

Program 5387-S Term: Date of Award thru July 1, 2019 plus four Option Years										
TITLE: Document Conversion Services										
			Court Records & Data Mgmt. 370-23959		Data Mgmt. Int'l. 070-26028		Data Savers of Jack. 090-26073		Edge Digital Group 450-29710	
ITEM#	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	DOCUMENT PREPARATION: Prices offered shall be all-inclusive to prepare documents for scanner processing in accordance with these specifications and must include the cost of all required operations including, but not limited to, removing documents from binders; staple removal; insertion of separator sheets and/or paper clips to separate documents for repacking after conversion; and handling of sticky notes or other non-standard size paper.									
(a)	Document Preparation (8-1/2 x 11")...per page/trim-size unit	189,000	.02	3,780.00	0.070	13,230.00	0.0225	4,252.50	0.02	3,780.00
(b)	Document Preparation (over 8-1/2 x 11 up to and including 17 x 11") ...per page/trim-size unit	10,500	.02	210.00	0.080	840.00	0.0300	315.00	0.02	210.00
(c)	Document Preparation (over 17 x 11" up to and including 30 x 48") ...per page/trim-size unit	100	1.00	100.00	2.000	200.00	0.0500	5.00	0.01	1.00
II.	SCANNING DOCUMENTS AND CONVERSION TO PDF: Prices must include the cost of all required materials and operations to scan pages with 99.9% of the images quality assured. Blank backsides must be removed.									
(a)	Scanning Black only to PDF									
(1)	8-1/2 x 11" ...per page/trim-size unit	378,000	0.06	22,680.00	0.001	378.00	0.0150	5,670.00	0.02	7,560.00
(2)	Over 8-1/2 x 11" up to and including 17 x 11" ...per page/trim-size unit	18,900	0.090	1,701.00	0.010	189.00	0.0350	661.50	0.120	2,268.00
(3)	Over 17 x 11" up to and including 30 x 48" ...per page/trim-size unit	100	2.75	275.00	1.000	100.00	0.7500	75.00	0.70	70.00
(b)	Scanning Color to PDF									
(1)	8-1/2 x 11" ...per page/trim-size unit	21,000	0.08	1,680.00	0.015	315.00	0.0375	787.50	0.02	420.00
(2)	Over 8-1/2 x 11" up to and including 17 x 11" ...per page/trim-size unit	1,050	0.18	189.00	0.300	315.00	0.0350	36.75	0.12	126.00
(3)	Over 17 x 11" up to and including 30 x 48" ...per page/trim-size unit	10	2.75	27.50	6.000	60.00	0.95	9.50	0.70	7.00
(c)	OCR processing ...per scanned page	21,000	0.02	420.00	0.020	420.00	N/C	0.0	0.03	630.00
III.	OUTPUTTING TO HARD DRIVE, PACKING, AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of outputting to hard drive devices; the cost of packing; all necessary wrapping and packing materials; labeling and marking; and, distribution in accordance with these specifications. Outputting to hard drive... per hard drive									
		42	N/C	0.0	N/C	0.0	N/C	0.0	15.00	630.00
IV.	ADDITIONAL OPERATIONS:									
(a)	USB-2 External Hard Drive ...per hard drive	2	150.00	300.00	50.000	100.00	45.0000	90.00	20.00	40.00
(b)	USB-3 External Hard Drive ...per hard drive	2	150.00	300.00	50.000	100.00	65.0000	130.00	20.00	40.00
(c)	Pull Request ...per file	24	15.00	360.00	2.000	48.00	2.0000	48.00	20.00	480.00
(d)	Storage ...per box/per month	150	0.25	0.00	0.135	20.25	N/C	0.0	3.00	450.00
(e)	Destruction of furnished materials ...per order	980	0.50	490.00	N/C	0.0	N/C	0.0	2.00	1,960.00
(f)	Return of furnished materials ...per order	10	25.00	250.00	2.500	25.00	2.00	20.00	200.00	2,000.00
(g)	Pickup charge									
(1)	Wilmington, NC ...per order	4	250.00	1,000.00	200.000	800.00	700.0000	2,800.00	1,126.00	4,504.00
(2)	Asheville, NC ...per order	1	250.00	250.00	300.000	300.00	750.0000	750.00	1,305.00	1,305.00
(3)	Raleigh, NC ...per order	1	250.00	250.00	300.000	300.00	750.0000	750.00	877.00	877.00
(4)	Washington, NC ...per order	1	250.00	250.00	300.000	300.00	750.0000	750.00	947.00	947.00
	CONTRACTOR TOTALS			\$34,512.50		\$18,040.25		\$17,150.75		\$28,305.00
	DISCOUNT		2.00%	\$690.25	2.000%	\$360.81	0%		5.00%	\$1,415.25
	DISCOUNTED TOTALS			\$33,822.25		\$17,679.44		\$17,150.75		\$26,889.75

U.S. GOVERNMENT PUBLISHING OFFICE
Virginia Beach, VA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Document Conversion Services

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

U.S. Army Corps of Engineers
Wilmington, NC

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending July 1, 2019, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Virginia Beach, VA time, on June 20, 2018.

BID SUBMISSION: Submit bid to: U.S. Government Publishing Office, 291 Independence Boulevard, Suite 401, Virginia Beach, VA 23462. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Virginia Beach, VA Regional Office, Fax No. (757) 490-7950. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. **NOTE: FAXED BIDS RECEIVED AFTER 2:00 P.M. ON THE BID OPENING DATE SPECIFIED ABOVE WILL NOT BE CONSIDERED FOR AWARD.**

Do NOT fax double sets or extra copies of forms that have not been requested; only fax the pages in SECTION 4 of these specifications, with all of the information completed as requested.

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

Vendors are urged to read these specifications in their entirety, as the specifications have been revised and the quantities reduced.

For information of a technical nature, contact Richard Gilbert at rgilbert@gpo.gov or (757) 490-7944.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

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.

SUBCONTRACTING: Subcontracting is NOT allowed.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to July 1, 2019, 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 April 31, 2018,

called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

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

PRE-AWARD TEST: The contractor being considered for award may be required to demonstrate their ability to perform the functions required in these specifications by completing a pre-award test. The Government may waive the pre-award test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully perform the functions required.

For the pre-award test, the contractor will be required to scan/convert one Federal records box of hard copy documents (subdivided into 25 different files), name, and index the files, as specified herein. NOTE: The box will consist of up to approximately 250 pages consisting of text, photos, and/or graphics, and is representative of the type of materials to be furnished on this contract.

The contractor will be required to scan/convert the samples pages in accordance with the specifications herein. When the contractor has completed scanning/converting, he must return the completed converted pages via the ordering agency's FTP site. (NOTE: Information regarding the ordering agency's FTP site will be provided at the time of the pre-award test.)

NOTE: Contractor MUST notify the GPO the same workday as uploading the pre-award test sample pages to the ordering agency's FTP site.

The contractor must upload the test samples within two (2) workdays of receipt of the furnished pre-award test materials.

NOTE: Contractor must return the furnished materials within 10 workdays of receipt of approval.

If pre-award test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer.

In the event the revised pre-award test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver completed pre-award test samples within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this pre-award test.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives at the U.S. Corps of Engineers, Wilmington, NC, immediately after award.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through September 30, 2018, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract. Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

FEDERAL RECORDS MANAGEMENT REQUIREMENTS: The contractor must adhere to the following standard items related to records generated in executing the contract:

1. The contractor shall treat all deliverables under the contract as the property of the U.S. Government for which the Government Agency shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.
2. The contractor shall not create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.
3. The contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974, or that which is generally protected by the Freedom of Information Act. (See "PRIVACY ACT NOTIFICATION" specified herein.)

4. The Government Agency owns the right to all data/records produced as part of this contract.
5. The Government Agency owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. The contractor must deliver sufficient technical documentation with all data deliverables to permit the agency to use the data.
6. The contractor agrees to comply with the Federal and Agency records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservations of all records created or received, regardless of format (paper, electronic, etc.) or mode of transmission (email, fax, etc.) or state of completion (draft, final, etc.).
7. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Agency and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage, or alienation of Federal records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Agency or destroyed without regard to the provisions of the agency records schedules.

NONDISCLOSURE OF INFORMATION: Neither the contractor nor any of its employees shall divulge nor release data or information developed or obtained during performance of this contract, except to authorize Government personnel with an established need-to-know or upon written approval of the Contracting Officer.

The contractor must ensure that documents are secured and handled to track chain of custody and ensure security.

DATA RIGHTS: All data produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

Information contained in all source documents and other media provided by the U.S. Army Corps of Engineers (USACE) is the sole property of USACE.

DISPOSAL OF WASTE MATERIALS: The contractor is required to demonstrate how all waste materials used in the production of sensitive records will be definitively destroyed (i.e., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records are records that are exempted from disclosure by statute, including the Privacy Act or regulation. The contractor is required to show proof of disposal.

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>.

Facsimile transmission should only be used when no samples are required with the contractor's invoice, otherwise payment will be held up while the invoice is returned to the contractor for the required sample(s).

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

SECTION 2 - SPECIFICATIONS

SCOPE: These specifications cover document conversion services requiring such operations as document preparation, scanning, Optical Character Recognition (OCR) conversion, PDF file creating, file name management and conversion, indexing, storage, packing, and distribution.

TITLE: Document Conversion Services.

FREQUENCY OF ORDERS: It is anticipated that approximately 7 orders per year will be issued, as follows:

Wilmington, NC Office – Quarterly.

Field Offices – Approximately 1 order per year for each field office.

NOTE: In addition to the Wilmington office, there are three (3) field offices (Asheville, Raleigh, and Washington, NC) that will place orders. Each order will consist of approximately 12 federal records file boxes of documents. All work will be completed off-site.

NUMBER OF PAGES: Approximately 2,500 pages per federal records box.

GOVERNMENT TO FURNISH:

External hard drives (USB-2 and USB-3) compatible with Windows 10

Source Documents – Standard permit and related regulatory actions files that comprise the legal, administrative record for all permit and related regulatory activity done by the Wilmington District Corps of Engineers. Files consist of hard copy documents in folders grouped by a common regulatory action identification number. The organizing identifier for the records is also known as the ORM ID. (ORM is the name of the national regulatory data management system. For the purpose of this contract, the “ORM_ID” is synonymous with the Action_ID, DA_Number, “Permit #,” or “Regulatory Action DA #”.)

- *File Identifier Name (“ORM ID”)* – A standard naming/numbering protocol is used. This record always begins with the organizational prefix “SAW” (for South Atlantic Division, Wilmington District). The format for ORM IDs is SAW-YYYY-NNNNN (where YYYY = four-digit year, and NNNNN = five-digit action number).
- *Exceptions to Standard Naming Conventions for ORM ID* – All records use the “SAW-YYYY-NNNNN” prefix to the format. However, about 1% of all records, the five-digit action number (NNNNN) may be extended to eight or nine digits. (This is due to a conversion issue when changing the Government records management system used by the regulatory program and primarily affecting records from 2003 – 2007. These longer formatted records usually begin with leading “9’s”.)
- *File Content Summary* – Each file consists of all reports, correspondence, applications, permits, photos, maps, field notes, and related materials that are programmatically required to document all regulatory decisions. The majority of the file contents are printed text materials, but photos, maps, drawings, and handwritten notes are also in the files and must be scanned and legible.
- *File Content Order* – Files contain documents, notes, and correspondence that are arranged in reverse chronological order. Unless specified by the ordering agency, the contractor must not change the order of the documents in the file.
- *File Size (Pages)* – Approximately 90% of all files contain 200 pages or less. These files typically will not be subdivided. However, in some of the larger files, the ordering agency will subdivide the files into smaller, more manageable sections for scanning into separate chapters within a single PDF or separate PDF documents within a single folder (see “FILE DIVIDERS” specified herein).

Hard copy file/documents will be furnished in federal records file boxes, as follows –

- Majority of hard copy pages will be 8-1/2 x 11". However, approximately 5% of furnished pages may be 11 x 17". On a rare occasion, some documents as large as 30 x 48" may be furnished; however, if the contractor does not have the capability to scan documents over 11 x 17", the contractor may cut and divide the document, scan in smaller sizes, and furnish a "match sheet". ("Match sheet" must show where each smaller scanned portion of the document would be located if the document were scanned as one piece.)
- Documents may be furnished in a variety of binding styles including, but not limited to, loose documents, stapled, paper clipped, inserted into binders, and/or bound. Materials may include photocopied copies, typed print, carbon copies, forms, faxes, sticky notes, blueprints, drawings, plans, maps, and photos. Most of the documents are on standard paper stock; however, many of the older files include "onion skin" paper stock printed on yellow paper for files copies. Other paper stock in the files may include documents printed on thermal paper (older faxes), blueprint paper, photographic paper, newspaper, and map plotter paper.
- Documents consist of both black only pages and color pages.
- Documents are both single-sided and double-sided prints. The majority are single-sided.
- Documents may be annotated with handwritten notes or have signatures or seals, all of which must be legibly reproduced.
- Less than 1% of all files from 1995 to present may contain a CD. (These are usually removed by the ordering agency prior to furnishing the file for scanning; however, an occasional CD may still be included.) If a CD is included with the furnished documents, the contractor must notify ordering agency. CDs, when found inside a regulatory folder, usually contain photos (JPEGs), documents (Word, Word Perfect format, or PDF), GIS or CADD files. If the CD contains photos or documents, the contractor may be required to upload the images or document files. These image/document files should be included as additional files (with the scanned documents), converted to PDFs, and entered into the file index. If the CD contains GIS or CADD files, the CD should be returned to the ordering agency with the file label to ensure identification. GIS and CADD files do not belong in the administrative record (files submitted for scanning), and therefore, no further action will be required on the part of the contractor after returning to the Government.

Federal Records File Boxes – The furnished documents will be packed in Federal Records boxes with a standard size of 14-3/4 x 12 x 9-1/2" for legal- and letter-sized files (NSN 8118-00-1178249). The ordering agency may need to re-use the file boxes after the documents have been scanned/converted and the agency has accepted; therefore, the contractor is NOT to make any marks on the boxes or seal the boxes with strapping tape or large amounts of packing tape (without permission from the ordering agency). If the boxes are re-usable, the contractor may be required to send the boxes to the regional federal records center or USACE, Wilmington, NC, (as specified) for storage. If the Government directs the contractor to destroy the furnished files, the Federal Records boxes that can be re-used should be returned to the Government, as specified.

File Box Inventory – The ordering agency will prepare a Box Transmittal which is a file inventory listing each ORM ID for each file in the records file boxes sent for scanning. The inventory shall be printed (with a hard copy shall accompany each box) and will also be digitally transmitted in a spreadsheet to the contractor with any special handling instructions. Files that require subdividing (files greater than 200 pages or that contain oversized color maps that may be too large to include in a single file) shall be divided by the ordering agency using document dividers (as described under "PAPER CONVERSION"). Subdivided files within a single box may be listed as a single file in the box inventory.

A text file printout will accompany each shipment/box order. The text file printout is an inventory of what is being furnished in each box and will be in Microsoft Excel format. The file printout will list each file by ORM-ID in the box. A paper printout of the spreadsheet will be packed with each box furnished. The ordering agency will also email a copy so that the contractor has a digital copy for the index. The inventory file will contain the ORM-ID, the file name, and on occasion, will include brief instructions if the file relates to other actions or has special handling requirements.

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

NOTE: *Contractor must provide a list of employees authorized to pick up and deliver furnished materials and output media (see “DISTRIBUTION”) at the post award conference. In the event the post award conference is waived, contractor must provide the list of employees within five (5) workdays of notification of contract award.*

LIABILITY OF GOVERNMENT OWNED PROPERTY: The contractor will be held responsible for replacing lost or damaged Government property, whether in the performance of the contract or in transit upon the return of such furnished property to the Government.

PROJECT PROGRESS MEETINGS: The contractor must be available to meet with the ordering agency in the Wilmington District office to review progress and discuss technical and programmatic issues related to the document management effort status and progress. These meetings will be scheduled as needed and will not exceed one-half day in duration. The contractor will be notified at least three (3) workdays in advance of a meeting. Typical meeting times will be scheduled monthly. The contractor representative must be able to commit to actions by the contractor and have expertise in document management, scanning, and PDF creation and use. **NOTE:** *At some point during the term of the contract, at the Government’s option, the meetings may be conducted via teleconference. Contractor will not be reimbursed for any travel costs.*

INSPECTION OF FURNISHED MATERIALS: The contractor will be required to inspect all files and their document contents to determine their suitability for scanning.

The contractor shall establish a database from the Box Transmittal index supplied by the ordering agency and shall provide an updated database and digital index with the completion of each order. The database will include the shipment and box number, ORM ID, file name (as pulled from box transmittal spreadsheet), and any subdivided files within that ID, the date of scanning, and the number of pages scanned per document in the file.

The contractor shall verify the index in the Box Transmittal against the files by box. Any discrepancies between the Box Transmittal database and the files in the boxes are to be reported to the ordering agency within three (3) workdays of receipt of the boxes. This database shall contain the ORM ID (as included in the box inventory and file name(s) (as pulled from the file dividers or labels).

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.

Furnished hard copy documents may be provided in a variety of binding styles including, but not limited to, loose documents, stapled, paper clipped, inserted into binders, and/or 3-hole punched. Contractor will be required to separate each page for scanning/conversion.

Contractor must scan black only and color documents as furnished (i.e., documents with black only printing must be scanned as black only, and documents with color printing must be scanned as color).

NOTE: *After the scanning/conversion process, the contractor is not required to re-bind furnished documents. However, the contractor must repack the files in the boxes in the order received.*

FILE DIVIDERS: The contractor must work with the ordering agency to develop an efficient method of naming and organizing the subdivided large files (greater than 200 pages or oversized color maps that may be too large to include in a single file). This may include preparation of Bar Coded Target Pages to identify specific key file parts such as: Application, Permit, Modification and Update, Enforcement, Mitigation, etc. The ordering agency will supply the contractor with a list of needed “target” pages, and the contractor will supply these within 48 hours of request. The need for “targets” could change throughout the term of the contract. The ordering agency will determine if the target pages will be used to create new PDF documents or to place bookmarks to identify key chapters within a PDF, as needed.

PAPER CONVERSION: The contractor shall provide paper document conversion services to include, but not limited to, scanning hard copy documents to digital format, converting the digital documents to text searchable Adobe Acrobat PDF files (11.0 or greater), and when required, any Optical Character Recognition (OCR) processing needed to convert PDF files (current version). When required, OCR processing must meet 99.9% accuracy levels. NOTE: The final files must be readable by the current version of Adobe PDF reader.

The contractor shall scan the hard copy documents in the sequential order of removal from the file in the box. The ordering agency shall place file dividers into the file. The contractor will supply Bar Coded Target Pages as specified by the ordering agency to be inserted in the order the documents are located in the file.

The contractor is to follow the divider sheets inserted by the ordering agency to establish bookmarks within the PDFs or set up stand alone PDF documents from larger files based on the divider sheets.

Computer File Structure – Contractor must organize the PDF files into directories by shipment and subdirectories by box number within the shipment. The PDFs should be consecutively numbered based on scan order. The index file (*.txt) is the critical data mapping tool that provides the electronic document viewer with the needed look-up table to enable scanned files to be retrieved.

The file structure is as follows: S<number>/b<number><scan_order_number>.pdf.

For example – s001/b001/00123.pdf

There may be more than one PDF associated with an ORM ID and file type. For this reason, it is critical to use a unique file labeling system and the accompanying index format.

The Government will supply the basis for the index file in the box inventory spreadsheets. These spreadsheets will include the ORM ID and the file name. The Government will insert “target sheets” inside the file to delimit the file parts. The contractor will add these subdivided parts to the index, as well as the number of pages, the date of the scan, and the scan number.

The delimiter for the index file is the pipe symbol (|). The following is an example of a file that has been subdivided into parts using target sheets and shows the corresponding text file index:

SAW-1999-00666 | Happy Acres Development | Application | 12/28/2012 | 6 | S045\b003\00000001.PDF
SAW-1999-00666 | Happy Acres Development | OV | 12/28/2012 | 1 | S045\b003\00000002.PDF
SAW-1999-00666 | Happy Acres Development | Permit | 12/28/2012 | 7 | S045\b003\00000003.PDF

Prior to commencing work, the contractor will ensure that the proposed scan names and formats are approved by the ordering agency as this format must be compatible with the Government document viewer system which requires import of documents with accompanying index files, as specified in “INDEXING.”

The contractor and ordering agency may mutually agree to changes in the file naming and directory structure if it is deemed to improve the efficiency of import or end use in the regulatory data management system. Any such changes will be documented in writing by the ordering agency and will change from the date of the decision memo forward.

INDEXING: Upon delivery of a batch of PDFs, the index of the incremental material shall be updated with full path name, including file names. NOTE: The pipe symbol (|) in the following example is used to delimit the text file:

ORM NUMBER | APPLICANT NAME | DOCUMENT TYPE | SCAN DATE | TOTAL PAGES |
pathname&scan-name-or-number.PDF

NOTE: The name of the index file shall be export.txt.

IMAGE RESOLUTION: There is no one setting for scan resolution that will necessarily work for all documents in the files. The key criteria in the delivered scanned image resolution is the legibility of the scanned document and the future ability to convert, if needed, to a newer storage format, balanced with the need to keep the file size compact enough to allow for good performance when retrieving and viewing files.

The process of obtaining the highest quality consistent image is a balance of resolution, densities, contrast, the contract differential between the paper of background density of the document and the print density and the reduction level. The objective is the consistent highest quality image. Whenever necessary, the contractor is to employ those methodologies necessary to produce the highest image quality index.

If the image reduction can be consistently lowered and still maintain the same relational resolution level, the contractor, with the approval of the ordering agency, shall make those improvements.

ELECTRONIC IMAGING: The contractor shall scan all documents on a scanner with calibration capabilities. For each furnished shipment, the contractor must provide, at a minimum, the following –

- Date scanned.
- Make, model, and serial number of scanner.
- Manufacturer name and version number of scanner software.
- Scanning dpi.

The technical target shall contain ANSI scan resolution test charts with an A-1 Scanner Test Chart #2 as prescribed by the scanning specification and ANSI TR39-1996.

OUTPUT MEDIA: The contractor shall save the PDF files and accompanying index file for each order placed to an external hard drive. All documents furnished on a print order and saved as PDF files and accompanying index file are to be delivered on a separate hard drive.

Additionally, the ordering agency requires a cumulative quarterly delivery of all finalized print orders on a separate, high capacity hard drive.

On the majority of all orders placed, the ordering agency will furnish the required external hard drive (either a USB-2 or USB-3).

On a rare occasion, when Government furnished hard drives are not available, the contractor may be required to provide the USB-2 or USB-3 external hard drives (compatible with Windows 7) for saving/delivering the files. When required, the ordering agency will specify on the print order which hard drive to use (USB-2 or USB-3), including brand name and capacity, in accordance with the list of approved hard drives furnished by the Government (see “NOTE” below). *The Government will return all contractor furnished hard drives within 60 calendar days of receipt thereof.*

NOTE: When required, the USB-2/USB-3 external hard drive must be a Government-approved hard drive. The ordering agency will provide a list of Government-approved, commercially available USB-2/USB-3 external hard drives immediately after award, and quarterly thereafter as needed by the contractor, as the list of Government-approved devices is updated quarterly.

Contractor shall deliver the hard drives to the ordering agency in accordance with the “SCHEDULE.”

PACKING: Pack the output media (USB-2/USB-3 external hard drives) suitable so as to ensure safe delivery without data loss.

When required, the contractor must re-pack furnished materials according to the ordering agency's labeling system (for tracking purposes).

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to shipping containers.

ACCEPTANCE TESTING: All files scanned will be subject to acceptance testing by the ordering agency for identification accuracy, completeness, and legibility. The contractor will support the acceptance testing process by retrieving and returning the paper files that are requested by the ordering agency for inspection and comparison to the scanned product delivered. (See Exhibit A for sample of acceptance testing sheet.)

The process of acceptance testing is as follows –

- After the contractor delivers the scanned files for each 12-box lot, the ordering agency will provide a list, identified by folder name (ORM ID) of up to twelve (12) files needed for inspection.
- Files must be complete, the index record must match the files, and each of the twelve (12) files selected for detailed inspection must have legible copying adequate to serve as the legal record.
- If all files in the batch match the index record and the twelve (12) files pulled for inspection are legible and complete, the order will be accepted. If one (1) or more files have inspection errors, the ordering agency will request up to twelve (12) new files for a second round inspection. If there are any errors in the index file, the ordering agency will require corrections to be made by the contractor.
- If all twelve (12) files are accepted and the index file matches the files in each batch, the contractor is to deliver the output media for the entire order in accordance with the schedule specified herein.
- If one (1) or more files are not accepted, the contractor must submit six (6) additional (new) files from that shipment.

The ordering agency will re-test for up to three (3) consecutive rounds of testing for each 12-box shipment furnished. If, after the three rounds, the files are still not acceptable, then the contractor shall be deemed to have failed for that 12-box shipment, and must not deliver the final version on output media for files in those 12 boxes. The files must be re-scanned/converted at no additional cost to the Government.

NOTE: Acceptance testing will be at no charge to the Government. Cost of initial scanning/conversion must be charged in accordance with the "SCHEDULE OF PRICES."

QUALITY MANAGEMENT REPORTS: The contractor shall be expected to perform quality management on the work they perform. A weekly report must be sent to the USACE. Contractor must address the following in the reports –

- The contractor shall identify any cases where the box transmittal does not match the received files in the box. Outside those document sets identified in the Quality Management Report, the contractor should ensure that <0.5% of document sets are missing pages, or have excessive pages.
- Correct naming protocol is used as specified herein.
- Files are indexed as specified herein.
- Image Quality: The contractor shall ensure that scanned images contain less than 0.5% error rate for image quality issues. Images must be at least as legible as the initial document (within the restrictions of the resolution requested). Scanned images must not contain partial or multiple page images, as would occur if images were not fed through a feeder correctly.

DISTRIBUTION: Deliver f.o.b. destination the output media and all deliverables to: U.S. Army Corps of Engineers, 69 Darlington Avenue, Wilmington, NC 28403.

NOTE: All pickups and delivery (for both furnished materials and the output media) must be picked up and delivered by an employee of the contractor. Contractor must be able to provide company identification at time of pickup/delivery. Small package carriers and USPS will not be allowed. Chain of custody must remain with the vendor at all times. Only company branded vehicles will be allowed. There may be occasional exceptions where the Corps requires a file returned and small package carriers may be used with proper tracking.

Receipt for Delivery – Contractor must furnish his own receipts for delivery. These receipts must include the GPO Purchase Order, Jacket, Program, and Print Order Numbers, date of delivery, and signature of Government agency accepting delivery. NOTE: The original copy of this receipt must accompany the contractor's billing invoice for payment. The contractor must be able to produce a signed receipt for these materials at any time during the contract.

Upon completion of each order, the contractor must notify the ordering agency on the same day that the product delivers via email to the address specified on the print order. The subject line of the email shall be "Distribution Notice for Program 5387-S, P.O. XXXXX, Jacket XXX-XXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, delivery/shipping method, and title. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

STORAGE OF FURNISHED MATERIALS: Until the files are digitized, tested/approved by the ordering agency, and loaded into the Wilmington District Regulatory Electronic Document Viewer, the paper documents remain the evidentiary files. Once these operations have been successfully completed and approved, the Government can optionally authorize the contractor to destroy the furnished paper documents. However, delays in testing and uploading to the viewer to date may require the contractor to temporarily store the furnished paper documents until the ordering agency authorizes destruction or return of the furnished materials (see below for return of materials).

The contractor will be required to store the furnished materials for up to 90 calendar days *after* Government approval of the PDF files without cost to the Government. For each month of storage thereafter, the contractor will be allowed a storage charge in accordance with the "SCHEDULE OF PRICES."

DESTRUCTION OF FURNISHED MATERIALS: When instructed by the ordering agency (in writing), the furnished paper documents must be destroyed. The contractor must ensure that these files are shredded before disposing of documents. The contractor must provide the ordering agency with a memo stating the process and giving the quantity of disposal (i.e., number of pages).

Upon testing and subsequent approval of the PDF files and subsequent import into the viewer, the ordering agency will authorize the destruction of the furnished materials.

IN-PROCESS FILE RETRIEVAL: Occasionally, the ordering agency will require that the contractor return the furnished documents (or a small subset of the furnished document) that have already been picked up by the contractor. This is a "Pull Request" or "Courtesy File:" a request for one or more file folders identified by ORM ID, project name, associated shipment and box number, or other file title. Authorized agency personnel will email or fax Pull Requests to the contractor. A list of authorized agency personnel will be provided to the contractor after award of the contract.

If the Pull Request is less than 5MB, the contractor may scan and email the file to the ordering agency. If larger than 5MB, the contractor may provide a password-protected FTP site to allow for the digital transfer of the files, or, at contractor's option, request access to the Army SAFE, a secure FTP site. The contractor must furnish the Pull Request (either via email or FTP site) within three (3) workdays of the initial request. If an email or digital copy cannot be furnished, the contractor must furnish the original furnished hard copy file to the ordering agency within three (3) workdays of the initial request.

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 (when applicable): U.S. Army Corps of Engineers, 69 Darlington Avenue, Wilmington, NC 28403. (NOTE: Furnished materials must be picked up directly by the vendor and delivered to the vendor facility.)

When required, contractor must pick up furnished materials from the field offices (Asheville, Raleigh, and Washington). When required, the contractor will be allowed a pickup charge in accordance with the "SCHEDULE OF PRICES."

No definite schedule for pickup of material can be predetermined.

Workday - The term "workday" is defined as Monday through Friday each week, exclusive of the days on which Federal Government holidays are observed.

The following schedule begins the SAME workday as notification of the availability of print order and furnished material when notification is give before 12:00 noon. When notification is given after 12:00 noon, the following schedule begins the workday AFTER notification of the availability of print order and furnished materials.

Contractor must furnish final data media in digital format (as specified herein) within 30 calendar days of notification of the availability of print order and furnished material.

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

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one (1) year's production requirements under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I.	(a)	189,000
	(b)	10,500
	(c)	100

II.	(a) 1.	378,000
	2.	18,900
	3.	100
	(b) 1.	21,000
	2.	1,050
	3.	10
	(c)	21,000

III.		42
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IV.	(a)	2
	(b)	2
	(c)	24
	(d)	150
	(e)	980
	(f)	10
	(g) 1.	4
	2.	1
	3.	1
	4.	1

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided, for which bids are submitted. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

An entry of NB (No Bid) must be entered if bidder does not intend to furnish certain items.

Bids submitted with blank spaces for the individual items will be considered as an entry of NB for that particular item.

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

I. DOCUMENT PREPARATION: Prices offered shall be all-inclusive to prepare documents for scanner processing in accordance with these specifications and must include the cost of all required operations including, but not limited to, removing documents from binders; staple removal; insertion of separator sheets and/or paper clips to separate documents for repacking after conversion; and handling of sticky notes or other non-standard size paper.

(a) Document Preparation (8-1/2 x 11") per page/trim-size unit\$ _____

(b) Document Preparation (over 8-1/2 x 11 up to and including 17 x 11") per page/trim-size unit\$ _____

(c) Document Preparation (over 17 x 11" up to and including 30 x 48") per page/trim-size unit\$ _____

II. SCANNING DOCUMENTS AND CONVERSION TO PDF: Prices must include the cost of all required materials and operations to scan pages with 99.9% of the images quality assured. Blank backsides must be removed.

(a) Scanning Black only to PDF:

1. 8-1/2 x 11" per page/trim-size unit\$ _____

2. Over 8-1/2 x 11" up to and including 17 x 11" per page/trim-size unit\$ _____

3. Over 17 x 11" up to and including 30 x 48" per page/trim-size unit\$ _____

(Initials)

(b) Scanning Color to PDF:

- 1. 8-1/2 x 11" per page/trim-size unit\$ _____
- 2. Over 8-1/2 x 11" up to and including 17 x 11" per page/trim-size unit\$ _____
- 3. Over 17 x 11" up to and including 30 x 48" per page/trim-size unit\$ _____

(c) OCR processing.....per scanned page.....\$ _____

III. OUTPUTTING TO HARD DRIVE, PACKING, AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of outputting to hard drive devices; the cost of packing; all necessary wrapping and packing materials; labeling and marking; and, distribution in accordance with these specifications.

NOTE: When contractor furnishes the hard drive, the cost of hard drive must be charged for under line items IV.(a) and (b), as applicable.

Outputting to hard drive.....per hard drive.....\$ _____

IV. ADDITIONAL OPERATIONS:

NOTE: A charge will not be allowed under line items IV.(a) or (b) when the hard drive is furnished by the Government. A storage charge under line item IV.(d) will not be allowed for the first 90 calendar days of storage.

(a) USB-2 External Hard Driveper hard drive.....\$ _____

(b) USB-3 External Hard Driveper hard drive.....\$ _____

(c) Pull Request.....per file.....\$ _____

(d) Storage.....per box/per month.....\$ _____

(e) Destruction of furnished materials per box.....\$ _____

(f) Return of furnished materials per box.....\$ _____

(g) Pickup charge:

- 1. Wilmington, NC.....per order.....\$ _____
- 2. Asheville, NC.....per order.....\$ _____
- 3. Raleigh, NCper order.....\$ _____
- 4. Washington, NC.....per order.....\$ _____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

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

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

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

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

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

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

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

Bidder _____

(Contractor Name)
(GPO Contractor's Code)

(Street Address)

(City - State - Zip Code)

By _____

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

(Person to be Contacted) (Telephone Number)

(Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

Final Review by: _____

Date: _____

EXHIBIT A

Acceptance Test Sheet – SAW Regulatory Files

File (DA Number) ID:						Compared against paper?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
File name(s):								
File Type: (check)		NWP <input type="checkbox"/>	GP <input type="checkbox"/>	IP <input type="checkbox"/>	JD only <input type="checkbox"/>	Other action type (specify):		
Lot (shipment) Number:		CD #: CORW	CORW00	Batch #		Total pages PDF		
Item No.	Question	Yes	No	N/A	Comments			
1.	LEGIBILITY TESTS							
1.1	Is the text legible? Scan all pages of file and flag if legibility is lost on a page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.2	Are photos legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.3	Are maps & graphics legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.4	Are signatures legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.	IDENTIFICATION TESTS							
2.1	Are the PDF files correctly associated with the DA Number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test of index data base			
2.2	Does the Permit ID (DA number) match what is in the national regulatory data base (ORM)? If, no, test in RAMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test of ORM – RAMS cross check			
2.3	Does the bar code correctly ID the file type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3.	COMPLETENESS TESTS							
3.1	Are all pages are present and no page parts are truncated as compared to the paper file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Examiner Name: _____

Date of Inspection: _____

Time required to inspect: _____

Comments:

Final Review by: _____

Date: _____

Disposition: