

(5)	Glass Work, cost per 100 impressions.										
(1)	Format A	242	26.00 \$ 6,292.00	30.00 \$ 7,260.00	1000.00 \$ 242,000.00	30.00 \$ 7,260.00	30.00 \$ 7,260.00	30.00 \$ 7,260.00	30.00 \$ 7,260.00		
(2)	Format B	104	30.00 \$ 3,120.00	30.00 \$ 3,120.00	1000.00 \$ 104,000.00	35.00 \$ 3,640.00	35.00 \$ 3,640.00	35.00 \$ 3,640.00	35.00 \$ 3,640.00		
(6)	Oversized, cost per square foot.	392	5.99 \$ 2,348.08	5.00 \$ 1,960.00	14.00 \$ 5,488.00	3.00 \$ 1,176.00	2.00 \$ 784.00	2.00 \$ 784.00	2.00 \$ 784.00		
(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	0.99 \$ 766.26	2.00 \$ 1,548.00	5.00 \$ 3,870.00	1.20 \$ 928.80	1.00 \$ 774.00	1.00 \$ 774.00	1.00 \$ 774.00		
(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	0.99 \$ 1,787.94	4.00 \$ 7,224.00	5.00 \$ 9,030.00	1.25 \$ 2,257.50	1.00 \$ 1,806.00	1.00 \$ 1,806.00	1.00 \$ 1,806.00		
(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	1.39 \$ 579.63	8.00 \$ 3,336.00	5.00 \$ 2,085.00	2.00 \$ 834.00	2.00 \$ 834.00	2.00 \$ 834.00	2.00 \$ 834.00		
(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	1.39 \$ 1,351.08	10.00 \$ 9,720.00	7.00 \$ 6,804.00	2.00 \$ 1,944.00	2.00 \$ 1,944.00	2.00 \$ 1,944.00	2.00 \$ 1,944.00		
(g)	Optical Character Recognition (OCR) scanning up to and including 11 x 17". Cost per 100 scans.	2467	2.00 \$ 4,934.00	4.00 \$ 9,868.00	50.00 \$ 123,350.00	1.00 \$ 2,467.00	1.00 \$ 2,467.00	1.00 \$ 2,467.00	1.00 \$ 2,467.00		
(h)	Archival gray-scale scanning old and/or faded drawings and documents, at 600 dpi resolution. Cost per square foot.	3928	3.99 \$ 15,672.72	4.00 \$ 15,712.00	7.00 \$ 27,496.00	1.50 \$ 5,892.00	1.50 \$ 5,892.00	1.50 \$ 5,892.00	1.50 \$ 5,892.00		
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.	5	50.00 \$ 250.00	250.00 \$ 1,250.00	700.00 \$ 3,500.00	250.00 \$ 1,250.00	200.00 \$ 1,000.00	200.00 \$ 1,000.00	200.00 \$ 1,000.00		
(b)	Conversion of gray-scale electronic files and their attachments to 300 dpi tiff, jpeg, or pdfs. Cost per 100 images.	9628	10.00 \$ 96,280.00	4.00 \$ 38,512.00	10.00 \$ 96,280.00	3.25 \$ 31,291.00	4.00 \$ 38,512.00	4.00 \$ 38,512.00	4.00 \$ 38,512.00		
(c)	Conversion of color electronic files and their attachments to 300 dpi tiff, jpeg, or pdfs. Cost per 100 images.	7878	15.00 \$ 118,170.00	4.00 \$ 31,512.00	15.00 \$ 118,170.00	3.25 \$ 25,603.50	4.00 \$ 31,512.00	4.00 \$ 31,512.00	4.00 \$ 31,512.00		
(d)	Conversion of Microsoft Excel files to 300 dpi tiff, jpeg or pdfs. Cost per hour.	17	48.00 \$ 816.00	35.00 \$ 595.00	150.00 \$ 2,550.00	50.00 \$ 850.00	35.00 \$ 595.00	35.00 \$ 595.00	35.00 \$ 595.00		
(e)	Optical Character Recognition (OCR) of Electronic files. Cost per 100 images.	11671	2.00 \$ 23,342.00	4.00 \$ 46,684.00	10.00 \$ 116,710.00	1.00 \$ 11,671.00	1.00 \$ 11,671.00	1.00 \$ 11,671.00	1.00 \$ 11,671.00		
(f)	Extraction of metadata from electronic documents files to a load file or index. Cost per 100 documents.	6565	500.00 \$ 3,282,500.00	4.00 \$ 26,260.00	40.00 \$ 262,600.00	0.90 \$ 5,908.50	1.00 \$ 6,565.00	1.00 \$ 6,565.00	1.00 \$ 6,565.00		
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	7.99 \$ 15.98	15.00 \$ 30.00	10.00 \$ 20.00	30.00 \$ 60.00	5.00 \$ 10.00	5.00 \$ 10.00	5.00 \$ 10.00		
(2)	DVD-9, single side, double layer, 8.5 gigabytes, cost per original.	2	15.99 \$ 31.98	25.00 \$ 50.00	15.00 \$ 30.00	35.00 \$ 70.00	10.00 \$ 20.00	10.00 \$ 20.00	10.00 \$ 20.00		
(3)	CD-700 MB, 74 minutes, cost per original.	20	3.99 \$ 79.80	5.00 \$ 100.00	10.00 \$ 200.00	5.00 \$ 100.00	3.00 \$ 60.00	3.00 \$ 60.00	3.00 \$ 60.00		
(b)	Duplication of either DVD or CD disc.										
(1)	DVD-5, single side, single layer, 4.7 gigabytes, cost per disc.	16	7.99 \$ 127.84	15.00 \$ 240.00	10.00 \$ 160.00	15.00 \$ 240.00	5.00 \$ 80.00	5.00 \$ 80.00	5.00 \$ 80.00		
(2)	DVD-9, single side, double layer, 8.5 gigabytes, cost per disc.	16	15.99 \$ 255.84	25.00 \$ 400.00	15.00 \$ 240.00	35.00 \$ 560.00	10.00 \$ 160.00	10.00 \$ 160.00	10.00 \$ 160.00		
(3)	CD-700 MB, 74 minutes, cost per disc.	160	3.99 \$ 638.40	5.00 \$ 800.00	10.00 \$ 1,600.00	5.00 \$ 800.00	3.00 \$ 480.00	3.00 \$ 480.00	3.00 \$ 480.00		
(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 external hard drive, cost per hard drive.	14	88.00 \$ 1,232.00	225.00 \$ 3,150.00	500.00 \$ 7,000.00	150.00 \$ 2,100.00	150.00 \$ 2,100.00	150.00 \$ 2,100.00	150.00 \$ 2,100.00		
(2)	Flash drive with a minimum of 256 GB, cost per Flash drive.	12	68.00 \$ 816.00	150.00 \$ 1,800.00	500.00 \$ 6,000.00	75.00 \$ 900.00	75.00 \$ 900.00	75.00 \$ 900.00	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	20.00 \$ 13,700.00	7.00 \$ 4,795.00	100.00 \$ 68,500.00	5.00 \$ 3,425.00	5.50 \$ 3,767.50	5.50 \$ 3,767.50	5.50 \$ 3,767.50		
(b)	Cost for each additional 30 key-strokes of objective coding per field.	110	0.20 \$ 22.00	0.07 \$ 7.70	1.00 \$ 110.00	0.075 \$ 8.25	0.055 \$ 6.05	0.055 \$ 6.05	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	20.00 \$ 5,480.00	7.00 \$ 1,918.00	500.00 \$ 137,000.00	6.00 \$ 1,644.00	6.50 \$ 1,781.00	6.50 \$ 1,781.00	6.50 \$ 1,781.00		
(d)	Cost for each additional 30 key-strokes of subjective coding per field.	55	0.20 \$ 11.00	0.07 \$ 3.85	5.00 \$ 275.00	0.075 \$ 4.13	0.065 \$ 3.58	0.065 \$ 3.58	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	20.00	\$ 8,220.00	50.00	\$ 20,550.00	100.00	\$ 41,100.00	30.00	\$ 12,330.00	35.00	\$ 14,385.00
(f)	Cost for each additional 30 key-strokes of in-text coding per field.	20	0.20	\$ 4.00	0.50	\$ 10.00	1.00	\$ 20.00	0.50	\$ 10.00	0.35	\$ 7.00
(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	800.00	\$ 328,800.00	5.50	\$ 2,260.50	250.00	\$ 102,750.00	2.00	\$ 822.00	N/C	\$ -
(2)	Logical (relational-ship) document boundaries, per 100 boundaries.	103	800.00	\$ 82,400.00	5.50	\$ 566.50	250.00	\$ 25,750.00	2.00	\$ 206.00	3.00	\$ 309.00
VI. ADDITIONAL OPERATIONS:												
(a)	Electronic file naming, cost per 100 files.	8936	20.00	\$ 178,720.00	15.00	\$ 134,040.00	150.00	\$ 1,340,400.00	12.00	\$ 107,232.00	15.00	\$ 134,040.00
(b)	Creating a load file for various databases, cost per load file creation.	24	10.00	\$ 240.00	50.00	\$ 1,200.00	500.00	\$ 12,000.00	10.00	\$ 240.00	N/C	\$ -
(c)	Database management, cost per hour.	44	68.00	\$ 2,992.00	80.00	\$ 3,520.00	150.00	\$ 6,600.00	300.00	\$ 13,200.00	50.00	\$ 2,200.00
(d)	CT Summation software training, all phases, with an undefined number students per session, cost per hour.	5	68.00	\$ 340.00	250.00	\$ 1,250.00	150.00	\$ 750.00	300.00	\$ 1,500.00	250.00	\$ 1,250.00
(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	15.00	\$ 660.00	15.00	\$ 660.00	12.00	\$ 528.00	8.00	\$ 352.00
(f)	Suitable black plastic comb binding. Cost to include collating, punching, and the comb. Cost per book.	35	12.00	\$ 420.00	5.00	\$ 175.00	15.00	\$ 525.00	2.50	\$ 87.50	2.00	\$ 70.00
(g)	Suitable black plastic spiral binding. Cost to including collating, punching, and the spiral. Cost per book.	66	12.00	\$ 792.00	10.00	\$ 660.00	15.00	\$ 990.00	3.00	\$ 198.00	5.00	\$ 330.00
(h)	Suitable black plastic velo binding. Cost to include collating, punching, and the velo comb. Cost per book.	10	12.00	\$ 120.00	10.00	\$ 100.00	15.00	\$ 150.00	7.00	\$ 70.00	7.50	\$ 75.00
(i)	Tabbed dividers, copied one side only, cost must include stock, cost per copied tabbed divider.	66	6.00	\$ 396.00	0.75	\$ 49.50	3.00	\$ 198.00	0.35	\$ 23.10	0.25	\$ 16.50
(j)	Electronic Bates stamping, cost per 100 stamps.	137080	10.00	\$ 1,370,800.00	2.50	\$ 342,700.00	25.00	\$ 3,427,000.00	0.60	\$ 82,248.00	0.75	\$ 102,810.00
(k)	Physical Bates stamping, sequentially with no missing numbers, cost per 100 stamps.	41124	20.00	\$ 822,480.00	3.50	\$ 143,934.00	250.00	\$ 10,281,000.00	4.00	\$ 164,496.00	5.00	\$ 205,620.00
(l)	Physical Bates stamping, with listed-missing numbers or broken lots, cost per 100 stamps.	27416	25.00	\$ 685,400.00	5.00	\$ 137,080.00	300.00	\$ 8,224,800.00	5.50	\$ 150,788.00	6.00	\$ 164,496.00
(m)	Shredding of Government furnished documents. Cost per 100 pounds.	5200	150.00	\$ 780,000.00	7.00	\$ 36,400.00	300.00	\$ 1,560,000.00	9.00	\$ 46,800.00	10.00	\$ 52,000.00
(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	30.00	\$ 9,780.00	28.00	\$ 9,128.00	150.00	\$ 48,900.00	30.00	\$ 9,780.00	28.00	\$ 9,128.00
(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	20.00	\$ 2,400.00	8.50	\$ 1,020.00	100.00	\$ 12,000.00	10.00	\$ 1,200.00	8.50	\$ 1,020.00
(p)	Primary review to include review and retrieval of documents at given locations. Cost per hour	2	68.00	\$ 136.00	35.00	\$ 70.00	150.00	\$ 300.00	150.00	\$ 300.00	55.00	\$ 110.00
(q)	Senior attorney review to include review of pulled documents to determine responsiveness based on the agency's criteria. Cost per hour	2	240.00	\$ 480.00	350.00	\$ 700.00	300.00	\$ 600.00	350.00	\$ 700.00	125.00	\$ 250.00
(r)	User fee per month. Cost per user	12	29.00	\$ 348.00	100.00	\$ 1,200.00	130.00	\$ 1,560.00	25.00	\$ 300.00	80.00	\$ 960.00
(s)	Hosting a security website on a monthly basis. Cost per GigaByte of information per month	12	29.00	\$ 348.00	100.00	\$ 1,200.00	7.00	\$ 84.00	25.00	\$ 300.00	20.00	\$ 240.00
CONTRACTOR TOTALS				\$ 8,152,677.00		\$ 1,328,316.55		\$ 28,948,874.00		\$ 934,532.83		\$ 1,058,766.37
DISCOUNT			0.5%	\$ 40,763.39	NET	\$ -	NET	\$ -	NET	\$ -	NET	\$ -
DISCOUNTED TOTALS			30 days	\$ 8,111,913.61	30 days	\$ 1,328,316.55	30 days	\$ 28,948,874.00	30 days	\$ 934,532.83	30 days	\$ 1,058,766.37

AWARDED

Reviewed by: _____



April 6, 2021

This is Amendment No. 1. The specifications in our invitation for bids on Program 2046-S R1, scheduled for opening at 2:00 p.m., prevailing Seattle, WA time, on April 6, 2021, are amended as follows:

1. Delete page 19:
“DETERMINATION OF AWARD - continued
 VII. (1) 515
 (2) 92
 (3) 378
 (4) 46
 (5) 69
 (6) 23
 (7) 11
 (8) 11 ”

All other specifications remain the same.

BIDDER NEED NOT ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.

Sincerely,

ROLAND D. WHITEHURST
Contracting Officer

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, Idaho

Single Award

CONTRACT TERM: The term of this contract is for one year (the base year), and up to four option years. Special attention is directed to the following clauses in this contract: “Economic Price Adjustment,” “Option to Extend the Term of the Contract,” and “Extension of Contract Term”.

TERM OF CONTRACT: The term of this contract is for the period beginning May 1, 2021 and ending April 30, 2022, plus up to four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be opened at 2:00 p.m., prevailing Seattle, WA time, on April 6, 2021 at the U.S. Government Publishing Office, Seattle. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidsseattle@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after 2:00 p.m. prevailing Seattle, WA time on the bid opening date specified above will not be considered for award.*

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture of the product(s) ordered under this contract must be located within a 25-mile radius of the Bureau of Land Management Idaho State Office (1387 S. Vinnell Way, Boise, ID 83709).

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

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

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

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

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

For information of a technical nature *before* award, email Felicia Buchko at infoseattle@gpo.gov. For contract administration *after* award, contact Seattle GPO Office at (206)764-3726; infoseattle@gpo.gov.

SECTION 1 - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

BIDDERS, PLEASE NOTE: GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractdisputes.pdf>.

SUBCONTRACTING: Subcontracting will not be 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.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

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

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s).

The contractor must be able to sign and adhere with the Security Agreement (see Attachment A).

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).

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:

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 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 intentionally or negligently withhold, hide, alter or cause the destruction of evidence relevant to a legal proceeding.

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): [FADGI](#) September 2016 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.

Two Star (300 ppi, 8 bit).

Three Star (300 ppi, 8 or 16 bit).

SCANNER IMAGING PERFORMANCE AND MONITORING: Scanner performance and consistency during production shall be evaluated daily prior to scanning by the contractor with the DICE Device Level Target (available as the Golden Thread target from Image Science Associates). Contractor is responsible for obtaining targets and evaluation software.

If scanner performance drops below the required minimum FADGI level specified, the contractor shall stop all scanning and address the deficiency. Failure by the contractor to address the deficiency may require the contractor to re-scan documents at no expense to the Government. No extra time can be allowed for this re-scanning; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor shall capture a digital image of the DICE Device Level Target for each scanner being used at the start of each day's production and provide the file(s) to the agency. Additionally, if any changes are made to the scanner(s) (e.g., maintenance, calibration, and/or repair), the contractor shall capture digital images of the targets prior to scanning and provide them to the agency. In the event of an issue identified by the ordering agency, the ordering agency will provide the files to the GPO for evaluation.

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.

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

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

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

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 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 May 1, 2021 through April 30, 2022, 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, 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.

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

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 May 1, 2021 through April 30, 2022 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

PAYMENT: Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to the ordering agency for verification, approval, and signature. The contractor must email their invoice along with all supporting documentation to the agency contact as specified on the print order.

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

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.

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 approximately 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:

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.

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

GOVERNMENT TO FURNISH:

Hard copy original documents will consist of a variety of materials, including but not limited to, text pages; line art; 2-Sided GBC bound; blueprints; Bound books; Checks; Envelopes; Faxes; Fold-ins; Forms (8.5 x 11"); Half pages; Maps; Mimeograph; Newspapers; Non-standard sizes (not 8.5 x 11" or 8.5 x 14"); Oversized documents (any document over 11 x 17"); Photos; Pin-fed computer forms; Non pin-fed computer forms; Receipts; Sticky notes; Bound in folders; Folded products; Paper clipped; Sticky notes affixed; Staples.

Documents will be: single-sided, double-sided, black only pages, color pages, grayscale pages, carbon copies, embossed image, handwritten, laser print, line-work, photocopies, text, and typewritten content.

Documents are printed on different paper stocks, including but not limited to, carbon copy; tracing paper; carbonless copy; onion skin; colored paper; thermal paper; Plain white paper.

The documents may require the removal and replacement of staples, paper clips, rubber bands 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, email, 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.

DOCUMENT PREPARATION:

The contractor shall provide document preparation services to include, but not limited to, pre- and post-document handling services and document reconstruction services.

Hard copy documents may be furnished loose and/or bound. Contractor will be required to separate each page for scanning/conversion.

Documents may be fragile; have frayed edges; poor quality originals; good quality originals; yellowed.

The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor to contact the agency.

Contractor must exercise reasonable care to ensure that the integrity of the material is preserved. Where materials are stapled, or otherwise fastened or bound, care must be used in taking the materials apart to ensure that part of the document is not obliterated or that the authenticity of the document becomes questionable.

Contractor may disassemble the furnished document before scanning.

Contractor may remove binding before scanning.

After scanning, the contractor is required to re-assemble, re-bind furnished documents in the same order or manner as received.

The level of handwork intervention required for scanning the furnished document(s) is specified below:

No Intervention: Approximately 20% of the total furnished source materials that shall be ready to be inserted into the automated document scanner requiring no deconstruction. (For example, loose-leaf documents that are all one size.)

Light Intervention: Approximately 20% of the total furnished source materials that shall require slight deconstruction before being inserted into the automatic document scanner. (For example, all one standard size documents that are rolled, stapled, or paper clipped.)

Medium Intervention: Approximately 20% of the total furnished source materials that shall require moderate deconstruction before being inserted into the automatic document scanner and consist of light intervention. (For example, documents of various standard sizes; may include folder tabs and/or tab dividers; sticky notes to be removed and replaced.)

Heavy Intervention: Approximately 20% of the total furnished source materials that shall require difficult deconstruction before being inserted into the automatic document scanner and consist of light and/or medium intervention. (For example, documents of various standard sizes; may include pages that are folded, torn, or stuck together.)

Glass Work: Approximately 20% of the total furnished source materials that consist of originals that can only be scanned manually on the scanner glass and may include, but are not limited to, receipts, half-pages, envelopes, onion skin or thermal facsimile paper, odd-sized originals, checks, permanently bound books, two-sided spiral bound publications, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.

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.

Contractor shall scan all documents as furnished (i.e., black only documents in black only (bitmap); grayscale only documents in grayscale; color documents in color). For color documents, the color mode to be as indicated on individual order (RGB, CMYK).

Furnished documents to be scanned may include text and line matter and photos.

DOCUMENT CLEAN-UP:

Contractor will be responsible for the following image clean-up requirements per agency requirements indicated on Print Order.

Contractor to straighten image(s) that are furnished skewed.

Contractor to despeckle image(s).

Contractor to crop image(s) as specified.

Contractor to redact data as specified.

Saved files are to be optimized for Web viewing only, read-only, high-resolution printing, low-resolution printing.

Contractor to compress files as per agency instructions on Print Order.

Contractor to follow the agency file naming convention indicated on Print Order.

When required on the Print Order the scanned documents must be converted using Optical Character Recognition (OCR).

Scanned/converted documents are to be text-searchable.

When indicated on the Print Order Bates numbering is required. Contractor will be required to number documents prior to scanning. No missing number or number skips are allowed, unless otherwise specified.

Contractor to identify metadata as specified by the ordering agency.

Contractor to return scanned/converted documents as indicated on Print Order.

When indicated on the Print Order the contractor to upload final files to the ordering agency's FTP site.

When indicated on the Print Order the contractor shall save final files to storage device (CD, DVD, hard-drive, thumb-drive).

When indicated on the Print Order the contractor to furnish blowback copies of the saved files. The ordering agency may require that the contractor return the furnished documents (or a small subset of the furnished documents) that have already been picked up by the contractor, but are still being scanned/converted.

If the file being requested was furnished electronically or the hard copy file has already been scanned, the contractor may email the file to the ordering agency. If an email copy cannot be furnished, the contractor must return the original furnished hard copy file to the ordering agency.

When required, the contractor must email the file or return the requested original furnished hard copy file to an authorized representative of the ordering agency. A list of authorized agency personnel will be provided to the contractor after award of the contract.

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 required 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 used 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).

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. 13" dated September 2019.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP 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 weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G10.

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

White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code 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: Deliver f.o.b. destination to Bureau of Land Management Idaho State Office (1387 S. Vinnell Way, Boise, ID 83709).

Third-party couriers will not be permitted.

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

Orders may require inside delivery.

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

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

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 specified.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 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) 739	317	
		(2) 739	317	
		(3) 739	317	
		(4) 739	317	
		(5) 739	317	
		(6) 120		
	(b)	(1) 605	259	
		(2) 605	259	
		(3) 605	259	
		(4) 605	259	
		(5) 605	259	
		(6) 98		
	(c)	(1) 14851	6365	
		(2) 6576	2818	
		(3) 672		
		(4) 588		
	II.	(a)	(1) 296	127
			(2) 296	127
(3) 296			127	
(4) 296			127	
(5) 296			127	
(6) 479				
(b)		(1) 242	104	
		(2) 242	104	
		(3) 242	104	
		(4) 242	104	
		(5) 242	104	
		(6) 392		
(c)		774		
(d)		1806		
(e)		417		
(f)		972		
(g)		2467		
(h)		3928		

DETERMINATION OF AWARD - continued

III.	(a)	5	
	(b)	9628	
	(c)	7878	
	(d)	17	
	(e)	11671	
	(f)	6565	
IV.	(a) (1)	2	
	(2)	2	
	(3)	20	
	(b) (1)	16	
	(2)	16	
	(3)	160	
	(c) (1)	14	
	(2)	12	
	V.	(a)	685
(b)		110	
(c)		274	
(d)		55	
(e)		411	
(f)		20	
(g) (1)		411	
(2)		103	
VI.	(a)	8936	
	(b)	24	
	(c)	44	
	(d)	5	
	(e)	44	
	(f)	35	
	(g)	66	
	(h)	10	
	(i)	66	
	(j)	137080	
	(k)	41124	
	(l)	27416	
	(m)	5200	
	(n)	326	
	(o)	120	
(p)	2		
(q)	2		
(r)	12		
(s)	12		

DETERMINATION OF AWARD - continued

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 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.

Fractional parts of 100 will be prorated at the per 100 rate.

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

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) No Intervention, cost per 100 impressions.	\$ _____	\$ _____.
(2) Light Intervention, cost per 100 impressions.	\$ _____	\$ _____.
(3) Medium Intervention, cost per 100 impressions.	\$ _____	\$ _____.
(4) Heavy Intervention, cost per 100 impressions.	\$ _____	\$ _____.
(5) Glass Work, cost per 100 impressions.	\$ _____	\$ _____.
(6) Over-sized, cost per square foot.	\$ _____.	
(b) Color copying from originals.		
(1) No Intervention, cost per 100 impressions.	\$ _____	\$ _____.
(2) Light Intervention, cost per 100 impressions.	\$ _____	\$ _____.
(3) Medium Intervention, cost per 100 impressions.	\$ _____	\$ _____.
(4) Heavy Intervention, cost per 100 impressions.	\$ _____	\$ _____.
(5) Glass Work, cost per 100 impressions.	\$ _____	\$ _____.
(6) Over-sized, cost per square foot.	\$ _____.	

Initials

(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 . | \$ _____. | |

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

- | | | |
|---|-----------------|-----------------|
| (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. | Format A | Format B |
| | (1) | (2) |

- | | | |
|--|-----------|-----------|
| (1) No Intervention, cost per 100 impressions. | \$ _____ | \$ _____. |
| (2) Light Intervention, cost per 100 impressions. | \$ _____ | \$ _____. |
| (3) Medium Intervention, cost per 100 impressions. | \$ _____ | \$ _____. |
| (4) Heavy Intervention, cost per 100 impressions. | \$ _____ | \$ _____. |
| (5) Glass Work, cost per 100 impressions. | \$ _____ | \$ _____. |
| (6) 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. | Format A | Format B |
| | (1) | (2) |

- | | | |
|--|-----------|-----------|
| (1) No Intervention, cost per 100 impressions. | \$ _____ | \$ _____. |
| (2) Light Intervention, cost per 100 impressions. | \$ _____ | \$ _____. |
| (3) Medium Intervention, cost per 100 impressions. | \$ _____ | \$ _____. |
| (4) Heavy Intervention, cost per 100 impressions. | \$ _____ | \$ _____. |
| (5) Glass Work, cost per 100 impressions. | \$ _____ | \$ _____. |
| (6) 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. \$ _____.

Initials

- (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. \$_____.

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. \$_____.

Initials

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. \$_____.

(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.** \$_____.

Initials

- (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**. \$_____.
- (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**. \$_____.

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- (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. \$_____.
- (p) Primary review to include review and retrieval of documents at given locations. Cost per hour \$_____.
- (q) Senior attorney review to include review of pulled documents to determine responsiveness based on the agency's criteria. Cost per hour \$_____.
- (r) User fee per month. Cost per user \$_____.
- (s) Hosting a security website on a monthly basis. Cost per GigaByte of information per month \$_____.

Initials

SHIPMENT(S): Shipments will be made from: City _____, State _____

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

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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

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

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder

(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

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

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

FOR GPO USE ONLY

Contracting Officer Review _____ Date _____ Certifier _____ Date _____