

ITEM NO	DESCRIPTION	BASIS OF AWARD	Custom Copying Solutions LP		Epic eDiscovery Inc		Perfect Image Inc	
			420-25310	UNIT RATE COST	31011	UNIT RATE COST	460-68105	UNIT RATE COST
I. SCANNING: Prices quoted shall include the cost of all required materials and operations necessary, for the complete scanning, packing and distribution of the products listed in accordance with these specifications.								
(a)	Gray scale scanned to tiff, pdf, or jpeg with a minimum of 300 ppi. Cost must include scanning, computer indexing, second pass verification, and provide a viewer. Bids for "Format A" and "Format B" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2-Specifications. Bids for "Oversized" will be cost per square foot.							
(1)	No Intervention							
(1)	Format A Cost per 100 scans	214	4.00	\$ 856.00	10.00	\$ 2,140.00	15.00	\$ 3,210.00
(2)	Format B Cost per 100 scans	25	5.00	\$ 125.00	10.00	\$ 250.00	25.00	\$ 625.00
(3)	Oversized Cost per square foot	60	0.20	\$ 12.00	0.75	\$ 45.00	0.33	\$ 19.80
(2)	Light Intervention							
(1)	Format A Cost per 100 scans	36	6.00	\$ 216.00	15.00	\$ 540.00	22.00	\$ 792.00
(2)	Format B Cost per 100 scans	4	7.00	\$ 28.00	15.00	\$ 60.00	35.00	\$ 140.00
(3)	Oversized Cost per square foot	60	0.20	\$ 12.00	0.75	\$ 45.00	0.40	\$ 27.00
(3)	Medium Intervention							
(1)	Format A Cost per 100 scans	21	10.00	\$ 210.00	18.00	\$ 378.00	26.00	\$ 546.00
(2)	Format B Cost per 100 scans	3	12.00	\$ 36.00	18.00	\$ 54.00	45.00	\$ 135.00
(3)	Oversized Cost per square foot	30	0.20	\$ 6.00	0.75	\$ 22.50	0.60	\$ 18.00
(4)	Heavy Intervention							
(1)	Format A Cost per 100 scans	4	14.00	\$ 56.00	22.00	\$ 88.00	35.00	\$ 140.00
(2)	Format B Cost per 100 scans	1	16.00	\$ 16.00	22.00	\$ 22.00	55.00	\$ 55.00
(3)	Oversized Cost per square foot	6	0.20	\$ 1.20	1.25	\$ 7.50	0.68	\$ 4.08
(5)	Glass Work							
(1)	Format A Cost per 100 scans	2	18.00	\$ 36.00	25.00	\$ 50.00	50.00	\$ 100.00
(2)	Format B Cost per 100 scans	1	20.00	\$ 20.00	25.00	\$ 25.00	100.00	\$ 100.00
(3)	Oversized Cost per square foot	6	0.20	\$ 1.20	1.25	\$ 7.50	1.50	\$ 9.00
(b)	Color scanned to tiff, pdf, or jpeg with a minimum of 300 ppi. Cost must include scanning, computer indexing, second pass verification, and provide a viewer. Bids for "Format A" and "Format B" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2-Specifications. Bids for "Oversized" will be cost per square foot.							
(1)	No Intervention							
(1)	Format A Cost per 100 scans	92	10.00	\$ 920.00	10.00	\$ 920.00	15.00	\$ 1,380.00
(2)	Format B Cost per 100 scans	11	15.00	\$ 165.00	10.00	\$ 110.00	25.00	\$ 275.00
(3)	Oversized Cost per square foot	60	1.50	\$ 90.00	3.00	\$ 180.00	0.33	\$ 19.80
(2)	Light Intervention							
(1)	Format A Cost per 100 scans	15	11.00	\$ 165.00	15.00	\$ 225.00	22.00	\$ 330.00
(2)	Format B Cost per 100 scans	2	13.00	\$ 26.00	15.00	\$ 30.00	35.00	\$ 70.00
(3)	Oversized Cost per square foot	60	1.50	\$ 90.00	5.00	\$ 300.00	0.45	\$ 27.00
(3)	Medium Intervention							
(1)	Format A Cost per 100 scans	9	15.00	\$ 135.00	18.00	\$ 162.00	26.00	\$ 234.00
(2)	Format B Cost per 100 scans	1	18.00	\$ 18.00	18.00	\$ 18.00	45.00	\$ 45.00
(3)	Oversized Cost per square foot	60	1.50	\$ 90.00	5.00	\$ 300.00	0.60	\$ 36.00
(4)	Heavy Intervention							
(1)	Format A Cost per 100 scans	2	18.00	\$ 36.00	50.00	\$ 100.00	35.00	\$ 70.00
(2)	Format B Cost per 100 scans	1	25.00	\$ 25.00	50.00	\$ 50.00	55.00	\$ 55.00
(3)	Oversized Cost per square foot	6	1.50	\$ 9.00	5.00	\$ 30.00	0.68	\$ 4.08
(5)	Glass Work							
(1)	Format A Cost per 100 scans	1	25.00	\$ 25.00	50.00	\$ 50.00	50.00	\$ 50.00
(2)	Format B Cost per 100 scans	1	25.00	\$ 25.00	50.00	\$ 50.00	100.00	\$ 100.00
(3)	Oversized Cost per square foot	6	1.50	\$ 9.00	8.00	\$ 48.00	1.50	\$ 9.00
II. 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)	Email .pst processing and their attachments. Agency will provide .pst files. With an defined number of emails and attachments. Cost per .pst file.	30	35.00	\$ 1,050.00	500.00	\$ 15,000.00	100.00	\$ 3,000.00
(b)	Conversion of gray-scale electronic files and their attachments To 300 dpi tiff, jpeg, pdfs, or pst. Cost per 100 images.	150	3.00	\$ 450.00	1.00	\$ 150.00	6.00	\$ 900.00
(c)	Conversion of color electronic files and their attachments To 300 dpi tiff, jpeg, pdfs, or pst. Cost per 100 images.	100	5.00	\$ 500.00	1.00	\$ 100.00	6.00	\$ 600.00
(d)	Conversion of Microsoft Excel files To 300 dpi tiff, jpeg, pdfs, or pst. Cost per 100 images.	20	4.00	\$ 80.00	1.00	\$ 20.00	6.00	\$ 120.00
(e)	Optical Character Recognition (OCR) of Electronic files. Cost per 100 images.	270	1.25	\$ 337.50	included	\$ -	1.50	\$ 405.00
(f)	Extraction of metadata from electronic document files To a load file or index. Cost per 100 documents.	270	4.00	\$ 1,080.00	2.00	\$ 540.00	7.50	\$ 2,025.00
(g)	Extraction (capture) Attachments and images within Teams Chats. With an defined number of messages. Cost per user.	30	35.00	\$ 1,050.00	500.00	\$ 15,000.00	100.00	\$ 3,000.00
III. EXTERNAL ELECTRONIC STORAGE DEVICES: Prices offered shall be all inclusive for the production of external (encrypted) hard drive storage devices in accordance with the terms of these specifications. Cost must include all required materials, operations and distribution in accordance with the specifications.								
(a)	Downloading files to minimum 1 TB external hard drive compatible to the agency's computer platform. Cost will include downloading files and storage devices. Cost per hard drive.	20	125.00	\$ 2,500.00	125.00	\$ 2,500.00	30.00	\$ 600.00
IV. OBJECTIVE 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.	270	7.25	\$ 1,957.50	7.00	\$ 1,890.00	10.00	\$ 2,700.00
(b)	Cost for each additional 30 key-strokes of objective coding per field.	270	0.08	\$ 21.60	0.08	\$ 21.60	0.10	\$ 27.00
V. ADDITIONAL OPERATIONS:								
(a)	Electronic file naming, cost per 100 files.	870	2.00	\$ 1,740.00	1.00	\$ 870.00	2.00	\$ 1,740.00
(b)	Creating a load file for various databases, cost per load file creation	10	45.00	\$ 450.00	included	\$ -	50.00	\$ 500.00
(c)	Database management, cost per hour.	240	95.00	\$ 22,800.00	150.00	\$ 36,000.00	100.00	\$ 24,000.00
(d)	Relativity software training, all phases, with an undefined number of students per session, cost per hour.	2	250.00	\$ 500.00	195.00	\$ 390.00	200.00	\$ 400.00
(e)	Electronic Bates stamping, cost per 100 stamps.	270	2.00	\$ 540.00	1.00	\$ 270.00	2.00	\$ 540.00
(f)	Relativity Hosting and User fees for Relativity is Cost per user per month.	48	90.00	\$ 4,320.00	90.00	\$ 4,320.00	135.00	\$ 6,480.00
(g)	GB storage fee for data being hosted in Relativity is Cost per GB per month.	900	10.50	\$ 9,450.00	6.00	\$ 5,400.00	10.00	\$ 9,000.00
(h)	Document review and staffing services is Cost per hour.	980	65.00	\$ 63,700.00	45.00	\$ 44,100.00	43.00	\$ 42,140.00
CONTRACTOR TOTALS				\$ 115,996.00		\$ 112,879.10		\$ 106,802.76
DISCOUNT			2.00%	\$ 2,319.92	NET	\$ -	0.50%	\$ 534.01
DISCOUNTED TOTALS			20 days	\$ 113,676.08	30 days	\$ 112,879.10	20 days	\$ 106,268.75
For Review:			AWARDED					



January 5, 2023

This is Amendment No. 1. The specifications in our invitation for bids on Program 3026S, scheduled for opening at 2:00 p.m., prevailing Seattle time, on January 10, 2023, are amended as follows:

1. On page 14 add:
 - V. (f) 48
 - (g) 900
 - (h) 980

2. On page 18 add the following:
 - V. (f) Relativity Hosting and User fees for Relativity is **Cost per user per month.** \$ _____
 - (g) GB storage fee for data being hosted in Relativity is **Cost per GB per month.** \$ _____
 - (h) Document review and staffing services is **Cost per hour.** \$ _____

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

bidsnorthwest@gpo.gov

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

ROLAND D. WHITEHURST
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE
Northwest

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

E-Discovery and Scanning

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

US DOI/Bureau of Reclamation
Columbia Pacific Northwest Regional Office

Single Award

BID OPENING: Bids shall be opened at 2:00 p.m., prevailing Seattle time, on January 10, 2023 at the U.S. Government Publishing Office, Northwest Regional Office. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

TERM OF CONTRACT: The term of this contract is for the period beginning February 1, 2023 and ending January 31, 2024, 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.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 500-mile radius of CPN Regional Office (1150 N Curtis Rd Boise, ID 83706).

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to bidsnorthwest@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Program 3026S and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 2:00 pm, prevailing Seattle WA time on the bid opening date specified above will not be considered for award.

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.

For information of a technical nature, contact Northwest GPO at 206-764-3726 or infonorthwest@gpo.gov and fbuchko@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>.

SUBCONTRACTING: The predominant production function may be either scanning or e-discovery. Bidder who must subcontract both operations will be declared non-responsible. Subcontracting is not permitted in part or whole in any aspect for the production of work placed against this contract.

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

Product Quality Levels:

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

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	Government furnished material

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.](#)

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.

SECURITY: Documents must be stored in a locked file cabinet or office within a locked facility.

The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducibles at any time prior to delivery by him to a transportation agent or delivery to destination.

Warning: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: Contractor must prepare a security plan for handling SBU (Sensitive But Unclassified) and PII (Personally Identifiable Information) for the agency approval.

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).

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 5 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from February 1, 2023 and ending January 31, 2024, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending 3 months prior to the beginning of the contract, 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.

NOTIFICATION: The contractor will be notified of availability or nonavailability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

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 February 1, 2023 through January 31, 2024 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: 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>.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED 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.

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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 E-Discovery Services as well as Scanning Services. Requiring such operations as capturing and data processing of electronic files into load files for e-discovery software; metadata extraction; set up of Relativity database or workspace; Relativity Advanced Analytics for technology assisted review; Reclamation access to Relativity database; data hosting and storage; document review and staffing services; record production including index and privilege log creation, document processing to bates stamped pdf, native document format productions for document types that do not convert to pdf easily such as MS Excel or GIS files, copying produced records to hard drives, and packing and shipping of administrative record hard drives; grayscale or color scanning of hard copy documents to a minimum resolution of 300 dpi; electronic bates stamping of OCR pdf files; and Relativity software training.

Service	Description
E-Discovery Services	<p>E-discovery services may include the following tasks:</p> <ul style="list-style-type: none"> • Relativity software is the required e-discovery software. • Capturing and data processing of electronic files; emails; and Microsoft Teams chats, attachments, and images into load files for e-discovery software. • Metadata extraction from original electronic files and emails. • Set up of Relativity database(s) or workspace(s) • Relativity Advanced Analytics for technology assisted review. Analytic services may include duplicate document identification, email threading (identification of chains of email and branches), file name normalization, language identification, repeated content, etc. • Reclamation access to Relativity database • Data hosting and storage • Document review and staffing services – <ul style="list-style-type: none"> ○ Document review may include first level review for responsiveness and privilege, and identification of redactions. ○ Staffing may include document review project manager, team lead, production staff, analytic services staff, and document review staff. • Record production including index and privilege log creation, document processing to bates stamped pdf, native document format productions for document types that do not convert to pdf easily such as MS Excel or GIS files, copying produced records to hard drives, and packing and shipping of administrative record hard drives.
Scanning	<p>Grayscale or color scanning of hard copy documents to a minimum resolution of 300 dpi. Archival grayscale scanning of old or faded drawings and documents must have a minimum resolution of 300 dpi. Scanned images would be produces as OCR (optical character recognition) pdf files. All blank scanned pages will be removed by contractor. Grades of scanning services are listed below. The grade of the scanning task will impact the pricing.</p> <p><u>Grade A:</u> Auto-feed – pages of original documents will successfully run through the scanner feeding chute.</p> <p><u>Grade B:</u> Limited preparation – Pages can be successfully run through the auto feed chute after removal of bindings, post it notes, or other misc. light preparation tasks.</p> <p><u>Grade C:</u> Glass work – The documents require removal of paper clips, rubber bands, staples and odd-sized or oversized documents that require hand placement of the document on the copy glass.</p>
Bates Stamping	<p>Electronic bates stamping of OCR pdf files created from native format electronic files with sequential alpha numeric stamp. Bates stamping will occur for sets of documents or project files to support litigation. Documents will be renamed with the starting bates number. Document index will be updated with the start and end</p>

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	bates number for each document and start bates number will be hyperlinked for ease of document retrieval. Bates stamped records and index will be copied onto hard drives. NOTE: This service will be used when agency has an index already created for electronic project files and there is an active litigation. No e-discovery services would be required.
Relativity Software Training	Contractor will provide Relativity software training to agency staff including software access, navigation, document review, coding, analytic basics, redactions, and other topics as needed.

TITLE: E-Discovery and Scanning

FREQUENCY OF ORDERS: Approximately 10 to 15 orders per year.

Approximately 10 scanning orders averaging 6000 documents and approximately 2 ediscovery orders with approximately 15 pst files and approximately 13,500 docs per ediscovery order.

NUMBER OF PAGES: Approximately 250 to 12,000 pages per order with an average of 6,000 pages per order.

Number of Pages to be scanned: This will be dependent upon each print order request. For each print order, this could range from 250 single or double sided pages up to (or exceeding) 6,000 single or double sided sheets.

TRIM SIZES:

Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

- (1) Format "A" will include any trim size up to and including 8.5" x 11"
- (2) Format "B" will include any trim size over 8.5" x 11" up to and including 11" x 17"
- (3) Format "C" will include any trim size over 11" x 17" up to and including 24" x 36"

It is anticipated that approximately 85-90% percent of the total orders will be for Format "A", approximately 10-15% percent of the total orders for Format "B", and up to 5% percent of the total orders may be Format "C".

GOVERNMENT TO FURNISH:

Contractor must contact the agency contact referenced on the Print Order to arrange pickup of hard copy documents or transmission of files.

Government furnished material may include files available via FTP or Email; CD/DVD; hard copy; encrypted hard drive.

Hard copy documents to be scanned will be available in banker boxes or map tubes and could be located in various locations within the CPN Region at the following addresses:

- Columbia Pacific Northwest Regional Office: 1150 N Curtis Rd Boise, ID 83706
- Snake River Area Office: 230 Collins Road Boise, ID 83702
- Grand Coulee Power Office Hwy 155 PO Box 620 Grand Coulee, WA 99133
- Columbia Cascades Area Office 1917 Marsh Rd Yakima, WA 98901
- Bend Field Office 1375 SE Wilson Ave, Ste 100 Bend, OR 97702
- Umatilla Field Office 32871 Diagonal Road Hermiston, OR 97801
- Ephrata Field Office 32C Street NW Ephrata, WA98823
- Yakima Field Office 1917 Marsh Rd Yakima, WA 98901
- Middle Snake River Area Office 230 Collins Road Boise, ID 83702
- Upper Snake Field Office 470 22nd Street Heyburn, ID 83336
- Hungry Horse Field Office PO Box 190130 Hungry Horse, MT 59919

Electronic file types required for eDiscovery including but not limited to:

- MS Word (.doc and .docx)
- MS Excel (.xls and .xlsx)
- MS Outlook data files (.pst)
- MS PowerPoint (.ppt and .pptx)
- MS Access (.accdb and similar)
- MS Teams chats, attachments, files and images
- Adobe portable document format (.pdf)
- Data file types including (.dbf, .csv, or similar)
- Text Files (.txt)
- Video File types (.mp4, .avi, .mov)
- Audio File types (.mp3, .wav, .m4A)

Due to the sensitivity of the Government furnished materials, all pick-up and return of Government furnished materials must be prepared and transmitted in a secure manner which prevents loss, theft, or unauthorized access. See Security.

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

The contractor will be responsible for Government property whether in the performance of the contract or in transit during pickup and/or return of such furnished property to the Government in accordance with GPO Contract Terms, Contract Clause, No. 9.

The contractor shall also furnish the means and measures to ensure that the furnished materials will be handled in a secure fashion to ensure strict confidentiality of their contents. Please reference "Security" section of this contract.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the agency.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

SCANNING:

Hard copy documents may be furnished including, but not limited to, 2-sided GBC bound, Blueprints, Bound Books, Fold-ins, Forms (8.5 x 11"), Half pages; Maps; Non-standard sizes (not 8.5 x 11" or 8.5 x 14"), Oversized documents, Photos, Bound in folders, Folded products, Paper clipped, Sticky notes affixed, Stapled. Contractor will be required to separate each page for scanning/conversion.

Content may include single-sided, double-sided, black only, carbon copies, color, embossed image, grayscale, handwritten, laser print, line-work, photocopies, text, and/or typewritten.

Documents may be fragile, edges frayed, good quality originals, poor quality originals, and/or yellowed.

Paper may be carbon copy, carbonless copy, onion skin, colored paper, thermal paper, plain white paper.

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 and GPO Northwest.

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.

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Contractor may disassemble the furnished document before scanning.

For Books only: Contractor may not remove binding of books before scanning.

After scanning, the contractor is required to re-assemble 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 60% of the total furnished source materials that shall be ready to be inserted into the automated document scanner requiring no deconstruction. (For example, looseleaf documents that are all one size.)

Light Intervention: Approximately 10% 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 10% 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 10% 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 10% 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.

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 specified on the Print Order [*RGB, CMYK*].

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

All documents will be scanned at a minimum of 300 ppi, 8 or 16 bit.

DOCUMENT CLEAN-UP:

Contractor will be responsible for the following image clean-up requirements: contractor to straighten image(s) that are furnished skewed; contractor to despeckle image(s); contractor to crop image(s) as specified; and contractor to redact data as specified.

Saved files are to be optimized for high-resolution printing and low-resolution printing.

Contractor to use the following as the file naming convention: To be determined by each specific Print Order submitted.

The scanned documents must be converted using Optical Character Recognition (OCR).

The scanned documents must be converted to PDF normal or TIF file (TIF for eDiscovery only).

Scanned/converted documents are to be text-searchable.

Electronic Bates numbering is required. Contractor will be required to number documents prior to scanning using Electronic Bates numbering. No missing number or number skips are allowed, unless otherwise specified.

Bates numbering format will be determined by each specific print order submitted. However, Bates numbering should be done with an alpha numeric format to include four letters followed by 9 numbers i.e. USBR000000001

Contractor to identify metadata as specified by the ordering agency. Metadata may include but is not limited to document name, date/time created, date/time last modification, size, document type, number of pages, email to, from, cc, subject, data/time sent, size, native format. Metadata is to be stored information to be stored with the processed files for the length of the project – may be included in hosting.

Contractor to return scanned/converted documents as a single page PDF or multiple page PDF as indicated on the Print Order.

Contractor shall save final files to Encrypted Hard Drives. At the request of the agency, a suitable external hard drive compatible with the agency's computer platform will be provided by the contractor. All external drives must have a ten year data retention warranty. Hard drives must have a minimum of 1 TB capacity.

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 within 5 days of the initial request. A list of authorized agency personnel will be provided to the contractor after award of the contract.

UPS or FedEx with tracking may be used for pick-up and delivery or the contractor can use their own vehicles. All packages must be tracked.

Secure Transmission of Materials: Transmission of materials outside of the contractor's facility (i.e. pickup and return of government furnished materials, etc.) shall be conducted in a manner which prevents loss, theft, or unauthorized access. Materials may be transmitted by one of the following methods:

- a) Via employees of the contractor in a contractor-owned vehicle. Exclusive use of vehicle will be required for transport of all materials. All deliveries must be transported in appropriate-size, secure vehicles. All drivers must have a current state-issued driver's license and must carry a photo identification card issued by the contractor. At least one employee must remain with the material at all times. Employees must have a background check on file, be bonded and insured, and must maintain accountability logs to assist if an audit trail is necessary on any particular delivery.
- b) Via U.S. Postal Service (USPS) Express Mail, Registered Mail, and Certified Mail. (If using Express Mail, "Signature Required" must be checked.)
- c) Via a tier 1 national transport carrier (air and/or surface) with the following security requirements:
 1. Exclusive-use vehicles with direct, location-to-location service.
 2. Continuous shipment monitoring and ability to make real-time delivery adjustments.
 3. Background checks on all drivers, with driver and vehicle information available upon request.

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4. Secure online shipment tracking for shipment status monitoring from pickup to delivery, with summary report available upon delivery completion.

TRAINING: Relativity E-Discovery software training may be required. A contractor representative certified as a Relativity software Trainer is required. A copy of the certification certificate may be required at the request of the Government.

PROOFS:

When requested on the Print Order the contractor must upload initial scans to an accessible location for agency inspection and approval that the quality is sufficient before completing the entire project.

Contractor must contact the agency contact indicated on the Print Order to arrange transmission of initial scans.

Proofs will be withheld not more than 5 workdays from receipt by the Government to receipt in contractor's plant. Contractor must not proceed prior to receipt of an "OK to proceed". Contractor must not proceed prior to receipt of an "OK to proceed".

The final delivery is also subject to review and approval by the agency prior to the contractor returning the furnished material.

Any images found to be missing, of poor quality, or otherwise defective must be corrected.

DISTRIBUTION: Majority of orders will be within the states of Idaho, Washington, and Oregon. An occasional order may be within Montana or Washington DC.

When Government Furnished Material is required to be picked up or returned the reimbursement for picking up Government furnished materials and returning materials will be made by submitting shipping receipts.

Upon completion of each order, all Government Furnished Material must be returned to the Department, unless otherwise indicated on the Print Order.

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

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.

Scanning Orders will require from 5 days to 6 weeks depending on complexity, for complete production and delivery from the time the ordering agency notifies the contractor that the Government Furnished Materials are available for pickup.

eDiscovery Orders will require from 30 days to 16 weeks depending on complexity, for complete production and delivery from the time the ordering agency notifies the contractor that the Government Furnished Materials are available for pickup.

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 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".

I. (a) (1) (1)	214	II. (a)	30
(2)	25	(b)	150
(3)	60	(c)	100
(2) (1)	36	(d)	20
(2)	4	(e)	270
(3)	60	(f)	270
(3) (1)	21	(g)	30
(2)	3		
(3)	30	III. (a)	20
(4) (1)	4		
(2)	1	IV. (a)	270
(3)	6	(b)	270
(5) (1)	2		
(2)	1	V. (a)	870
(3)	6	(b)	10
(b) (1) (1)	92	(c)	240
(2)	11	(d)	2
(3)	60	(e)	270
(2) (1)	15		
(2)	2		
(3)	60		
(3) (1)	9		
(2)	1		
(3)	60		
(4) (1)	2		
(2)	1		
(3)	6		
(5) (1)	1		
(2)	1		
(3)	6		

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.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Seattle GPO. If such orders are placed by the agency, and no Modification is received from the Seattle GPO, the contractor is to notify GPO Seattle immediately. Failure to do so may result in nonpayment.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or per 1,000 rate.

(Initials)

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

	Format A Cost per 100 scans (1)	Format B Cost per 100 scans (2)	Oversized Cost per square foot (3)
(a) Gray scale scanned to tiff, pdf, or jpeg with a minimum of 300 ppi. Cost must include scanning, computer indexing, second pass verification, and provide a viewer. Bids for "Format A" and "Format B" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications. Bids for "Oversized" will be cost per square foot.			
(1) No Intervention	\$ _____	\$ _____	\$ _____
(2) Light Intervention	\$ _____	\$ _____	\$ _____
(3) Medium Intervention	\$ _____	\$ _____	\$ _____
(4) Heavy Intervention	\$ _____	\$ _____	\$ _____
(5) Glass Work	\$ _____	\$ _____	\$ _____

	Format A Cost per 100 scans (1)	Format B Cost per 100 scans (2)	Oversized Cost per square foot (3)
(b) Color scanned to tiff, pdf, or jpeg with a minimum of 300 ppi. Cost must include scanning, computer indexing, second pass verification, and provide a viewer. Bids for "Format A" and "Format B" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications. Bids for "Oversized" will be cost per square foot.			
(1) No Intervention	\$ _____	\$ _____	\$ _____
(2) Light Intervention	\$ _____	\$ _____	\$ _____
(3) Medium Intervention	\$ _____	\$ _____	\$ _____
(4) Heavy Intervention	\$ _____	\$ _____	\$ _____
(5) Glass Work	\$ _____	\$ _____	\$ _____

(Initials)

II. 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) Email .pst processing and their attachments. Agency will provide .pst files.
With an defined number of emails and attachments. **Cost per .pst file..** \$ _____
- (b) Conversion of gray-scale electronic files and their attachments
To 300 dpi tiff, jpeg, pdfs, or pst. **Cost per 100 images.** \$ _____
- (c) Conversion of color electronic files and their attachments
To 300 dpi tiff, jpeg, pdfs, or pst. **Cost per 100 images.** \$ _____
- (d) Conversion of Microsoft Excel files
To 300 dpi tiff, jpeg, pdfs, or pst. **Cost per 100 images.** \$ _____
- (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.** \$ _____
- (g) Extraction (capture) Attachments and images within Teams Chats.
With an defined number of messages. **Cost per user.** \$ _____

III. EXTERNAL ELECTRONIC STORAGE DEVICES: Prices offered shall be all inclusive for the production of external (encrypted) hard drive storage devices in accordance with the terms of these specifications. Cost must include all required materials, operations and distribution in accordance with the specifications.

- (a) Downloading files to minimum 1 TB external hard drive compatible to the agency's computer platform. Cost will include downloading files and storage devices. **Cost per hard drive.** \$ _____

IV. OBJECTIVE 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)

V. 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) Relativity software training, all phases, with an undefined number of students per session, **cost per hour.** \$ _____
- (e) Electronic Bates stamping, **cost per 100 stamps.** \$ _____

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.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

(Initials)

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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 _____