to be rejectable due to typesetting or other discrepancies that are the result of contractor error. The contractor must have the capability to receive telefaxed or e-mail notifications of rejected orders. These cards will be reprinted and shipped at no additional cost to the Government no later than 72 hours from initial notification by the Department.

To expedite notification for error card processing, the program manager will email a GPO Form 907 (Non-Compliance/Change Report) directly to the contractor with an information copy to the GPO Contract Administrator at [tbacon@gpo.gov](mailto:tbacon@gpo.gov). When warranted, the Department will forward a GPO Form 907 directly to the GPO Contract Administrator.

**LOST OR UNDELIVERED CARD PROCESSING:** Upon notification from the program manager, the contractor will initiate a tracer action for each order reported to be lost or undelivered. The contractor will provide a status report to the program manager via e-mail within 24 hours of initial notification. To expedite this process, the Department will e-mail a GPO Form 907 directly to the contractor with an information copy to the Southcentral Regional Office. The contractor must have capability to receive e-mail notifications of lost or undelivered orders.

The contractor will obtain a status report from the traceable delivery source used. If the contractor is unable to determine the status of these cards with the traceable service used within 24 hours of notification, then these cards will be reprinted and shipped at no additional expense to the Government no later than 72 hours of initial notification.

If contractor is able to locate lost or undelivered orders within 24 hours after initial notification, then contractor must make arrangements (with the traceable service used) to ship the order to its destination within 72 hours. It is the contractor's responsibility to recoup any expenses involved with reprinting an order and delivery of the order from the traceable service used.

NOTE: Accurate and timely tracing of orders is considered an integral part of these contract specifications and the contractor may be held in default for failure to provide this information as specified.

### 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. (a) 525
- (b) 90
- (c) 1,480
- (d) 225
- (e) 100
- (f) 50
- (g) 550
- (h) 140
  
- II. (a) 15
- (b) 3
- (c) 3
- (d) 3
- (e) 3
- (f) 3
- (g) 3

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Reviewed by: JB

**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 nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

I. Complete Product: Prices offered shall include the cost of all required materials (including paper) and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

- (a) Single color cards (IRS Standard).....per 250 card order.....\$ \_\_\_\_\_
- (b) Single color cards (IRS Standard).....per 500 card order.....\$ \_\_\_\_\_
- (c) Two color cards (Patriotic).....per 250 card order.....\$ \_\_\_\_\_
- (d) Two color cards (Patriotic).....per 500 card order.....\$ \_\_\_\_\_
- (e) Three color cards (Taxpayer Advocate).....per 250 card order.....\$ \_\_\_\_\_
- (f) Three color cards (Taxpayer Advocate).....per 500 card order.....\$ \_\_\_\_\_
- (g) Four Color Process cards, face only (CI).....per 250 card order.....\$ \_\_\_\_\_
- (h) Four Color Process cards, face and back (CI).....per 250 card order.....\$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

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II. Additional Operations:

(a) On-Line Ordering System Creation/Updating.....per hour.....\$ \_\_\_\_\_

Charges under “On-Line Ordering System Creation/Updating” will include all operations necessary to meet departmental requirements during initial creation and subsequent updates/changes generated at departmental request. All charges must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item (a).

(b) Color content proofs of new formats or ink color change.....per proof.....\$ \_\_\_\_\_

(c) Pre-production samples of new one color cards.....per 25 samples.....\$ \_\_\_\_\_

(d) Pre-production samples of new two color cards.....per 25 samples.....\$ \_\_\_\_\_

(e) Pre-production samples of new three color cards.....per 25 samples.....\$ \_\_\_\_\_

(f) Pre-production samples of new CMYK, face only cards.....per 25 samples.....\$ \_\_\_\_\_

(g) Pre-production samples of new CMYK, face and back cards.....per 25 samples.....\$ \_\_\_\_\_

III. Premium Payment: If premium payment is authorized, it will be indicated on the print order.

(a) Percentage increase for accelerated schedule..... \_\_\_\_\_%

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**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

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

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2)

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

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

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in "SECTION 4. -SCHEDULE OF PRICES," including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor's Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City - State - Zip Code)

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

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

\*\*\*\*\*

\*\*\*

THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

\*\*\*\*\*

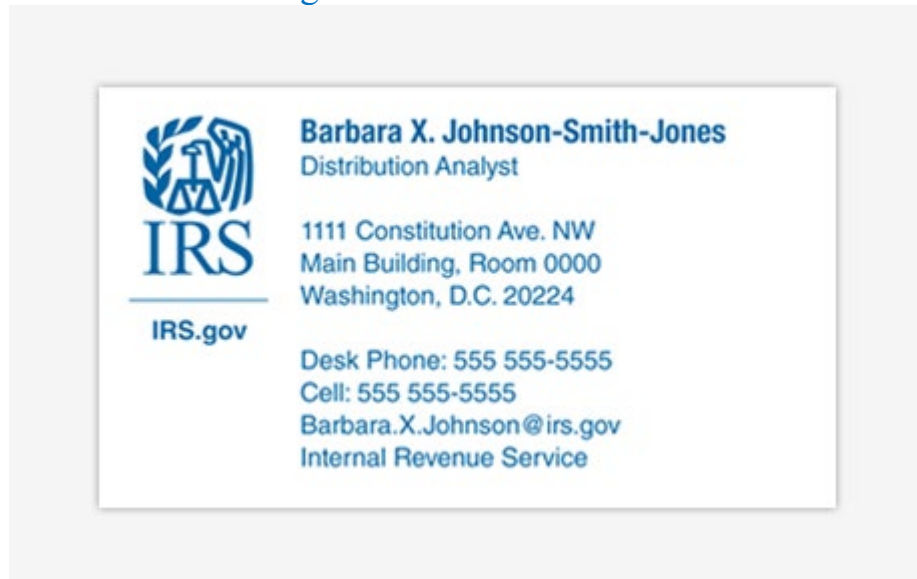
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Reviewed by: JB

## STANDARD BLUE SERIES (All One-Sided)

### Standard Blue Design 1



### Standard Blue Design 2





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### Standard Blue Design 3



### Standard Blue Design 4



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## PATRIOTIC SERIES (All One-Sided)

### Patriotic Design 1

#### IRSP-1



### Patriotic Design 2

#### IRSP-2



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Patriotic Design 3  
IRSP-3



Patriotic Design  
IRSP-4




Program 1720-S  
Specifications by: TB  
Reviewed by: JB

# TAS SERIES

## TAS Regular Design (two-sided)

### Side 1



The business card for Side 1 features a dark teal background on the left side with a white dotted pattern at the bottom. The Taxpayer Advocate Service logo is centered on the teal background. The right side of the card is white and contains contact information for Barbara X. Johnson-Smith.

**TAXPAYER  
ADVOCATE  
SERVICE**  
YOUR VOICE AT THE IRS

**Barbara X. Johnson-Smith**  
*Distribution Analyst*

1111 Constitution Ave, NW, Room 0000  
Washington, DC 20224  
Office: 555-555-5555  
Cell: 555-555-5555  
barbara.x.johnson-smith@irs.gov

[www.TaxpayerAdvocate.irs.gov](http://www.TaxpayerAdvocate.irs.gov)

## TAS Regular Design

### Side 2



The business card for Side 2 features a white background on the left side with a dark teal dotted pattern at the bottom. The Taxpayer Advocate Service logo is centered on the white background. The right side of the card is dark teal and contains social media and blog information.

**TAXPAYER  
ADVOCATE  
SERVICE**  
YOUR VOICE AT THE IRS

**f YourVoiceAtIRS**

**in Taxpayer-Advocate-Service**

**▶ TASNTA**

**NTA  
BLOG** [www.TaxpayerAdvocate.irs.gov/blog](http://www.TaxpayerAdvocate.irs.gov/blog)

Program 1720-S  
Specifications by: TB  
Reviewed by: JB

## TAS Executive Design (two-sided)

### Side 1

**TAXPAYER  
ADVOCATE  
SERVICE**  
YOUR VOICE AT THE IRS

**Barbara X. Johnson-Smith**  
*National Taxpayer Advocate*

1111 Constitution Ave. NW Room 0000  
Washington, DC 20224  
P: 555.555.5555  
barbara.w.johnson-smith@irs.gov

[www.TaxpayerAdvocate.irs.gov](http://www.TaxpayerAdvocate.irs.gov)

## TAS Executive Design

### Side 2

**TAXPAYER  
ADVOCATE  
SERVICE**  
YOUR VOICE AT THE IRS

**f** YourVoiceAtIRS

**in** Taxpayer-Advocate-Service

**▶** TASNTA

**NTA  
BLOG** [www.TaxpayerAdvocate.irs.gov/blog](http://www.TaxpayerAdvocate.irs.gov/blog)

Program 1720-S  
Specifications by: TB  
Reviewed by: JB

## CI SERIES

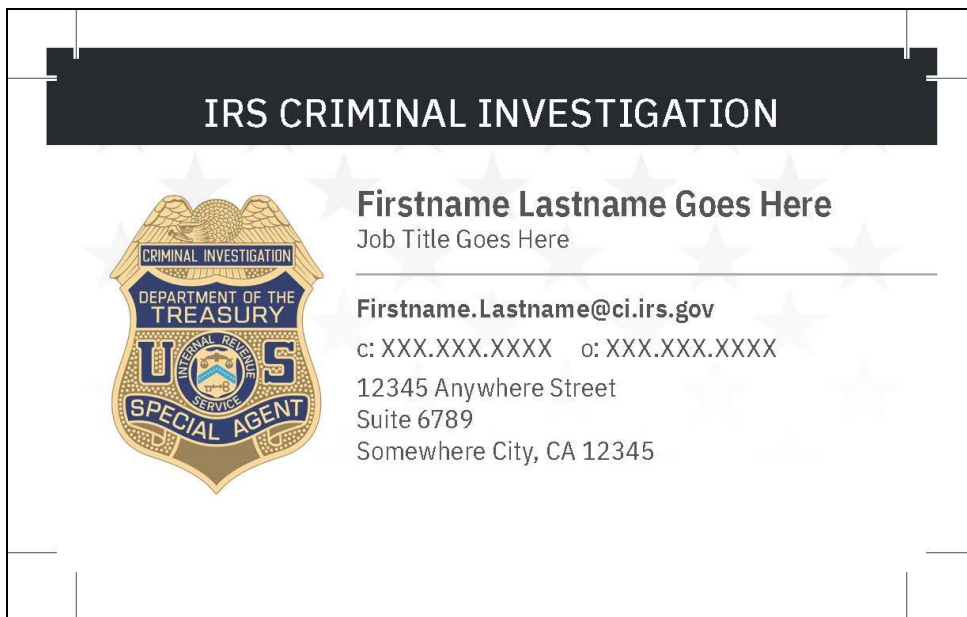
CI Design 1 (two-sided)

Side 1



CI Design 1

Side 2



Program 1720-S  
Specifications by: TB  
Reviewed by: JB

### CI Design 2 (one-sided)



CI Design 2 (one-sided) business card layout. The card features the IRS:CI logo (eagle with shield) and the UOS logo (shield with eagle) on the left. The right side contains the following text: **FIRSTNAME LASTNAME GOES HERE**, *Job Title Goes Here*, a dark blue horizontal bar, **Firstname.Lastname@ci.irs.gov**, c: XXX.XXX.XXXX | o: XXX.XXX.XXXX, 12345 Anywhere Street, Suite 6789, Somewhere City, CA 12345, and INTERNAL REVENUE SERVICE | DEPARTMENT OF THE TREASURY.

### CI Design 3 (one-sided)



CI Design 3 (one-sided) business card layout. The card features the following text: **FIRSTNAME LASTNAME GOES HERE**, Visual Information Specialist, **Firstname.Lastname@ci.irs.gov**, c: XXX.XXX.XXXX, o: XXX.XXX.XXXX, 12345 Anywhere Street, Suite 6789, Somewhere City, CA 12345, and INTERNAL REVENUE SERVICE | DEPARTMENT OF THE TREASURY. The IRS:CI logo (eagle with shield) is positioned on the right side of the card.