

Program 1241-S R-1 (12/2016)								
Litigation Document Conversion and Copying								
			Court Record Services of NJ Wilmington, DE		Data Management Internationale' Inc. New Castle, DE		Ricoh USA Mount Laurel, NJ	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. COPYING AND BLOWBACKS								
(a)(1)	Grade "A": Autofeed (Per Page)							
	FORMAT A	6	0.15	\$ 0.90	0.04	\$ 0.24	0.10	\$ 0.60
	FORMAT B	2	0.15	\$ 0.30	0.05	\$ 0.10	0.10	\$ 0.20
	FORMAT C	2	0.15	\$ 0.30	0.06	\$ 0.12	0.15	\$ 0.30
(2)	Grade "B": Light Litigation (Per Page)							
	FORMAT A	4	0.15	\$ 0.60	0.05	\$ 0.20	0.10	\$ 0.40
	FORMAT B	2	0.15	\$ 0.30	0.06	\$ 0.12	0.10	\$ 0.20
	FORMAT C	2	0.15	\$ 0.30	0.07	\$ 0.14	0.17	\$ 0.34
(3)	Grade "C": Medium Litigation (Per Page)							
	FORMAT A	4	0.15	\$ 0.60	0.06	\$ 0.24	0.10	\$ 0.40
	FORMAT B	2	0.15	\$ 0.30	0.07	\$ 0.14	0.10	\$ 0.20
	FORMAT C	2	0.15	\$ 0.30	0.08	\$ 0.16	0.19	\$ 0.38
(4)	Grade "D": Heavy Litigation (Per Page)							
	FORMAT A	100	0.15	\$ 15.00	0.07	\$ 7.00	0.10	\$ 10.00
	FORMAT B	2	0.15	\$ 0.30	0.08	\$ 0.16	0.15	\$ 0.30
	FORMAT C	2	0.15	\$ 0.30	0.09	\$ 0.18	0.22	\$ 0.44
(5)	Grade "E": Glasswork (Per Page)							
	FORMAT A	4	0.15	\$ 0.60	0.15	\$ 0.60	0.19	\$ 0.76
	FORMAT B	2	0.15	\$ 0.30	0.20	\$ 0.40	0.19	\$ 0.38
	FORMAT C	2	0.15	\$ 0.30	0.25	\$ 0.50	0.25	\$ 0.50
(6)	Large Format, cost per square foot	6	0.30	\$ 1.80	0.50	\$ 3.00	0.65	\$ 3.90
(b)	Blow-back from digital media (black) per 8-1/2 x 11" unit (94 sq in):	10	0.15	\$ 1.50	0.03	\$ 0.30	0.045	\$ 0.45
II. SCANNING								
<i>Scan Black</i>								
(a)(1)	Grade "A": Autofeed (Per Page)							
	FORMAT A	100	0.08	\$ 8.00	0.08	\$ 8.00	0.10	\$ 10.00
	FORMAT B	30	0.08	\$ 2.40	0.10	\$ 3.00	0.10	\$ 3.00
	FORMAT C	20	0.08	\$ 1.60	0.12	\$ 2.40	0.20	\$ 4.00
(2)	Grade "B": Light Litigation (Per Page)							
	FORMAT A	80	0.08	\$ 6.40	0.08	\$ 6.40	0.11	\$ 8.80
	FORMAT B	20	0.08	\$ 1.60	0.10	\$ 2.00	0.11	\$ 2.20
	FORMAT C	20	0.08	\$ 1.60	0.12	\$ 2.40	0.20	\$ 4.00
(3)	Grade "C": Medium Litigation (Per Page)							
	FORMAT A	60	0.08	\$ 4.80	0.08	\$ 4.80	0.12	\$ 7.20
	FORMAT B	20	0.08	\$ 1.60	0.10	\$ 2.00	0.12	\$ 2.40
	FORMAT C	20	0.08	\$ 1.60	0.12	\$ 2.40	0.20	\$ 4.00
(4)	Grade "D": Heavy Litigation (Per Page)							
	FORMAT A	42100	0.08	\$ 3,368.00	0.08	\$ 3,368.00	0.065	\$ 2,736.50
	FORMAT B	80	0.08	\$ 6.40	0.10	\$ 8.00	0.15	\$ 12.00
	FORMAT C	60	0.08	\$ 4.80	0.12	\$ 7.20	0.20	\$ 12.00
(5)	Grade "E": Glasswork (Per Page)							
	FORMAT A	40	0.08	\$ 3.20	0.20	\$ 8.00	0.19	\$ 7.60
	FORMAT B	20	0.08	\$ 1.60	0.25	\$ 5.00	0.19	\$ 3.80
	FORMAT C	20	0.08	\$ 1.60	0.30	\$ 6.00	0.25	\$ 5.00
(6)	Large Format, cost per square foot	6	0.30	\$ 1.80	0.50	\$ 3.00	0.95	\$ 5.70
<i>Scan Color:</i>								
(b)(1)	Grade "A": Autofeed (Per Page)							
	FORMAT A	8	0.10	\$ 0.80	0.08	\$ 0.64	0.19	\$ 1.52
	FORMAT B	6	0.10	\$ 0.60	0.10	\$ 0.60	0.90	\$ 5.40
	FORMAT C	4	0.10	\$ 0.40	0.12	\$ 0.48	0.25	\$ 1.00
(2)	Grade "B": Light Litigation (Per Page)							
	FORMAT A	8	0.10	\$ 0.80	0.08	\$ 0.64	0.19	\$ 1.52
	FORMAT B	6	0.10	\$ 0.60	0.10	\$ 0.60	0.90	\$ 5.40
	FORMAT C	4	0.10	\$ 0.40	0.12	\$ 0.48	0.25	\$ 1.00
(3)	Grade "C": Medium Litigation (Per Page)							
	FORMAT A	8	0.10	\$ 0.80	0.08	\$ 0.64	0.19	\$ 1.52
	FORMAT B	6	0.10	\$ 0.60	0.10	\$ 0.60	0.90	\$ 5.40
	FORMAT C	4	0.10	\$ 0.40	0.12	\$ 0.48	0.25	\$ 1.00
(4)	Grade "D": Heavy Litigation (Per Page)							
	FORMAT A	8	0.10	\$ 0.80	0.08	\$ 0.64	0.19	\$ 1.52
	FORMAT B	6	0.10	\$ 0.60	0.10	\$ 0.60	0.90	\$ 5.40
	FORMAT C	4	0.10	\$ 0.40	0.12	\$ 0.48	0.25	\$ 1.00
(5)	Grade "E": Glasswork (Per Page)							
	FORMAT A	8	0.10	\$ 0.80	0.20	\$ 1.60	0.19	\$ 1.52
	FORMAT B	6	0.10	\$ 0.60	0.25	\$ 1.50	0.90	\$ 5.40
	FORMAT C	4	0.10	\$ 0.40	0.30	\$ 1.20	0.25	\$ 1.00
(6)	Large Format, cost per square foot	6	0.40	\$ 2.40	0.50	\$ 3.00	1.25	\$ 7.50
CONTRACTOR TOTALS				\$ 3,452.40	\$ 3,466.38	\$ 2,895.05		
DISCOUNT				2.00% \$ 69.05	2.00% \$ 69.33	0.00% \$ -		
DISCOUNTED TOTALS				\$ 3,383.35	\$ 3,397.05	\$ 2,895.05		
AWARDED								

U.S. GOVERNMENT PUBLISHING OFFICE
Philadelphia, PA

For the Procurement of

Litigation Document Conversion and Copying

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

Department of Treasury: Internal Revenue Service (Philadelphia, PA)

Single Award

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the products ordered under this contract must be located within 50 miles of Philadelphia, PA 19106.

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending December 31, 2016, 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 publicly opened at 11:00 a.m., prevailing Philadelphia, PA time, on January 13, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Philadelphia Regional Office, Agency Procurement Services, Southampton Office Park, 928 Jaymor Road, Suite A-190, Southampton, PA 18966-3820. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (215) 364-6476 or 6479. 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.

BIDDERS, PLEASE NOTE: These specifications have been extensively 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=Philadelphia>.

For information of a technical nature, contact Diane Peluso at 215-364-6465 x4.

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. 8-02)).

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>.

Subcontracting: Subcontracting will not be permitted.

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.

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

Product Quality Levels:

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

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	Camera copy/Electronic Media

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to December 31, 2016, 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 October 31, 2015, 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.

Please Note: Any reference to subcontractor does not qualify for this contract. The ordering agency's statements has made reference to both for when subcontracting is allowed.

PREAWARD SURVEY: In order to determine the responsibility of the contractor/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.

The Preaward Survey will include a review of all subcontractors involved, along with their specific functions; and the contractor's mail, material, personnel, production, quality control/recovery program, and security plans as required by these specifications.

The contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first workday of the schedule.

These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

Production Plan: This plan shall 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.

Items to be included in the Production Plan are:

- processing and sorting master-file CDs, as well as the security of the CDs and taxpayer information
- scheduled start-up dates for all phases of production
- how coordination/communication will flow from one production phase to another
- who will be responsible for each phase
- how will subcontractors be involved and kept informed

- specific production dates of all subcontractors
- how the product will be staged and/or shipped
- Any other special requirements which are specific to this contract

Quality Systems Plans: The prime contractor shall initiate, prior to start-up and maintain throughout the term of this contract, quality systems to assure conformance to all requirements of this contract. The quality systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

The quality systems shall assure the quality of components from contractor subsidiary plants and subcontractors. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

The quality systems shall include procedures for assuring that all variable data elements are accurately and completely printed/imaged and that all addressed items are mailed. This plan shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g., due to equipment malfunction) during all phases of production.

Quality Systems Official: The prime contractor shall designate a Quality Systems official who shall monitor and coordinate the quality systems. This official shall serve as the Government's main point of contact on quality matters during the term of the contract. The name of the official shall be provided in the plan along with their title, position, and telephone number.

Performance of all elements and functions of the quality systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

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

NOTE: *If employees have current and adequate security clearances, please notate the level of security clearance and for which Federal agency it was obtained.*

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

Contractor is cautioned that no Government provided information shall be used for non-government business. Specifically, no Government information shall be used for the benefit of a third party.

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

Materials – As part of the Security Control Plan, the contractor must show how all accountable materials will be handled throughout all phases of production. This plan shall also include the method of disposal of all production waste materials.

Production Area – The contractor must provide a secure area(s) dedicated to the processing and storage of data for the packages. Access to the area(s) shall be limited to security-trained employees involved in the production of the packages. (For further information, see "SECURITY REQUIREMENTS" and "SAFEGUARDS REQUIREMENTS: Physical Storage Facility Requirements" specified herein).

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.

This plan must address, at a minimum, the following:

- How Government files (data) will be secured to prevent disclosure to a third party.
- How the disposal of waste materials will be handled.
- How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and subcontractor(s).

Option Years: For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. The contractor should be prepared to submit these revised plans at each year's meeting (See "PREPRODUCTION CONFERENCE"). THE REVISED PLANS ARE SUBJECT TO GOVERNMENT APPROVAL. If the meeting is waived by the Government, the revised plans must be submitted to GPO within five (5) workdays of notification of the option year being exercised.

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

PREPRODUCTION CONFERENCE: A preproduction conference will be held at the contractor's plant (time and date to be determined after award) each contract year.

Attending this meeting will be representatives from the IRS and possibly representatives from the Government Publishing Office and USPS Headquarters Office Personnel. To establish coordination of all required operations, a representative(s) from each involved production area for the primary contractor as well as a representative of all subcontractors involved should be present. It is also required that the contractor have the local Postal Service representative in attendance.

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

The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract.

The contractor will conduct this preproduction conference during which the previously approved preaward production plans will be discussed and reviewed in depth.

SECURITY WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. All Sensitive But Unclassified (SBU) data must be adequately protected and secured and meet the required physical security minimum protection standards as defined in Publications 1075, 4812, and 4812-A. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed in accordance with IRS Publications 1075 (Rev. 8-2010) 4812, and 4812-A, Tax Information Security Guidelines for Federal, State, and Local Agencies.

The contractor agrees that it shall establish and maintain full Secure Data Transfer (SDT) compliance throughout the term of this contract. Contractor receiving SBU information from the IRS shall meet the requirements set forth below, in accordance with the IRS Publications 1075, 4812, 4812-A and Federal Information Security Management Act (FISMA) Compliant Data Protection and Internal Revenue Code 6103 (n):

All federal, state, and local agencies or entities shall comply with IRS Publications 1075, 4812, and 4812-A, Tax Information Security Guidelines for Federal, State and Local Agencies and Entities (as revised) if transmitted data contains Federal Taxpayer Information (FTI). All data that originates from the IRS shall be protected to ensure compliance with FISMA, including the technical security, physical security, personnel security, and record retention requirements.

All IRS systems that handle or process Federal Tax Information or other Sensitive but Unclassified information,

including Personally Identifiable Information (PII), source code, etc. are categorized at the moderate risk level, as required by Publication FIPS 199, Standards for Security Categorization of Federal Information and Information Systems. This contract handles FTI at the moderate risk level.

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

Personal identification numbers, such as passport number, driver’s license number, taxpayer identification number, or financial account or credit card number.

Address information, such as street address or personal email address.

Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

Contractors shall comply with moderate risk controls of National Institute of Standards and Technology (NIST) SP 800-53, Recommended Security Controls for Federal Information Systems and Organizations, Revision 3 or 4. NIST is a federal technology agency that develops and promotes measurement, standards, and technology. NIST also provides additional guidance, publications, and compliance tools to Government agencies at <http://csrc.nist.gov/groups/SMA/fisma/index.html>.

Authorized Data Recipients: Only authorized individuals may receive SBU information from the IRS. Individual identification and authentication will be accomplished through use of a third-party digital certificate issued by name to authorized individuals. Authorized contractor employees shall apply, authenticate, and retrieve a digital certificate.

Data Tracking and Accounting: Contractors receiving SBU information are responsible for ensuring the security of SBU information within the firm and shall establish procedures to track and account for data from receipt to disposition. If contracted entity is a federal, state, or local agency and transmitted data contains FTI, these procedures shall meet the requirements of Publications 1075, 4812, and 4812-A. All contractors shall ensure that the individual responsible for accounting for receipt of SBU information is provided with the “control file” that accompanies the extract file on SDT. The contractor is required to provide IRS with a separate acknowledgement of receipt of SBU information.

Data Transfer Log File: Contractors receiving SBU information must maintain a log file that records complete and incomplete data transfers. For complete transmissions, the log file must identify the sender of the information, the file name, the date/time of receipt, and the record count. For incomplete transfers, the log file must identify as much of the above information as is possible.

Confirmation of Successful Data Transfers and Record Count: When a contractor receives a file from the IRS via SDT, the contractor shall check the file to see that it is intact and usable; the contractor shall also validate the record count provided on the “control file.” In the event of incomplete or unsuccessful transfers, including a file where record counts cannot be validated, the contractor shall notify the IRS immediately and request that the file be retransferred. Requests for retransfer shall include the following information: Name, phone number, and email address of the person making the request; Name, phone number, and email address of an alternate contractor contact; file name; job run file ID number; and, complete contractor name.

Sensitive but Unclassified Information Breach/Misrouted File: An SBU information breach includes any incident where SBU data is lost, misused, or compromised. This includes but is not limited to situations involving a

misrouted file (a file meant for one entity or contractor is received by another entity or contractor) containing SBU data.

In the case of an SBU breach, the contractor shall contact the following offices within one (1) hour: the Computer Security Incident Response Center (CSIRC)/the Situation Awareness Management Center (SAMC) through the CSIRC/SAMC Incident Hotline at (866) 216-4809; the Government Publishing Office, DC Team 2 at (202) 512-1239, and the Contracting Officer's Representative, David Adams at (202) 317-5873. The Government will take appropriate action and advise the contractor of further action, if any, required by the contractor and/or consequences resulting from the SBU Breach.

Access Controls and Audit Logs: The contractor shall ensure that any information system (server, workstation, laptop, etc.) storing SBU information maintains access controls to the information and audit logs that document any access to the information in accordance with NIST SP 800-53. Audit logs must be saved for seven (7) years. For all federal, state, and local agencies or entities, if data transmitted through the SDT and stored on the agency's system contains FTI, access to the information shall be recorded and reviewed, as identified for access controls and auditing within Publications 1075, 4812, and 4812-A.

Validation of Authorized Users: All logical access to IRS information shall be controlled by U.S.Government-approved authentication methods to validate the authorized users.

Web Accessible File Sharing Support: There shall be no dial-up or broadband support for web accessible file sharing. Remote administration of the web accessible file sharing systems is permitted only via FIPS 140-2 compliant products.

Safeguard Disclosure of Federal Taxpayer Information Data Transmitted Through the Secure Data Transfer: If SDT is used by the contractor to receive FTI data from the IRS, a revised Safeguard Procedures Report (SPR) is not required to participate in the SDT. The contractor's next annual Safeguard Activity Report (SAR) submission shall document all protection mechanisms used to secure and store all data received in performing this contract. This shall include identifying the protection procedures, as well as the destruction procedures for data files received via SDT.

Contractor shall ensure that all laptops being used for this contract use full disc encryption.

All IT assets must be configured to ensure compliance with the NIST Security Content Automation Protocol (SCAP) located on the NIST web site.

SECURITY REQUIREMENTS: Protection of Confidential Information:

The contractor shall restrict access to all information obtained from the IRS in the performance of this contract to those employees and officials who need it to perform the contract.

The contractor shall process all information obtained from the IRS in the performance of the contract under the immediate supervision and control of authorized personnel in a manner that will protect the confidentiality of the records and in such a way that the unauthorized persons cannot retrieve any such records.

The contractor shall inform all personnel with access to the confidential information obtained from the IRS in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.

The contractor shall assure that each contractor employee with access to IRS work 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. All confidential information obtained from the IRS for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.

Work areas for the production of IRS work shall be in dedicated areas that are roped or taped off, under camera surveillance, with access to those employees working on IRS work. Signs will be posted that only assigned employees may enter. All phases of work will be staged in one main area for each process and roped off for security. It is prohibited for cameras and cell phones to be in the work areas of the IRS production. All work areas will be open for IRS representatives at all times.

At least one supervisory employee must be permanently assigned to the secured areas to visually observe, at all times, the printing, imaging, inserting, storing, mailing, and destruction of any spoiled materials.

SENSITIVE BUT UNCLASSIFIED (SBU) SYSTEMS OR INFORMATION

In addition to complying with any functional and technical security requirements set forth in the schedule and elsewhere in the contract, the contractor shall request that the Government initiate personnel screening checks and provide signed user nondisclosure agreements, as required by this clause, for each contractor employee requiring staff-like access, i.e., unescorted or unsupervised physical access or electronic access, to the following limited or controlled areas, systems, programs, and data: IRS facilities, information systems, security items and products, and sensitive but unclassified information. Examples of electronic access would include the ability to access records by a system or security administrator.

The contractor shall submit a properly completed set of investigative request processing forms for each such employee in compliance with instructions to be furnished by the IRS.

Depending upon the nature of the type of investigation necessary, it may take a period up to eleven months to complete complex personnel screening investigations. At the discretion of the Government, background screening may not be required for employees with recent or current favorable Federal Government investigations.

To verify the acceptability of a non-IRS, favorable investigation, the contractor shall submit the forms or information needed, according to instructions furnished by the IRS.

The contractor shall ensure that each contractor employee requiring access executes any nondisclosure agreements required by the Government prior to gaining staff-like access. The contractor shall provide signed copies of the agreements to the Contracting Officer's Representative for inclusion in the employee's security file. Unauthorized access is a violation of law and may be punishable under the provisions of Title 5 U.S.C. 552a, Executive Order 12356; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.)(governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783(b)) and other applicable statutes.

NOTE: The contractor shall immediately notify the Contracting Officer (GPO) and the Contracting Officer's Representative of the termination, resignation, or reassignment of any authorized personnel under the contract. Further, the contractor shall include the steps taken to ensure continued performance in accordance with the contract. Replacement personnel or new hires must have qualifications that are equal to or higher than the qualifications of the person(s) to be replaced.

The contractor may contact David Adams regarding questions concerning requirements for a security clearance. The requirements include, but are not limited to, financial history of the contractor's firm and on-site visit(s) by the IRS security personnel.

PERSONNEL SECURITY AND ANNUAL TRAINING REQUIREMENTS: The IRS requires that the contractor's employees having a need for staff-like access to sensitive but unclassified information must be approved through an appropriate level of security screening or investigation. IMMEDIATELY UPON AWARD, the contractor must furnish the Government with a description of all positions requiring staff-like access to IRS data. The Government (including an IRS personnel security officer) will assess the risk level for each position and determine the need for individual security investigations.

Upon award of contract, the IRS will provide the necessary forms and instructions to the contractor. Within 10 workdays of receipt of the forms/instructions, the contractor must return the forms filled out for each employee who will be involved in the production of the vouchers produced on this contract.

The IRS shall bear the cost of conducting a security screening for contractor employees requiring one.

- The Government will provide electronic copies of the required forms.
- Any costs for fingerprinting will be done by the contractor.
- Contractor personnel requiring investigation will not be allowed staff-like access to IRS data until approved by the IRS National Background Investigation Center (NBIC).

Other employees will be screened on an "as needed" basis. All employees will receive a moderate level security clearance initially, which may be raised, as applicable, if deemed necessary by the IRS at any time during the contract.

All applicable employees MUST be fingerprinted. Fingerprinting must be done at a GSA Credentialing Station. When the employee receives an email in reference to fingerprinting, the employee shall schedule an enrollment appointment. Any costs for fingerprinting not conducted at an approved credentialing location will be borne by the contractor. Travel to and from the credentialing office will be borne by the contractor.

To initiate the background investigation, the contractor must complete the Risk Assessment Checklist (RAC) form and security documents: Form 13340, (Fair Credit Reporting Act), Optional Form 306 (Declaration for Federal Employment), and review and initial Notice 1379 ((Rev. 3-2008) (Tax Record Check Notice)). The IRS Contractor Lifecycle Management (CLM) office may request additional forms to complete their investigation.

Below is personnel security guidance from IR1052.204-9005:

IR1052.204-9005- SUBMISSION OF SECURITY FORMS AND RELATED MATERIALS (MAY 2013):

As described in Department of the Treasury Security Manual (TD P 15-71), Chapter I, Section 1, Position Sensitivity and Risk Designation, contractor personnel assigned to perform work under an IRS contract/order must undergo security investigative processing appropriate to the position sensitivity and risk level designation associated to determine whether the contractor personnel should be permitted to work in the identified position.

Contractor personnel performing under an agreement that authorizes unescorted access to and in IRS facilities, and access to Sensitive But Unclassified information or information systems are subject to (and must receive a favorable adjudication or affirmative results with respect to) the following eligibility/*suitability* pre-screening criteria, as applicable:

- (1) IRS account history for tax compliance;
- (2) Selective Service registration compliance;
- (3) U.S. citizenship/residency compliance;

- (4) Background investigation forms;
- (5) Credit report results (moderate and high risk investigations only); (6) Federal Bureau of Investigation fingerprint results; and,
- (7) If applicable, prior background investigations.

In this regard, the contractor shall furnish the following electronic documents to the Contractor Security Management (CSM) at CSLP@irs.gov within 10 workdays of assigning (or reassigning) an employee to this contract/order and *prior* to the contract employee performing any work thereunder:

The IRS provided Risk Assessment Checklist (RAC), and All required security forms (for new contractor employees) are available through the publicly accessible website for IRS:

<https://www.irs.gov/uac/Contractor-Security-Forms-for-IRS-Investigations>

Tax Compliance, Credit Checks, and Fingerprinting:

Contractor personnel whose contract/order exceeds 180 calendar days must be eligible for access, per certification of tax compliance, and shall undergo, at a minimum a National Agency Check and Inquiries as a condition of work under the contract/order, to include a credit check and fingerprinting.

If the duration of employment is less than 180 calendar days or access is infrequent (e.g., 2 or 3 days per month) and the contractor requires unescorted access, the contractor employee must be eligible for access, per certification of tax compliance, and require at a minimum a fingerprint check (Special Agreement Check).

With the exception of contractors who need access to IT systems, no background investigation or tax check is necessary if the duration of employment is less than 180 calendar days or access is infrequent when there is escort provided by an IRS employee or an approved contractor employee at the same or higher position risk level.

The contractor employee will be permitted to perform under the contract and have access to IRS facilities only upon notice of an interim or final approval, as defined in Internal Revenue Manual (IRM) 10.23.2, "Contractor Investigations," and is otherwise consistent with IRS security practices and related IRMs, to include, but not limited to, IRM 1.4.6, "Managers Security Handbook," IRM 10.2.14, "Methods of Providing Protection," and IRM 10.8.1, "Policy and Guidance."

As prescribed in IRM 10.23.2, escorting in lieu of staff-like access for IT systems will not be allowed.

Information Security Awareness and Training: The contractor shall comply with IRS mandatory annual Computer Security Awareness briefings, Unauthorized Access (UNAX) briefings and receive an initial orientation before access to IRS Information Systems. All contractors who are involved with the management, use, programming, or maintenance of IRS information systems must complete the IRS mandatory Computer Security briefing. The contractor shall comply with the Taxpayer Browsing Protection Act of 1997 - Unauthorized Access (UNAX), which amends the Internal Revenue Code 6103 of 1986 to prevent the unauthorized inspection of taxpayer returns or tax return information.

Cybersecurity oversees a series of security awareness training sessions; in particular, the UNAX training and Computer Security Awareness training, which is conducted annually and is mandatory for all IRS employees and contractors. FISMA requires continuous security awareness training to inform personnel, including contractors, other users, and individuals with significant IT Security responsibilities that support the operations and assets of the agency to receive specific training on agency guidance, policies, and procedures to reduce information security risks.

All contractor employees who could have access to return information must complete the mandatory UNAX briefing.

Contractors shall certify the completion of training by their employees annually. The certification shall be submitted to the Contractor Security Management (CSM) with a copy to the IRS printing specialist and to the Mission Assurance Security Services Awareness and Training Team.

PRODUCTION INTERRUPTIONS: Anytime any equipment, materials, or personnel interruption occurs (machine problems, web break (printing or imaging), roll changes, shift changes, etc.), whether printing, printing and imaging, or imaging only, the on-site IRS In-Plant Liaison/Quality Monitor (if applicable) must be notified. This will be done to allow the Quality Monitor to observe the last correct piece, the destruction of all bad pieces, and the new first correct piece. The Quality Monitor must also have access to the contractor log containing this information for each piece of production equipment.

QUALITY SYSTEMS AUDIT: In connection with the preproduction conference, at the Government's option, a quality systems audit may be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems, and quality plans in a formal walk-through review of the written Quality Systems Plan approved prior to award. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS FOIA Disclosure Litigation work.

NOTE: Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default.

Records: Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract (see GPO Contract Terms). Copies of the forms used to record the inspections and test results shall be submitted with the plan. NOTE: All quality control samples must be produced at no additional cost to the Government.

Inspections: The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

DATA SECURITY AND SAFEGUARD REQUIREMENTS:

Protection of Confidential Information: The contractor must guarantee that they, and any subcontractor(s), will not reproduce, or allow reproduction of, the CD-ROMs, furnished by IRS, nor use or allow any person to use the CD-ROMs or the taxpayer data for any other purpose than scanning of Litigation Documents. (See IRS Publication 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies"). A copy may be obtained either from the Internet at <http://www.irs.gov>, or from IRS by calling 1-800-829-3676. The contractor shall assure that each contractor employee with access to IRS work knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal and civil penalties for violations of the Privacy Act and the Internal Revenue Code. The IRS will also provide the contractor with the video, "Protecting Federal Tax Information." This video is also available at <http://www.irsvideos.gov/Governments/Safeguards/ProtectingTaxInformation> Publication 4465-A, "IRS Disclosure Awareness Pocket Guide" and Publication 4465-A (SP), Spanish Version, will also be provided.

Contractor's Security Letter: The contractor must email or fax on company letterhead (reference the GPO program and print order number) a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS CD-ROMs and any information output from them, throughout the period the contractor and/or subcontractor(s) have possession of taxpayer information. Email david.a.adams2@irs.gov.

- These documents will be reviewed and analyzed by both Physical Security and Cybersecurity and any other security components, if implicated, for completeness, accuracy and compliance to security standards. Any questions identified during the analysis will be coordinated with the GPO for clarification and verification.
- After coordination with security personnel, a recommendation on whether the contractor is able to meet the security standards will be made to GPO.
- If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer a statement confirming that the current plans are still in effect.

Physical Storage Facility Requirements: The contractor must provide a secured perimeter (a dedicated, enclosed by slab-to-slab walls constructed of approved materials and supplemented by periodic inspection). Any lesser-type partition supplemented by UL-approved electronic intrusion detection and fire detection systems. Unless there is electronic intrusion detection devices, all doors entering the space must be locked and strict key or combination control should be exercised in accordance with “Locking Systems for Secured Areas.” See IRS Publications 1075, 4812, and 4812-A (Rev. 8-2010), for additional security information. Janitorial services must be performed by cleared employees or during the daytime in the presence of cleared employees. Contractor must meet all physical security requirements as outlined in Publications 1075, 4812, and 4812-A.

Contractor must set up a secure and exclusive network for all IRS files and related work. All files must be directly downloaded and stored onto a dedicated storage device (i.e., hard drive) for all IRS files and related work. When the dedicated storage device is not in use, the hard drive must be stored in a security container (see “Security Container Requirements” below). Contractor must store the dedicated storage device for 60 calendar day after completion of the contract. After the 60 calendar days, the contractor is required to delete/destroy the data stored on their server, CD-ROM(s), and all audit trail pulls.

Security Container Requirements: Security containers must be metal containers that are lockable and have a resistance to penetration. The containers should have only two (2) keys. Strict control of keys is mandatory. Examples are mini safes, metal lateral key lock files, and metal pull drawer cabinets with center/off center lock bars secured by padlocks.

DISCLOSURE OF INFORMATION REQUIREMENTS:

Safeguards: In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his/her employees with the following requirements:

- (1) All work shall be performed under the supervision of the contractor or by the contractor’s employees who have obtained security clearance.
- (2) Inspection by or disclosure to anyone other than an officer or employee of the contractor shall require prior written approval of the Internal Revenue Service. Requests to make such inspections or disclosures should be addressed to the GPO, Attn: Contracting Officer.
- (3) The contractor certifies that the data processed during the performance of this contract shall be completely purged/destroyed from all data storage components of his/her computer facility (after 60 calendar days of completion of the contract) and no output will be retained by the contractor at the time the IRS work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.
- (4) Any spoilage or any intermediate hard copy printout which may result during the processing of IRS data must be destroyed by a NIST approved shredder in accordance with NIST regulations.
- (5) Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of confidential tax information, the terms of the Default clause (in accordance with GPO Contract Terms, GPO

Publication 310.2, effective December 1, 1987 (Rev. 6-01)), may be invoked, and the person will be considered to be in breach of this contract.

Inspection: The contractor shall be subject, at the option/discretion of the IRS, to periodical testing (but no less than annually) and evaluation of the effectiveness of information security controls and techniques. The assessment of information security controls may be performed by an agency independent auditor, security team or Inspector General, and shall include testing of management, operational and technical controls, as indicated by the security plan or every information system that maintain, collect, operate or use federal information on behalf of the IRS. The IRS and contractor shall document and maintain a remedial action plan, also known as a Plan of Action and Milestones (POA&M) to address any deficiencies identified during the test and evaluation. The contractor must cost-effectively reduce information security risks to an acceptable level within the scope, terms and conditions of the contract. The contractor has the responsibility of ensuring that all identified weaknesses are either corrected and/or mitigated.

The Government shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, the Contracting Officer, may require specific measures in cases where the contractor is found to be noncompliant with contract safeguards.

BREACH RELATED TERMINATION OF DATA TRANSMISSION: If the Government determines that an authorized recipient has failed to maintain adequate safeguards (in the transmission, retention, and/or use of SBU) or has made any unauthorized inspections or disclosures of SBU, the Government may terminate or suspend transmission of SBU to any authorized recipient until the Government is satisfied that adequate steps have been taken to ensure adequate safeguards or to prevent additional unauthorized inspections or disclosures (see IRC section 6103(p)(4) and (p)(7)).

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, 2016, 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," for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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.

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) Using the IRS' general Web Privacy and Security Policy, the Government will work with the IRS' Office of Privacy to create a web privacy that specifically describes the policies of the Survey.
- (d) Contractors will ensure that before gaining access to any sensitive but unclassified data (SBU) all employees review Privacy awareness Training, made available by the IRS' Office of Privacy.
- (e) 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.

WARRANTY: Contract Clause 15, "Warranty," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

PAYMENT: Submit all vouchers 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: U.S. Government Publishing Office, Comptroller, Stop FMCE, Office of Financial Management, Washington, D.C. 20401.

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the quick turnaround of document conversion and/or copy reproduction of litigation documents archived to CD-R (Compact Disc), requiring such operations as document preparation, text and/or image capture, scanning, conversion, file naming, blowbacks, indexing, labeling, inserting, binding, packing and reassembling.

TITLE: Litigation Document Conversion and Copying

FREQUENCY OF ORDERS: Approximately 20 to forty 40 orders per year.

NUMBER OF PAGES: Approximately 100 to 6,500 pages per order. Occasionally, an order may exceed 6,500 pages.

TRIM SIZE: Format "A": Up to and including 8-1/2 x 11"
Format "B": Over 8-1/2 x 11" up to and including 8-1/2 x 14"
Format "C": Over 8-1/2 x 14" up to and including 11 x 17"
Large Format: Over 11 x 17" up to and including 24 x 36"

It is anticipated that most pages will be Format A, Grade D.

Approximately 99.9% will be camera copy.

Approximately 0.1% will be CD for blowback.

GOVERNMENT TO FURNISH: Approximately 99.9% will be camera copy consisting of legal documents, including tax returns, bank checks, receipts, financial ledgers, bank statements, personal checks, etc. on various sizes and colors of stock and packed in cartons. Furnished material may be single and/or multiple leaf documents held together with numerous staples or other fasteners in envelopes, folders, binders, boxes, etc. Occasionally, furnished material(s) may be saddle or side-stitched, perfect-bound or case-bound. Saddle-stitch, perfect-bound and case-bound publications must be kept intact; cutting at spine is not permitted.

Return by traceable means to: Same as Delivery Address.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

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 finished product.

Attachment 1 - IRS Non-Disclosure Statement (4 pages)

The following ordering agency's publications will be emailed upon request to dpeluso@gpo.gov.

Attachment 2 - IRS Publication 1075 (173 pages)
Attachment 3 - IRS Publication 4465-A (Rev. 9-2013) (2 pages)
Attachment 4 - IRS Publication 4812 (129 pages)
Attachment 5 - IRS Highlights of Publication 4812 (2 pages)

Full disclosure on Standard Form 86 "Questionnaire for National Security Positions."
https://www.opm.gov/Forms/pdf_fill/sf86.pdf for Standard Form 86 "Questionnaire for National Security Positions."

·Credit check.

·Inquiries from personal references.

It is the responsibility of the ordering agency to provide this form to contractor.

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.

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

NOTE: Prior to award, the contractor will be required to submit, via email, a written explanation for the safeguarding and handling of all material as their Security Control Plan and review and sign Attachment 1 (4 pages)- *the IRS Non-Disclosure Statement*. Email dpeluso@gpo.gov.

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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Government Publishing Office, Philadelphia Regional Office.

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 copy must be of a uniform shade.

White Plain Copier, Xerographic Copier, Laser Printer, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-63.

COPYING: Reproduce one or two-sided in black ink.

Blowbacks: Reproduce one or two-sided in black ink.

GRADE DEFINITIONS:

Grade "A": Autofeed

Originals are large rubber-banded sections or loose documents of autofeed. If only one set of copies is to be made, it must be in excellent condition – one-sided, same size paper with no staples, clips or folder tabs. If three or more copies of a grade "B" job are requested, the grade will be adjusted to "A".

Grade "B": Light Litigation

Originals with large stapled and clipped sections of documents. Occasional small sections of stapled or clipped documents may be mixed in, but not to the extent of slowing the employee's performance. Also included in this category would be work that is all two-sided, even if it is autofeed. If three or more copies of a grade "C" job requested the grade will be adjusted to "B".

Grade "C": Medium Litigation

Originals with primarily stapled and clipped sections of letter and legal size, including copying of file folders and folder tabs. These jobs require more handling as well as more organization. Document specialists may find an occasional receipt or small original in this type of work, but not to the extent of slowing down the employee's performance. If three or more copies of a grade "D" job are requested, the grade will be adjusted to "C".

Grade "D": Heavy Litigation

Originals as described in the grade "C" category, but also include small stapled and clipped sections of five or fewer pages, mixed sizes of originals, such as receipts, envelopes, half pages, etc.. These additional variables cause this type

of work to require more handling and organizing, which in turn lowers the achievable copies per hour. If three or more copies of a grade "E" job are requested, the grade will be adjusted to "D". Originals marked "Copy Tagged Only, otherwise known as "pick and choose," that contain tagged folders, tagged stapled or clipped sections are also graded as "D" work.

Grade "E": Glasswork

Originals that require 50% or more glasswork, such as receipts, half pages, envelopes, onion skin or fax paper, odd sized originals, and extremely poor quality originals that require extensive handling and analysis on a page by page basis.

BINDING: Unless otherwise indicated, the contractor shall return all furnished material and deliver contractor-furnished copies as follows:

When stapled originals have been furnished: Assemble the reproduced copies in the same sequence as the furnished originals and band with a minimum of one rubber band around the short dimension, with additional rubber bands around one or both dimensions, or with one wire stitch (staple) in upper left corner, as indicated on the print order.

After copying, the contractor shall staple (in upper left corner) the original documents in the same sequence and manner as furnished.

When loose-leaf originals, bound with a rubber band, have been furnished: After copying, the contractor shall rubber band both the originals and the contractor-produced copies in the same sequence and manner as the furnished originals, unless otherwise indicated.

When loose-leaf originals within a folder or binder have been furnished: After copying, contractor shall insert the originals back into the furnished folder or binder in the same sequence and manner as furnished. Contractor shall rubber band the contractor-produced copies of the originals that were furnished in a folder or binder.

When case-bound, perfect-bound, saddle-stitched originals have been furnished: After copying, the contractor shall rubber band the contractor-produced copies in the same sequence as the furnished bound publication.

Intermixing of separate publications is not permitted.

DIGITAL SCANNING: Most orders will require scanning and conversion to PDF and archiving onto CD-R(s).

The contractor shall digitally scan the camera copy using image scanning means and methods to digitize the furnished documents at minimum of 400 dpi.

For quality retention, color documents may require color scanning. It is anticipated that less than 1% require color.

Conversion to Text-Searchable PDF files: Furnished camera copy to be processed with Adobe Optical Character Recognition (OCR) software to create text-searchable copy as Adobe Acrobat PDF files in satisfaction of the requirements cited hereafter using the most recent version.

The final Adobe Acrobat PDF documents that shall include the following qualities and features:

All PDF pages shall be aligned (i.e., straight, not skewed). Pages will be centered so that the display does not jump off-center when progressing from left-hand to right-hand pages.

When pages must be rotated, they are to open at 100%.

Warning: All electronic media made by the contractor must be kept accountable and under reasonable security to prevent their unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate media shall be degaussed or securely

overwritten and any printouts and non-erasable media shall be destroyed by the contractor to where it cannot be read or reproduced in any form.

Disc Labeling: Print orders will indicate file and CD-R naming convention. CD Title prints directly onto surface, no labels.

Disc Packaging: The contractor shall first slip each CD disc into a common commercially available CD slim line jewel case with the labeled side of the disc facing up. The contractor shall then insert each jewel case with disc into a common commercially available CD case mailer suitable for USPS mailing purposes.

PACKING:

Furnished Material will be re-packed in same carton, box, etc., as provided.

Bulk Shipments: Pack in shipping containers not to exceed 45 pounds when fully packed.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split.

LABELING AND MARKING:

Bulk Shipments: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION:

INSIDE DELIVERY

Inside delivery to point of contact per print order is required.

Deliver f.o.b. destination.

Contractor's personnel entering the above facility must pass through and exit from a screening procedure that will not exceed 15 to 30 minutes for each pickup or delivery.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers: total quantity delivered, number of cartons, and quantity per carton: date delivery made: and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, all furnished materials must be returned to address on print order. All expenses incidental to picking up and returning materials 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 signed individual Print Order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

If the contractor is notified of the availability of the print order and furnished materials for pickup by the contractor before 11:00 a.m., the schedule begins on the day and at the time notified. If the contractor is notified of the availability of the print order and furnished materials for pickup after 11:00 a.m., then schedule begins the workday after the notification.

The contractor will be required to make complete production and delivery within three (3) workdays after notification of availability of print order and furnished materials.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

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.

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."

	A	B	C	
I.(a)(1)	6	2	2	
(2)	4	2	2	
(3)	4	2	2	
(4)	100	2	2	
(5)	4	2	2	
(6)				6
(b) 10				
II.(a)(1)	100	30	20	
(2)	80	20	20	
(3)	60	20	20	
(4)	42100	80	60	
(5)	40	20	20	
(6)				6
(b)(1)	8	6	4	
(2)	8	6	4	
(3)	8	6	4	
(4)	8	6	4	
(5)	8	6	4	
(6)				6

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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 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. COPYING AND BLOWBACKS: Prices offered shall include the cost of all required materials and operations necessary for the complete disassembly, reassembly, stock, copying, collating, blowbacks, packing, and distribution of the products listed in accordance with these specifications.

Format "A": Up to and including 8-1/2 x 11".

Format "B": Over 8-1/2 x 11" up to and including 8-1/2 x 14".

Format "C": Over 8-1/2 x 14" up to and including 11 x 17".

Large Format: Over 11 x 17" up to and including 24 x 36".

Prices offered will be on a per square foot basis. Square feet will be computed as the product of the length times the width in inches divided by 144 and rounded off to the nearest tenth.

	A	B	C
(a) Copying from camera copy (black):			
(1) Grade "A": Autofeed (Per Page)	\$ _____	\$ _____	\$ _____
(2) Grade "B": Light Litigation (Per Page)	\$ _____	\$ _____	\$ _____
(3) Grade "C": Medium Litigation (Per Page)	\$ _____	\$ _____	\$ _____
(4) Grade "D": Heavy Litigation (Per Page)	\$ _____	\$ _____	\$ _____
(5) Grade "E": Glasswork (Per Page)	\$ _____	\$ _____	\$ _____
(6) Large Format, cost per square foot:			\$ _____
(b) Blow-back from digital media (black) per 8-1/2 x 11" unit (94 square inches):	\$ _____		

Initials

II. SCANNING: Prices offered shall include the cost of all required materials and operations necessary for the complete scanning, converting, burning to CD, inserting, labeling, packing, and distribution of the products listed in accordance with these specifications for all 6 categories.

	A	B	C
(a) Scan Black:			
(1) Grade "A": Autofeed (Per Page)	\$ _____	\$ _____	\$ _____
(2) Grade "B": Light Litigation (Per Page)	\$ _____	\$ _____	\$ _____
(3) Grade "C": Medium Litigation (Per Page)	\$ _____	\$ _____	\$ _____
(4) Grade "D": Heavy Litigation (Per Page)	\$ _____	\$ _____	\$ _____
(5) Grade "E": Glasswork (Per Page)	\$ _____	\$ _____	\$ _____
(6) Large Format, cost per square foot:			\$ _____
(b) Scan Color:			
(1) Grade "A": Autofeed (Per Page)	\$ _____	\$ _____	\$ _____
(2) Grade "B": Light Litigation (Per Page)	\$ _____	\$ _____	\$ _____
(3) Grade "C": Medium Litigation (Per Page)	\$ _____	\$ _____	\$ _____
(4) Grade "D": Heavy Litigation (Per Page)	\$ _____	\$ _____	\$ _____
(5) Grade "E": Glasswork (Per Page)	\$ _____	\$ _____	\$ _____
(6) Large Format, cost per square foot:			\$ _____

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)

IRS CERTIFICATION OF NONDISCLOSURE

In performing the services described herein, the contractor agrees to comply and assume responsibility for compliance by his/her employees with the requirements listed below. This agreement must be signed by the contractor before documents and/or items will be released by this office for duplication and bates stamping.

A. General Safeguards

1. Documents and/or items received by the contractor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being Bates-stamped, scanned, or copied, they will be securely stored in a location, which will preclude unauthorized access.
2. Individuals having access to documents and/or items during pick-up, duplication, counting, assembly, delivery, etc., are to be properly notified by the contractor of the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized access.
3. All documents and/or items received by the contractor must be returned to the ordering agency Internal Revenue Service as specified at time of service request, in the same condition as when received. This includes reassemble in stacks, binders, sets, folders, etc., if disassembly was required during scanning/duplication.
4. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands. Release of the materials to anyone not authorized by the Internal Revenue Service (IRS) is prohibited. All copies must be accounted for and all extra copies (in any format), electronic files, materials, waste, etc. must be destroyed beyond recognition or reconstruction.
5. *Subcontracting will not be permitted in part or in whole in any aspect for the production of products ordered. Third-party couriers will not be permitted. The contractors must pickup and deliver the finished product without the aid of outside courier service(s).*

B. Disclosure of Information - Safeguards

1. All work shall be performed under the supervision of the contractor or the contractor's responsible employees.
2. Any return or return information made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor shall require prior written approval of the Internal Revenue Service. Requests to make such inspections or disclosures should be addressed to the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee.
3. Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of confidential tax information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

C. Disclosure of Information - Safeguards for Automated Data Processing Services

1. Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated

as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor shall require prior written approval of the Internal Revenue Service. Requests to make such inspections or disclosures should be addressed to the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee.

2. All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output shall be given the same level of protection as required for the source material.
3. The contractor certifies that the data processed during the performance of this contract shall be completely purged from all data storage components of his/her computer facility and no output will be retained by the contractor at the time the IRS work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.
4. Any spoilage or any intermediate hard copy printout, which may result during the processing of IRS data, shall be given to the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts and shall provide the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee with a statement containing the date of destruction, description of material destroyed, and the method used.
5. All computer systems processing, storing and transmitting tax data must meet or exceed computer access protection controls -(C1). To meet C1 requirements, the operating security features of the system must have the following minimum requirements: a security policy, accountability, assurance and documentation. All security features must be available (object reuse, audit trails, identification\authentication, and discretionary access control) and activated to protect against unauthorized use of and access to tax information.
6. Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of confidential tax information, the terms of the Default clause, GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 [Rev. 6-2001]), incorporated herein by reference, may be invoked, and the contractor will be considered to be in breach of this contract.

D. Disclosure of Information - Safeguards for "Official Use Only" material:

1. Any Treasury Department Information made available or to which access is provided, and which is marked or should be marked "Official Use Only", shall be used only for the purpose of carrying out the provisions of this contract and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Disclosure to anyone other than an officer or employee of the contractor at any tier shall require prior written approval of the IRS. Requests to make such disclosure should be addressed to the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications or his/her designee.

E. Criminal/Civil Sanctions

1. Each officer or employee of the contractor at any tier to whom returns or return information is or may be disclosed shall be notified in writing by the contractor that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as

\$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such contractor shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure plus in the case of willful disclosure or a disclosure which is the result of gross negligence, punitive damages, plus the cost of the action. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103(n).

2. Each officer or employee of the contractor to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract and that inspection of any such returns or return information for a purpose or to an extent not authorized herein constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such contractor shall also notify each such officer and employee that any such unauthorized inspection of returns or return information may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection plus in the case of a willful inspection or an inspection which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRC Sections 7213A and 7431.
3. Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(l)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or 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 so 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 \$5,000.
4. Each officer or employee of the contractor at any tier to whom "Official Use Only" information may be made available or disclosed shall be notified in writing by the contractor that "Official Use Only" information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such "Official Use Only" information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. Sections 641 and 3571.

Section 641 of 18 U.S.C. provides, in pertinent part, that whoever knowingly converts to his use or the use of another, or without authority sells, conveys, or disposes of any record of the United States or whoever receives the same with the intent to convert it to his use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine or imprisoned up to ten years or both.

F. Disclosure of Information--Inspection

1. The Internal Revenue Service shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, the IRS Disclosure Officer at the Laguna Niguel, CA address listed under Distribution in the specifications may require specific measures in cases where the contractor is found to be noncompliance with contract safeguards.

G. Contractor Acceptance

The contractor accepts this order, subject to all the terms and conditions set forth and agrees to perform as stated herein. *The contractor must sign below and return one copy with original signature to GPO,*

GPO Contractor's Code Number: _____

Vendor's Name: _____
(Type or Print)

Authorized Signer: _____
(Type or Print)

Signature: _____ Date: _____

Phone Number: _____

E-mail address: _____