

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Data One LLC Boise, ID		DTI Boise, ID		Imagenet LLC Meridian, ID		PREVIOUS / ESTIMATE	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I. COPY AND BLOW BACKS: The cost of the stock must be included in the cost.									
(a) Gray-scale coping from originals									
(1) Auto feed, cost per 100 impressions									
(1) Format "A".....	148	5.00	740.00	5.00	740.00	5.45	806.60	5.50	814.00
(2) Format "B".....	63	8.00	504.00	7.00	441.00	9.50	598.50	10.00	630.00
(2) Limited preparation, cost per 100 impressions									
(1) Format "A".....	591	12.00	7092.00	10.00	5910.00	14.40	8510.40	14.50	8569.50
(2) Format "B".....	253	14.00	3542.00	12.00	3036.00	16.25	4111.25	16.50	4174.50
(3) Glass-work, cost per 100 impressions									
(1) Format "A".....	2955	16.00	47280.00	14.00	41370.00	18.00	53190.00	18.50	54667.50
(2) Format "B".....	1267	20.00	25340.00	16.00	20272.00	22.00	27874.00	22.50	28507.50
(4) Over-sized, cost per square foot.....	120	0.25	30.00	0.25	30.00	0.55	66.00	0.55	66.00
(b) Color copying from originals									
(1) Auto-feed, cost per 100 impressions									
(1) Format "A".....	121	25.00	3025.00	20.00	2420.00	49.00	5929.00	50.00	6050.00
(2) Format "B".....	52	45.00	2340.00	25.00	1300.00	72.00	3744.00	75.00	3900.00
(2) Limited preparation, cost per 100 impressions									
(1) Format "A".....	484	30.00	14520.00	25.00	12100.00	62.00	30008.00	65.00	31460.00
(2) Format "B".....	207	50.00	10350.00	30.00	6210.00	80.00	16560.00	85.00	17595.00
(3) Glass-work, cost per 100 impressions									
(1) Format "A".....	2418	40.00	96720.00	30.00	72540.00	72.00	174096.00	75.00	181350.00
(2) Format "B".....	1036	80.00	82880.00	35.00	36260.00	95.00	98420.00	100.00	103600.00
(4) Over-sized, cost per square foot.....	98	3.00	294.00	2.00	196.00	4.50	441.00	5.00	490.00
(c) Blow backs from CD.									
(1) Gray-scale, cost per blow back.									
(1) Format "A".....	14851	0.06	891.06	0.04	594.04	0.08	1188.08	0.085	1262.34
(2) Format "B".....	6365	0.10	636.50	0.06	381.90	0.12	763.80	0.125	795.63
(2) Color, cost per blow back									
(1) Format "A".....	6576	0.25	1644.00	0.25	1644.00	0.45	2959.20	0.49	3222.24
(2) Format "B".....	2818	0.45	1268.10	0.35	986.30	0.70	1972.60	0.79	2226.22
(3) Over-sized gray scale, cost per square foot.....	672	0.25	168.00	0.50	336.00	0.53	356.16	0.55	369.60
(4) Over-sized, color, cost per square foot.....	588	3.00	1764.00	3.00	1764.00	4.75	2793.00	5.00	2940.00
II. SCANNING:									
(a) Gray scale scanned to tiff, pdf, or jpeg with a minimum 300 dpi burned to CD. Cost must include scanning, computer indexing, second pass verification, and provide a viewer.									
(1) Auto-feed, cost per 100 scans.									
(1) Format "A".....	59	8.00	472.00	5.00	295.00	10.00	590.00	10.50	619.50
(2) Format "B".....	25	8.00	200.00	7.00	175.00	18.00	450.00	20.00	500.00
(2) Limited preparation needed, cost per 100 scans.									
(1) Format "A".....	236	13.00	3068.00	10.00	2360.00	15.00	3540.00	15.00	3540.00
(2) Format "B".....	101	13.00	1313.00	12.00	1212.00	19.00	1919.00	20.00	2020.00
(3) Glass-work, cost per 100 scans.									
(1) Format "A".....	1182	17.00	20094.00	14.00	16548.00	17.00	20094.00	18.50	21867.00
(2) Format "B".....	507	17.00	8619.00	16.00	8112.00	18.00	9126.00	20.00	10140.00
(4) Over-sized, cost per square foot.....	479	0.50	239.50	0.50	239.50	1.25	598.75	1.50	718.50
(b) Color scanned to tiff, pdf, or jpeg with a minimum 300 dpi burned to CD. Cost must include scanning, computer indexing, Second pass verification, and provide a viewer.									
(1) Auto-feed, cost per 100 scans.									
(1) Format "A".....	48	25.00	1200.00	20.00	960.00	55.00	2640.00	59.00	2832.00
(2) Format "B".....	21	25.00	525.00	25.00	525.00	85.00	1785.00	89.00	1869.00
(2) Limited preparation needed, cost per 100 scans.									
(1) Format "A".....	193	30.00	5790.00	25.00	4825.00	75.00	14475.00	79.00	15247.00
(2) Format "B".....	83	30.00	2490.00	30.00	2490.00	85.00	7055.00	89.00	7387.00
(3) Glass-work, cost per 100 scans.									
(1) Format "A".....	967	35.00	33845.00	30.00	29010.00	95.00	91865.00	99.00	95733.00
(2) Format "B".....	415	50.00	20750.00	35.00	14525.00	95.00	39425.00	99.00	41085.00
(4) Over-sized, cost per square foot.....	392	1.50	588.00	2.00	784.00	4.75	1862.00	5.00	1960.00
(c) Scanning 35mm color film negatives to tiff, pdf, or jpeg extensions. The scan will be 1,600 X 1,200 dpi or finer. The scan will be burned to disc in its proper color space.									
Cost per color scan.....	774	0.75	580.50	1.00	774.00	1.75	1354.50	2.00	1548.00
(d) Scanning 35mm color transparencies to tiff, pdf, or jpeg extensions. The scan will be 1,600 X 1,200 dpi or finer. The scan will be burned to disc in its proper color space.									
Cost per color scan.....	1806	0.80	1444.80	1.00	1806.00	2.00	3612.00	2.25	4063.50

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Data One LLC Boise, ID		DTI Boise, ID		Imagenet LLC Meridian, ID		PREVIOUS / ESTIMATE	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(e) Scanning 35mm color film negatives to tiff, pdf, or jpeg extensions. The scan will be 2,400 X 3,000 dpi or finer. The scan will be burned to disc in its proper color space. Cost per color scan.....	417	1.00	417.00	2.00	834.00	9.50	3961.50	10.00	4170.00
(f) Scanning 35mm color transparencies to tiff, pdf, or jpeg extensions. The scan will be 2,400 X 3,000 dpi or finer. The scan will be burned to disc in its proper color space. Cost per color scan.....	972	1.25	1215.00	2.00	1944.00	9.50	9234.00	10.00	9720.00
(g) Optical Character Recognition (OCR) scanning up to and including 11 x 17". Cost per 100 scans.....	2467	2.50	6167.50	1.00	2467.00	3.25	8017.75	3.50	8634.50
(h) Archival gray-scale scanning old and/or faded drawings and documents at 600 dpi resolution. Cost per square foot.....	3928	1.00	3928.00	1.50	5892.00	96.00	377088.00	2.48	9741.44
III. e-Discovery: Cost will include electronic file conversion and burning to disk.									
(a) Conversion of email files and their attachments from GroupWise mailboxes to pst files. Each mailbox will have an undefined number of emails and attachments. Cost per mailbox.....	5	250.00	1250.00	200.00	1000.00	95.00	475.00	100.00	500.00
(b) Conversion of gray-scale electronic files and their attachments to 300 dpi tiff, jpeg, or pdfs. Cost per 100 images.....	9628	4.00	38512.00	4.00	38512.00	8.00	77024.00	8.50	81838.00
(c) Conversion of color electronic files and their attachments to 300 dpi tiff, jpeg, or pdfs. Cost per 100 images.....	7878	4.00	31512.00	4.00	31512.00	12.00	94536.00	12.50	98475.00
(d) Conversion of Microsoft Excel files to 300 dpi tiff, jpeg, or pdfs. Cost per hour.....	17	35.00	595.00	35.00	595.00	34.00	578.00	35.00	595.00
(e) Optical character recognition (OCR) of electronic files. Cost per 100 images.....	11671	2.50	29177.50	1.00	11671.00	2.50	29177.50	2.50	29177.50
(f) Extraction of metadata from electronic document files to a load file or index. Cost per 100 documents.....	6565	1.00	6565.00	1.00	6565.00	5.25	34466.25	5.50	36107.50
IV. DISK AND EXTERNAL ELECTRONIC STORAGE DEVICES: Cost is all inclusive for the production of DVD, CD, and external storage devices.									
(a) Producing an original disc for duplication. Cost must include the case (some orders may require a standard, single clear plastic or slim line jewel case; some orders may require a disc sleeve).									
(1) DVD-5, single side, single layer, 4.7 GB. Cost per original.....	2	15.00	30.00	5.00	10.00	14.00	28.00	15.00	30.00
(2) DVD-9, single side, double layer, 8.5 GB. Cost per original.....	2	25.00	50.00	10.00	20.00	25.00	50.00	25.00	50.00
(3) CD-700 MB, 74 minutes, cost per original.....	20	5.00	100.00	3.00	60.00	4.50	90.00	5.00	100.00
(b) Duplication of either DVD or CD disc									
(1) DVD-5, single side, single layer, 4.7 GB. Cost per disc.....	16	10.00	160.00	5.00	80.00	9.50	152.00	10.00	160.00
(2) DVD-9, single side, double layer, 8.5 GB. Cost per disc.....	16	15.00	240.00	10.00	160.00	14.00	224.00	15.00	240.00
(3) CD-700 MB, 74 minutes, cost per disc.....	160	5.00	800.00	3.00	480.00	4.75	760.00	5.00	800.00

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Data One LLC Boise, ID		DTI Boise, ID		Imagenet LLC Meridian, ID		PREVIOUS / ESTIMATE	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(c) Downloading files to external storage devices compatible to the agency's computer platform. Cost will include downloading files and storage devices.									
(1) Suitable minimum 500 GB externa hard drive, cost per hard drive.....	14	150.00	2100.00	150.00	2100.00	220.00	3080.00	225.00	3150.00
(2) Flash drive with a minimum 256 GB, cost per Flash drive.....	12	75.00	900.00	75.00	900.00	72.50	870.00	75.00	900.00
V. OBJECTIVE, SUBJECTIVE AND IN TEXT CODING:									
(a) Bibliographic objective coding, up to 30 key-strokes per field. Objective coding includes, but not limited to fields such as document date, document type, pre-existing Bates numbers, attachment range, document title, author, and recipient. It is coding that does not require the contractor to read or understand the text, but can be copied verbatim from the document into the appropriate database field. Cost per 100 fields.....	685	5.50	3767.50	5.50	3767.50	5.40	3699.00	5.50	3767.50
(b) Cost for each additional 30 key-strokes of objective coding per field.....	110	0.055	6.05	0.055	6.05	0.050	5.50	0.055	6.05
(c) Bibliographic subjective coding, up to 30 key-strokes per field. Subjective coding includes, but not limited to a summary of the content of the document or analysis of issues. Cost per 100 fields.....	274	6.50	1781.00	6.50	1781.00	6.40	1753.60	6.50	1781.00
(d) Cost for each additional 30 key strokes of subjective coding per field.....	55	0.065	3.58	0.065	3.58	0.060	3.30	0.065	3.58
(e) In-text coding is the capture of information referenced within the body of the document. In-text coding will include but not be limited to names, locations, dates, and important numbers. Cost per 100 fields.....	411	35.00	14385.00	35.00	14385.00	48.00	19728.00	50.00	20550.00
(f) Cost for each additional 30 key-strokes of in-text coding per field.....	20	0.35	7.00	0.35	7.00	0.50	10.00	0.50	10.00
(g) Document boundaries must show the placement of paper clips, staples, dividers, stick-notes and etc. Boundaries will be based on 4 pages per document; a 1:4 ratio.									
(1) Standard (physical) document boundaries, per 100 boundaries.....	411	N/C		N/C		N/C		N/C	
(2) Logical (relational-ship) document boundaries, per 100 boundaries.....	103	3.00	309.00	3.00	309.00	N/C		5.50	566.50
VI. ADDITIONAL OPERATIONS:									
(a) Electronic file naming, cost per 100 files.....	8936	25.00	223400.00	15.00	134040.00	24.00	214464.00	25.00	223400.00
(b) Creating a load file for various databases, cost per load file creation.....	24	15.00	360.00	N/C		N/C		N/C	
(c) Database management, cost per hour.....	44	50.00	2200.00	50.00	2200.00	75.00	3300.00	80.00	3520.00
(d) CT Summation software training, all phases, with an undefined number students per session, cost per hour.....	5	125.00	625.00	250.00	1250.00	200.00	1000.00	250.00	1250.00
(e) Binders; 3" slant locking "D"-rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, index inserts copied, front and spine and a metal loose-leaf element, per binder.....	44	8.00	352.00	8.00	352.00	16.00	704.00	15.00	660.00
(f) Suitable black plastic comb binding. Cost to include collating, punching, and the comb. Cost per book.....	35	2.00	70.00	2.00	70.00	1.50	52.50	5.00	175.00
(g) Suitable black plastic spiral binding. Cost to include collating, punching, and the spiral. Cost per book.....	66	5.00	330.00	5.00	330.00	10.00	660.00	10.00	660.00
(h) Suitable black plastic velo binding. Cost to include collating, punching, and the velo comb. Cost per book.....	10	5.00	50.00	7.50	75.00	15.00	150.00	10.00	100.00
(i) Tabbed dividers, copied one side only, cost must include stock, cost per copied tabbed divider.....	66	0.35	23.10	0.25	16.50	3.00	198.00	0.75	49.50
(j) Electronic Bates stamping, cost per 100 stamps.....	137080	1.00	137080.00	0.75	102810.00	2.00	274160.00	2.50	342700.00
(k) Physical Bates stamping, sequentially with no missing numbers, cost per 100 stamps.....	41124	7.00	287868.00	5.00	205620.00	3.50	143934.00	10.50	431802.00
(l) Physical Bates stamping, with listed-missing numbers or broken lots, cost per 100 stamps.....	27416	6.00	164496.00	6.00	164496.00	5.00	137080.00	12.50	342700.00

ITEM NO. & DESCRIPTION	BASIS OF AWARD	Data One LLC Boise, ID		DTI Boise, ID		Imagenet LLC Meridian, ID		PREVIOUS / ESTIMATE	
		UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
(m) Shredding of Government furnished documents. Cost per 100 pounds.....	5200	10.00	52000.00	10.00	52000.00	7.00	36400.00	0.10	520.00
(n) Archival paper envelopes; 4-3/8 x 5-3/8". Open on one end with a die-cut thumb notch & no flap. The cost will include inserting either one negative or reflective print per envelope. Cost per 100 envelopes.....	326	27.90	9095.40	28.00	9128.00	300.00	97800.00	27.90	9095.40
(o) Archival 12" high x 5-3/4 x 4-1/2", storage boxes suitable for Negatives & prints that have been inserted into archival envelopes. The cost will include inserting envelopes into the box. Cost per box.....	120	8.50	1020.00	8.50	1020.00	50.00	6000.00	8.50	1020.00
VII. SHIPPING COST PER 100 POUNDS									
(1) Zone one. Cost per 100 pounds.....	515	N/C		35.00	18025.00	0.25	128.75	N/C	
(2) Zone two. Cost per 100 pounds.....	92	N/C		50.00	4600.00	0.25	23.00	N/C	
(3) Zone three. Cost per 100 pounds.....	378	N/C		75.00	28350.00	0.25	94.50	N/C	
(4) Zone four. Cost per 100 pounds.....	46	N/C		100.00	4600.00	0.25	11.50	N/C	
(5) Zone five. Cost per 100 pounds.....	69	N/C		150.00	10350.00	0.25	17.25	N/C	
(6) Zone six. Cost per 100 pounds.....	23	5.00	115.00	250.00	5750.00	0.25	5.75	N/C	
(7) Zone seven. Cost per 100 pounds.....	11	10.00	110.00	200.00	2200.00	0.25	2.75	N/C	
(8) Zone eight. Cost per 100 pounds.....	11	10.00	110.00	300.00	3300.00	0.25	2.75	N/C	
CONTRACTOR TOTALS			\$1,425,530.09		\$1,168,815.37		\$2,215,978.99		\$2,332,544.99
DISCOUNT			NET \$ -		NET -		NET -		NET -
DISCOUNTED TOTALS			30 days \$1,425,530.09		30 days \$1,168,815.37		30 days \$2,215,978.99		30 days \$2,332,544.99

AWARDED

Reviewed By: _____

U.S. GOVERNMENT PUBLISHING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Litigation e-Discovery and Scanning

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

U.S. Department of Interior
BLM
Boise, ID

Single Award

The term of this contract is for the period

Beginning June 1, 2015, and ending May 31, 2016

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 25-mile radius of Boise, Idaho.

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on May 21, 2015.

CONTRACT TERM: The term of this contract is for one year (the base year), and four option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PUBLISHING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 2046-S" on the outside of the envelope.



The following web address will allow you to print a copy of the 910 form.
<http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>



The following web address will allow you to print a copy of the current pricing abstract.
<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Seattle> Scroll down and click on 2046-S.
The spread sheet will be in a PDF format.

For information of a technical nature call Felicia Buchko, Ext. #3, or e-mail fbuchko@gpo.gov, or call Ken Foster, Ext. #7, or email kfoster@gpo.gov other questions should be directed to the contract administrator, Lautretz Moore, Ext. #2, or email lmoore@gpo.gov, Phone: (206) 764-3726 (no collect calls).

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract, which results from this Invitation for Bid, will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)).



<http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

<http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

The above links will enable viewing of the most current versions of the afore mentioned documents.

SUBCONTRACTING: Subcontracting is not permitted in part or whole in any aspect for the production of work placed against this contract.

SECURITY: The contractor must have a security controlled storage area to store all Government furnished legal documents and copies. 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. Unless otherwise indicated herein, all extra copies, materials, and waste, etc., must be destroyed.

The contractor must be able to sign and adhere with the following Security Agreement if required:

The undersigned vendor agrees to all standards and conditions set forth in this Security Agreement. This agreement must be signed by the vendor before documents or items will be released by this office for duplication.

1. Documents and/or items received by the vendor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being 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 vendor 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 vendor must be returned to the ordering agency or other locations as specified at time of service request, in the same condition as when received. This includes reassembly in stacks, binders, sets, folders, etc., if disassembly was required during duplication.
4. All waste paper created during duplication of the documents and/or items must be surrendered to the ordering agency for destruction at the time the originals are returned, when requested.
5. All employees of the successful vendor that will be involved in any phase of this contract must be able to prove United States of America Citizenship.

Third-party couriers will not be permitted. The contractor must pick-up and deliver the finished product without the aid of outside courier service(s) except for deliveries outside of a 1,000 mile radius of Boise Idaho.

Business Hours Requirements: Due to the nature and timeliness of work placed on this contract, the successful vendor must be able to accept, produce and deliver work 7 days a week (Sunday through Saturday) and 24 hours a day.

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

Production Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from MIL-STD-105):

- (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 or electronic files.
Document scanning.....	100% accuracy rate.
Document coding rate.....	96% accuracy rate.
Optical character recognition (OCR) scanning.....	96% accuracy rate.
Metadata extraction rate.....	0.00% spoliation rate, see below.

Spoliation of evidence: It is a criminal act in the United States under Federal law, to intentional or negligent withholding, hiding, alteration or destruction of evidence relevant to a legal proceeding.

PREAWARD TEST: The Contracting Officer, at his option, may require the prospective contractor to run a test order of no more than 250 documents as described within these specifications. There will be no cost to the Government for this test. In the opinion of the Contracting Officer, if the pre-award test ordered, does not equal, or exceed the Specified Standards found in the **QUALITY ASSURANCE LEVELS AND STANDARDS**, and the specifications listed herein, the contractor may be declared non-responsible.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 30 days before the contract expires. If the Government exercises this option, the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options, will not exceed five years.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated. Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract. Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing. The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order. The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available. If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

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 this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from June 1, 2015, through May 31, 2016. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S.



Government Publishing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of being paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.

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

Due to the nature of litigation contracting, the contractor is required to have the ordering agency approve and sign-off on all invoicing prior to submitting to the above address and/or website for payment.

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.

RECOVERED MATERIALS PROGRAM: The Government Publishing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 12," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

SECTION 2 – SPECIFICATIONS

SCOPE: These specifications cover the production of e-discovery, gray-scale and color scanning/copying of flat forms requiring such operations as disassembling - reassembling of hard camera copy, indexing, data base management, metadata extraction, load file creation, OCR scanning, burning to CD or DVD, training in litigation software, binding, packing and delivery.

TITLE: Litigation e-Discovery and Scanning.

FREQUENCY OF ORDERS: Approximately 43 orders per year total. Approximately 7 will be copied, 28 scanned, and 8 are e-discovery.

QUANTITY: On the 7 copy orders the average quantity per order is 10 copies, copied one side only.

PAGES: Approximately 13,708 pages per order. Approximately 55% of the pages will be gray-scale and 45% color. Approximately 12 oversized pages with an average of 7 square feet on 37% of the copy-orders.

Approximately 70% of the pages will be in format "A".
Approximately 30% of the pages will be in format "B".

Blow Backs: Approximately 8 orders will have 2,652 as gray scale and 7 orders will have 1,342 as color.

Approximately 3 orders will have 22 tabbed dividers.

e-discovery: Those orders requiring e-discovery will have approximately 218,826 electronic files including any attachments per order.

SCANNING: Of those orders requiring scanning approximately 4% of pages will auto-feed, 16% of pages will require limited preparation, and 80% of pages will require hand placement on the copy-glass.

Approximately 3 orders will have a combination of 70% 35mm transparencies and 30% 35mm negative film. Scanning resolution with both positive and negative film will be either 1,600 x 1,200 dpi or 2,400 x 3,000 dpi as indicated on the print order.

TRIM SIZES: Trim sizes will be ordered and paid for in their respective "Format" classification as follows:

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

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

CD and DVD disc: 120mm in diameter.

Over sized documents (larger than 11 x 17"); the average size will be 7 square feet.

GOVERNMENT TO FURNISH: Camera copy consisting of text pages and line art. The documents may require the removal and replacement of staples, paper clips, rubber-band and odd-size documents. Some furnished material will have intermittent color pages through the document(s), these pages will require scanning with and without OCR scans.

A variety of electronic file storage devices which will include but not limited to: CD discs, DVD discs, external hard drives, flash drives, and thumb drives. Electronic storage devices will contain a variety of files including: MS Word, Excel, MS Access, e-mail with and without attachments. Electronic files may have the following extension but not limited to just the following: jpeg, tiff, pdf, pst, doc, indd, qxd, pmd, pub, wpd, ppt, ai, bmp, eps, txt, xls, mdb, adp, html, and asp.

GPO form 905.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film, must not print on finished product.

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

The contractor will host a website with secure FTP service using either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility. This web site must allow the agency to post Government furnished material when needed.

The contractor must provide website information allowing the ordering agencies to post and retrieve Government furnished materials from contractor's secure website.

The contractor will provide technical support services during regular business hours.

All electronic media provided by the Government, or/and hard copy duplicates made by the contractor or his representatives, must be kept accountable and under reasonable security to prevent their unauthorized release. Electronic storage devices 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.

COPYING: Copying equipment must be digital in nature and maintain fidelity with a minimum of 600 DPI for gray-scale and all color images. Clear sharp reproduction is required. Both color and gray-scale copying reproduction must be with no appreciable visible shift or drift in color from the Government furnished materials. The contractor must be able to copy on standard non-Mylared tabbed dividers, one side only, tabs and/or body.

Blow-backs: Both color and gray-scale may be required from discs.

Litigation style copying and/or scanning will be graded as follows:

Grade "A": Auto-Feed: The pages will run successfully through a feeding-chute.

Grade "B": Limited Preparation: Pages that can run successfully through an auto-feeding chute after the removal of binding, post-it notes, or other light preparation as required.

Grade "C": Glass-Work: The documents will require the removal of staples, paper clips, rubber-band and odd-size documents. These documents will require placement by hand of the documents on the copy-glass.

SCANNING: Scanned images must have a minimum of 300-dpi resolution. Scanned image will be produced as either single-page tiffs, jpegs or multi-page pdf files. All blank scanned pages will be indicated but removed prior to burning to disc. When required, images burned to disc(s) must be indexed with a computer generated non-repeating sequential number, or non-repeating sequential alpha-numeric, or by the physical Bates numbering as applicable. An image management system will be required on all discs produced.

Archival gray-scale scanning old and/or faded drawings and documents must have a minimum of 600 dpi resolution.

BATES NUMBERING: Bates stamping or equal; sequentially stamp each page. Stamping may require an alpha-numeric prefix or suffix. Paper sets, may require Bates-numbering to match the computer indexing. Electronic Bates stamping will be included in the scanned image, when required. Physical Bates stamping will require both sequential numbering from start to finish and sequential numbering with listed missing-numbers or broken lots.

IMAGE MANAGEMENT SYSTEM: A load-file created with data-normalization using the agencies parameters of tables, keys, relationships; and an image viewing system (the viewer) that is able to retrieve images for viewing must be installed on each disc. The viewer must be compatible with Summation litigation support software. The viewer must indicate document boundaries and be compatible with IBM or Macintosh platforms. The naming of the files and the viewer image retrieve indexing will be indicated by the agency.

OBJECTIVE, SUBJECTIVE AND IN-TEXT CODING:

Objective: Bibliographic objective coding for the purpose of this contract will be defined as coding that does not require the contractor to read or understand the body of the text, but can be copied verbatim from the document into the appropriate database field. This will include, but not be limited to: headers, footers, fax channel date lines, date stamping, marginalia, signature lines, to/from and cc lines, subject lines, titles, authors, pre-existing Bates stamps, dates and purchase orders numbers; but will not include text applied to a page by the vendor such as a Bates number.

Subjective: Bibliographic subjective coding will include but not be limited to a summary of the documents content or analysis of issues.

In-text: In-text coding is the capture of information referenced within the body of the document. In-text coding will include but will not be limited to names, locations, dates, and important numbers.

Standards for document boundaries will be based on a 1:4 ratio. Either "Standard Document Determination" (Physical) or "Logical Document Determination" (relational-ship boundaries) will be indicated on the Print Order.

OPTICAL CHARACTER RECOGNITION (OCR) SCANNING: The contractor will be required to produce a raster file. Scan resolution for files intended for read-only OCR application will be bi-level, normally 300 dpi. Drawings will be scanned at a suitable dpi. OCR conversions will be captured from paper and electronic files.

Approximately 18 scanning orders will require OCR scanning applied.

Approximately 67% of the e-discovery will require OCR.

Zoning: Complex formatting such as, cross-column headings, tables, footnotes, mathematical symbols, text wrapped around images, etc., may require text blocks to be delineated so that OCR can interpret the arrangement properly.

Post OCR Processing: The contractor will be required to use a software application that identifies unrecognized characters or character strings; and/or a standard spelling checker; and/or visual comparison against the original(s).

The resulting optical character recognition output must have an accuracy rate of 96% and may be burned to a CD or DVD read-only disc which may require a variety of file extensions.

e-DISCOVERY: The process of taking various electronic files and converting them to an unalterable image format. In this conversion process, metadata will be extracted as required by the agency. The e-discovery procedure will be in accordance with the Federal Rules of Civil Procedure (FRCP); amended December 1, 2006 to include e-discovery. Most electronic files will be converted to a pdf or txt extensions.

Metadata: Electronic data about data; will include but will not be limited to headers, footers, fax channel date lines, date stamping, marginalia, signature lines, to/from and cc lines, subject lines, titles, authors, pre-existing Bates stamps, dates and purchase order numbers. Approximately 3 orders will require metadata extraction with an approximately 218,826 files per order consisting of emails, and their attachments.

Due to the complex nature of extracting metadata from MS Excel files, this work will be charged out on an hourly basis.

Archive To Go software maybe required to convert GroupWise email boxes for discovery. Each GroupWise email box will have an undefined number of emails and attachments. The resulting converted files will be burned to disc per the agency's instructions. Approximately 5 GroupWise email boxes will be included in the e-discovery.

EXTERNAL HARD DRIVES: At the request of the agency, a suitable external hard drive or Flash drive compatible with the agency's computer platform will be provided by the contractor and downloaded per the agency's request.

All external drives must have a ten year data retention warranty. Flash drives must have a minim of 256 gigabyte capacity, while the balance of all other external hard drive must have a minimum of 500 gigabyte capacity.

DVD DISC MANUFACTURING: DVD Discs (120 mm in diameter). When required, the contract will be required to produce an original disc which can be use to produce duplicates.

DATA CAPACITY: The contractor will be capable of producing DVD-ROM containing 4.7 gigabytes; DVD-5, single side and single layer; and DVD-ROM containing 8.5 gigabytes; DVD-9; double layer.

DVD-ROM FILE SYSTEM: All DVD-ROM discs produced under this contract must comply with the OSTA Universal Disc Format Specification; 1996, Appendix 6.9; OSTA UDF Compliant Domain of ISO/IEC 13346; 1995 Volume and file structure of write-once and rewritable media using non-sequential recording for information interchange, also known as the UDF Bridge (UDF/ISO 9660) file structure.

CD-ROM DISC MANUFACTURING: CD-ROM Discs (120 mm in diameter) produced under this contract shall be in conformance with International Standards IEC 908 and Amendment ISO 9660 and, ISO 10149 CD-ROM Standards. All sectors containing user data shall have their Sector Mode Byte set to (01) H, and the sector content and layout shall be structured accordingly. When required, the contractor will be required to produce an original disc which can be use to produce duplicates.

Local Defects: The maximum allowable diameter of black spots, with or without increased birefringence, is 100 micrometers. All other specifications concerning local defects remain unchanged from those of the referenced international standards.

Metalizing: The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disc.

Errors: Block error rate (BLER) may not exceed 80 when averaged over any one-second interval. BLER may not exceed 25 when averaged over the entire user data area. The total number of E22 errors may not exceed 2 per disc.

Jitter Effect: Shall be less than 35 nanoseconds.

Data Capacity: CD-ROM disc must be able to contain up to 74 minutes and 40 seconds of user data (i.e. 688,128,000 bits of data in mode 1).

TRAINING: CT Summation Software training will be required by some of the ordering agencies. A contractor representative certified as a CT Summation Trainer is required. A copy of the certification certificate may be required at the request of the Government.

CT Summation training may include: creating cases, opening cases, navigation, windows and layout, case explorer, summaries and images, searches, briefcase, production sets, review sets, navigating and working with case views, working in the core database, working with tagging and foldering, working with ocrbase, working with transcripts, administration console, loading images, and coding,

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. http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.



Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP sample(s) and/or furnished sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color specified.

White Bond, basis size 17 x 22", 20 lbs. per 500 sheets, must be equal to JCP Code G10.

White Index; basis size 25-1/2 x 30-1/2"; 90 lbs per 500 sheets, must be equal to JCP K10, as standard tabbed dividers, trim size is 8-1/2 x 11" plus 1/2" tab, for an over all trim size of 9 x 11". Tabbed dividers will be standard "off the self" tab cuts.

White Index; basis size 25-1/2 x 30-1/2", 110 lbs per 500 sheets, must be equal to JCP K10, as front and spine covers when required.

PROOFS: In lieu of proofs the following will be required on all orders. Copying and scanning will require second-pass verification, and is defined as a visual comparison to verify that 100% of the pages/documents were captured in copying/scanning. CD disc production will require that the contractor check each disc to insure proper file naming, file structure and placement.

MARGINS: Adequate gripper margins.

BINDING: When required, small amounts of various binding styles may be required by the ordering agency as follows.

At no cost to the Government the contractor will be required to disassemble and reassemble in like fashion of Government furnished material provided. This could include: stapling, paper clipping, rubber-banding, drilling, and collating sets.

Three ring binders: Black Vinyl covering and clear vinyl pockets shall be electronically/dialectically heat sealed over No. 1 quality binders boards, .10" thick, (+/- 0.025") forming securely sealed edges all around the binder and on each side of the backbone, as hinges. Binders boards to have smooth edges, and the outer corners round cornered. Grain of boards must be parallel to the short dimension. The metal backbone to be securely riveted to the metal loose-leaf element with no free play, by not less than two metal rivets. Metal loose-leaf element on three ring binders must be a locking slant "D" ring element with 3" capacity, spaced 4-1/4" center to center equipped with opening and closing levers at each end. Metal element must be of standard weight and thickness and machine finished, no rough edges. Opening/closing levers must not extend beyond the edge of the binder and must have a firm action, no free play. All exposed metal parts shall be nickel plated and corrosion resistant.

When required, the contractor will reproduce front and spine covers on white 110 lbs. Index and insert into the clear view pockets on the outside covers of the binders. Reproduce tabbed dividers, collate with text pages and insert onto the rings of the three ring binder. **The collating and inserting of the text and tabbed dividers onto the rings of the 3-ring binders will be at no additional cost to the Government.**

Drill up to three holes 4-1/4" center to center on the left binding edge. Holes to be 1/4" to 3/8" in diameter. **Drilling when required will be at no additional cost to the Government.**

At the agency's request the contractor will slice off the spine of Government furnished perfect bound publications to allow scanning/copying of the pages.

Comb binding: Collate, punch and insert a suitable plastic comb, binding with or without a two piece cover.

Spiral binding: Collate, punch and insert a suitable spiral binding, with or without a two piece cover.

Velo binding: Collate, punch and insert a suitable velo comb, binding with or without a two piece cover.

Archival Paper Envelopes: 4-3/8" x 5-3/8". Suitable for 4 x 5 inch negatives and prints. Open on one end with a die cut-thumb notch and no flap.

Archival Storage Boxes: Archival 12" high x 5-3/4" X 4-1/2", storage boxes suitable for 4 x 5" negatives and printings that have been inserted into archival envelopes.

Shredding: When indicated on the print order.

PACKING: Suitable.

LABELING AND MARKING (Package and/or Container label): Use GPO form 905 to mark all shipping containers.

DISTRIBUTION:

Majority of orders will be within the states of Idaho, Montana, Utah, Washington, Wyoming. Some orders may require delivery throughout the United States, including Colorado, South Dakota, North Dakota, Alaska, and Washington D.C..

Third-party couriers will not be permitted. The contractor must pick-up Government Furnished Materials and deliver the finished product without the aid of outside courier service(s) except for deliveries outside of a 1,000 mile radius of Boise Idaho.

Reimbursement for picking up Government furnished materials will be made in accordance with the contractor's quoted shipping charges and by submitting shipping receipts to support the per 100 pounds weight (cwt).

Upon completion of each order, all originals and/or negatives must be returned to the Department, unless otherwise indicated on the Print Order.

When Government Furnished Material is required to be returned to the agency the reimbursement for returning materials will be made in accordance with the contractor's quoted shipping charges and by submitting shipping receipts to support the per 100 pounds weight (cwt).

United States Postal Service Zone Chart (Effective Date: October 1, 2014)

3-digit ZIP Code prefix is **837**. The first 3-digits of your destination ZIP Code determine the zone.

* Indicates ZIP Code range within the same NDC (Network Distribution Center) as the origin ZIP Code

+ Indicates ZIP Code range has 5-Digit Exceptions

ZIP Code	Zone						
005---098	8	534	7	700---701	7	845---847	4*
100---162	8	535	6	703---708	7	850---853	5
163---165	7	537---548	6	710---714	7	855---857	5
166	8	549	7	716---725	7	859---860	5
167	7	550---551	6	726---727	6	863	5
168---212	8	553---564	6	728	7	864	4
214---241	8	565	5	729---731	6	865	5
242	7	566	6	733---738	6	870---871	5
243---268	8	567	5	739	5	873---880	5
270---306	8	570---577	5	740---741	6	881---882	6
307	7	580---588	5	743---754	6	883---885	5
308---342	8	590---597	4	755---756	7	889---891	4
344	8	598---599	3	757---758	6	893---895	4
346---347	8	600---611	7	759	7	897	4
349	8	612---616	6	760---769	6	898	3*
350---352	7	617---619	7	770	7	900---908	5
354---397	7	620	6	772---779	7	910---928	5
398---399	8	622---623	6	780---782	6	930---931	5
400---410	7	624	7	783---785	7	932---933	4
411---412	8	625---631	6	786---789	6	934	5
413---414	7	633---635	6	790---792	5	935---966	4
415---416	8	636---639	7	793---797	6	967---968	8
417---418	7	640---641	6	798---813	5	969	9+
420---427	7	644---658	6	814---816	4	970---976	4
430---438	7	660---662	6	820---831	4	977---978	3
439	8	664---676	6	832	3*	979	1*
440---497	7	677	5	833	1*	980---986	4

498---509	6	678	6	834	3*	988---994	3
510---513	5	679	5	835	3	995---997	8
514---516	6	680---681	6	836---837	1*	998---999	6
520---528	6	683---685	6	838	3		
530---532	7	686---693	5	840---844	3*		

[+] 5-Digit Exceptions

ZIP Code	Zone
96900---96938	8
96945---96959	8
96961---96969	8
96971---96999	8

<http://postcalc.usps.gov/Zonecharts/>

Complete addresses will be furnished on individual print orders. Several orders will require an inside delivery.

All expenses incidental to furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). Furnished material must be picked up from and delivered to the ordering agency. Orders will require from 1 day to 2 weeks depending on its complexity, for complete production and delivery from the time the ordering department notifies the contractor that Government furnished materials are available for pick up.

The contractor is required to review the elements of each project and report back to the agency within 24 hours from receipt, with a time-line of completion. In the event that requirements and/or elements of a project change, the contractor is required to reassess the project and report any time-line changes to the agency. Pre-project meeting(s) with the contractor may be requested by the agency.

The contractor must be accessible 7 days per week and 24 hours a day for pick-up, production and delivery. Hours outside of normal business day will be less than 1% of the total schedule.

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

SECTION 3 - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work 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 the term of this contract. The following item designations correspond to those listed in the "Schedule of Prices".

	Format "A"	Format "B"
	(1)	(2)
I. (a) (1)	148	63
(2)	591	253
(3)	2,955	1,267
(4)	120	
(b) (1)	121	52
(2)	484	207
(3)	2,418	1,036
(4)	98	
(c) (1)	14,851	6,365
(2)	6,576	2,818
(3)	672	
(4)	588	
II. (a)(1)	59	25
(2)	236	101
(3)	1,182	507
(4)	479	
(b) (1)	48	21
(2)	193	83
(3)	967	415
(4)	392	
(c)	774	
(d)	1,806	
(e)	417	
(f)	972	
(g)	2,467	
(h)	3,928	
III.(a)	5	
(b)	9,628	
(c)	7,878	
(d)	17	
(e)	11,671	
(f)	6,565	
IV.(a)(1)	2	
(2)	2	
(3)	20	
(b)(1)	16	
(2)	16	
(3)	160	
(c)(1)	14	
(2)	12	

DETERMINATION OF AWARD cont.

V.(a)	685
(b)	110
(c)	274
(d)	55
(e)	411
(f)	20
(g)(1)	411
(2)	103
VI.(a)	8,936
(b)	24
(c)	44
(d)	5
(e)	44
(f)	35
(g)	66
(h)	10
(i)	66
(j)	137,080
(k)	41,124
(l)	27,416
(m)	5,200
(n)	326
(o)	120
VII.(1)	515
(2)	92
(3)	378
(4)	46
(5)	69
(6)	23
(7)	11
(8)	11

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 will 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 BLOW-BACKS: Prices quoted shall include the cost of all required materials and operations necessary, for the complete disassembly, reassembly, stock, copying, collating, packing and distribution of the products listed in accordance with these specifications. **Stock prices must be included in the copying cost:**

	Format A (1)	Format B (2)
(a) Gray-scale copying from originals.		
(1) Auto-Feed, cost per 100 impressions.	\$ _____	\$ _____
(2) Limited preparation, cost per 100 impressions.	\$ _____	\$ _____
(3) Glass-Work, cost per 100 impressions.	\$ _____	\$ _____
(4) Over-sized, cost per square foot.	\$ _____	
(b) Color copying from originals.		
(1) Auto-Feed, cost per 100 impressions.	\$ _____	\$ _____
(2) Limited preparation, cost per 100 impressions.	\$ _____	\$ _____
(3) Glass-Work, cost per 100 impressions.	\$ _____	\$ _____
(4) Over-sized, cost per square foot.	\$ _____	
(c) Blow backs from CD.		
(1) Gray-scale, cost per blow back.	\$ _____	\$ _____
(2) Color, cost per blow back.	\$ _____	\$ _____
(3) Over-sized gray scale, cost per square foot.	\$ _____	
(4) Over-sized, color, cost per square foot.	\$ _____	

 Initials

II. SCANNING: Prices quoted shall include the cost of all required materials and operations necessary, for the complete scanning, burning to disc, packing and distribution of the products listed in accordance with these specifications

	Format A (1)	Format B (2)
(a) Gray scale scanned to tiff, pdf, or jpeg with a minimum 300 dpi burned to CD. Cost must include scanning, computer indexing, second pass verification, and provide a viewer.		
(1) Auto-Feed, cost per 100 scans.	\$ _____	\$ _____.
(2) Limited preparation needed, cost per 100 scans.	\$ _____	\$ _____.
(3) Glass-Work, cost per 100 scans.	\$ _____	\$ _____.
(4) Over-sized, cost per square foot.	\$ _____.	
(b) Color scanned to tiff, pdf, or jpeg with a minimum 300 dpi burned to CD. Cost must include scanning, computer indexing, Second pass verification, and provide a viewer.		
(1) Auto-Feed, cost per 100 scans.	\$ _____	\$ _____.
(2) Limited preparation needed, cost per 100 scans.	\$ _____	\$ _____.
(3) Glass-Work, cost per 100 scans.	\$ _____	\$ _____.
(4) Over-sized, cost per square foot.	\$ _____.	
(c) Scanning 35mm color film negatives to tiff, pdf or jpeg extensions. The scan will be 1,600 x 1,200 dpi or finer. The scan will be burned to disc in its proper color space. Cost per color scan.		\$ _____.
(d) Scanning 35mm color transparencies to tiff, pdf or jpeg extensions. The scan will be 1,600 x 1,200 dpi or finer. The scan will be burned to disc in its proper color space. Cost per color scan.		\$ _____.
(e) Scanning 35mm color film negatives to tiff, pdf or jpeg extensions. The scan will be 2,400 x 3,000 dpi or finer. The scan will be burned to disc in its proper color space. Cost per color scan.		\$ _____.
(f) Scanning 35mm color transparencies to tiff, pdf or jpeg extensions. The scan will be 2,400 x 3,000 dpi or finer. The scan will be burned to disc in its proper color space. Cost per color scan.		\$ _____.
(g) Optical Character Recognition (OCR) scanning up to and including 11 x 17". Cost per 100 scans.		\$ _____.
(h) Archival gray-scale scanning old and/or faded drawings and documents, at 600 dpi resolution. Cost per square foot.		\$ _____.

 Initials

III. e-Discovery: Prices quoted shall include the cost of all required materials and operations necessary, for the complete electronic file conversion, burning to disc, packing and distribution of the products listed in accordance with these specifications

- (a) Conversion of email files and their attachments from GroupWise mailbox to pst files. Each mailbox will have an undefined number of emails and attachments. **Cost per mailbox.** \$_____.
- (b) Conversion of gray-scale electronic files and their attachments to 300 dpi tiff, jpeg, or pdfs. Cost per 100 images. \$_____.
- (c) Conversion of color electronic files and their attachments to 300 dpi tiff, jpeg, or pdfs. Cost per 100 images. \$_____.
- (d) Conversion of Microsoft Excel files to 300 dpi tiff, jpeg or pdfs. **Cost per hour.** \$_____.
- (e) Optical Character Recognition (OCR) of Electronic files. Cost per 100 images. \$_____.
- (f) Extraction of metadata from electronic document files to a load file or index. Cost per 100 documents. \$_____.

IV. DISC AND EXTERNAL ELECTRONIC STORAGE DEVICES: Prices offered shall be all inclusive for the production of DVD, CD and external electronic storage devices in accordance with the terms of these specifications. Cost must include all required materials, operations and distribution in accordance with the specifications. When production of a disc is required only one charge will be allowed regardless of the number of components required to produce the original.

(a) Producing an original disc for duplication. Cost must include the case (some orders may require a standard, single clear plastic or slim line jewel case; some orders may require a disc sleeve).

- (1) DVD-5, single side, single layer, 4.7 gigabytes, cost per original. \$_____.
- (2) DVD-9, single side, double layer, 8.5 gigabytes, cost per original. \$_____.
- (3) CD-700 MB, 74 minutes, cost per original. \$_____.

(b) Duplication of either DVD or CD disc.

- (1) DVD-5, single side, single layer, 4.7 gigabytes, cost per disc. \$_____.
- (2) DVD-9, single side, double layer, 8.5 gigabytes, cost per disc. \$_____.
- (3) CD-700 MB, 74 minutes, cost per disc. \$_____.

Initials

(c) Downloading files to external storage devices compatible to the agency's computer platform. Cost will include down loading files and storage devices.

(1) Suitable minimum 500 GB external hard drive, cost per hard drive. \$_____.

(2) Flash drive with a minimum 256 GB, cost per Flash drive. \$_____.

V. OBJECTIVE, SUBJECTIVE AND IN-TEXT CODING:

(a) Bibliographic objective coding, up to 30 key-strokes per field. Objective coding includes, but not limited to fields such as document date, document type, pre-existing Bates numbers, attachment range, document title, author, and recipient. It is coding that does not require the contractor to read or understand the text, but can be copied verbatim from the document into the appropriate database field. Cost per 100 fields. \$_____.

(b) Cost for each additional 30 key-strokes of objective **coding per field**. \$_____.

(c) Bibliographic subjective coding, up to 30 key-strokes per field. Subjective coding includes, but not limited to a summary of the content of the document or analysis of issues. Cost per 100 fields. \$_____.

(d) Cost for each additional 30 key-strokes of subjective **coding per field**. \$_____.

(e) In-text coding is the capture of information referenced within the body of the document. In-text coding will include but not be limited to names, locations, dates, and important numbers. Cost per 100 fields. \$_____.

(f) Cost for each additional 30 key-strokes of in-text **coding per field**. \$_____.

(g) Document boundaries must show the placement of paper clips, staples, dividers, stick-notes and etc. Boundaries will be based on 4 pages per document; a 1:4 ratio.

(1) Standard (physical) document boundaries, per 100 boundaries. \$_____.

(2) Logical (relational-ship) document boundaries, per 100 boundaries. \$_____.

VI. ADDITIONAL OPERATIONS:

(a) Electronic file naming, cost per 100 files. \$_____.

(b) Creating a load file for various databases, **cost per load file creation**. \$_____.

(c) Database management, **cost per hour**. \$_____.

(d) CT Summation software training, all phases, with an undefined number students per session, **cost per hour**. \$_____.

Initials

- (e) Binders; 3" slant locking "D"-rings. Complete with vinyl covering, sheet lifters, clear vinyl pockets, index inserts copied, front and spine and a metal loose-leaf element, **per binder**. \$_____.
- (f) Suitable black plastic comb binding. Cost to include collating, punching, and the comb. **Cost per book**. \$_____.
- (g) Suitable black plastic spiral binding. Cost to include collating, punching, and the spiral. **Cost per book**. \$_____.
- (h) Suitable black plastic velo binding. Cost to include collating, punching, and the velo comb. **Cost per book**. \$_____.
- (i) Tabbed dividers, copied one side only, cost must include stock, **cost per copied tabbed divider**. \$_____.
- (j) Electronic Bates stamping, cost per 100 stamps. \$_____.
- (k) Physical Bates stamping, sequentially with no missing numbers, cost per 100 stamps. \$_____.
- (l) Physical Bates stamping, with listed-missing numbers or broken lots, cost per 100 stamps. \$_____.
- (m) Shredding of Government furnished documents. Cost per 100 pounds. \$_____.
- (n) Archival paper envelopes; 4-3/8 x 5-3/8". Open on one end with a die-cut thumb notch & no flap. The cost will include inserting either one negative or reflective print per envelope. Cost per 100 envelopes. \$_____.
- (o) Archival 12" high x 5-3/4 x 4-1/2", storage boxes suitable for Negatives & prints that have been inserted into archival envelopes. The cost will include inserting envelopes into the box. Cost per box. \$_____.

VII. SHIPPING COST PER 100 POUNDS. (cwt): Reimbursement for picking up Government furnished materials and returning materials will be made in accordance with the contractor's quoted shipping charges and by submitting shipping receipts to support the per 100 pounds weight (cwt).

Cost per 100 lbs.

- 1. Zone one. \$_____.
- 2. Zone two. \$_____.
- 3. Zone three. \$_____.
- 4. Zone four. \$_____.
- 5. Zone five. \$_____.
- 6. Zone six. \$_____.
- 7. Zone seven. \$_____.
- 8. Zone eight. \$_____.

<http://postscale.usps.gov/zonecharts/ZoneChartPrintable.aspx?zipcode=981>

 Initials

My production facilities are located within the assumed area of production. Yes_____ no _____.

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

Proposed carrier(s) for pickup of Government Furnished Material. _____.

Number of hours from acceptance of print order to pickup of Government Furnished Material. _____.

Number of hours from pickup of Government Furnished Material to delivery at contractor's plant. _____.

Proposed carrier(s) for delivery of completed product. _____.

Number of hours from notification to carrier to pickup of completed product. _____.

Number of hours from pickup of completed product to delivery at destination. _____.

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided, and submit with the GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on the GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

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

(Person to be contacted)

(Telephone Number)