

PROGRAM: 106-S															
TITLE: Large Print Products															
AGENCY: Internal Revenue Service (IRS)															
TERM: August 1, 2021 and ending July 31, 2022															
		DG3 North America, Inc. Jersey City, NJ		Global Precision Imaging Kennesaw, GA		Gray Graphics Capitol Heights, MD		SeeWriteHear, LLC Scottsdale, AZ		Spot Printing Oakbrook Terrace, IL		T-Base Comm. USA, Inc. Ogdensburg, NY		CURRENT CONTRACTOR T-Base Comm. USA, Inc.	
	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I. ELECTRONIC PRE-PRESS</b>															
(a)	Simple text capture/text reflow/page layout.....per page	6,000	2.00	12,000.00	4.75	28,500.00	2.00	12,000.00	1.18	7,080.00	6.50	39,000.00	1.14	6,840.00	
(b)	Complex text/graphics capture. (recreate/enlarge/graphics/ charts diagrams/ photos/ wrapping text/reflow)....per page	58,337	3.00	175,011.00	1.80	105,006.60	4.00	233,348.00	1.99	116,090.63	9.00	525,033.00	2.48	144,675.76	<i>Due to changes in specifications previous prices will not be shown.</i>
(c)	Create table of content pages.....per page	1,106	5.00	5,530.00	4.50	4,977.00	5.00	5,530.00	3.55	3,926.30	15.00	16,590.00	4.40	4,866.40	
(d)	PDF Soft Proof.....per file	3	80.00	240.00	100.00	300.00	20.00	60.00	3.04	9.12	35.00	105.00	15.00	45.00	
(e)	System Timework.....per hour	5	75.00	375.00	65.00	325.00	25.00	125.00	11.85	59.25	15.00	75.00	25.00	125.00	
<b>II. PRINTING:</b>															
(a)	Text (8-1/2 x 11") Printing in black ink....per page (100 run)	2,834	8.00	22,672.00	1.50	4,251.00	4.00	11,336.00	1.95	5,526.30	0.85	2,408.90	6.78	19,214.52	
(b)	Fold-ins (16-5/8 x 11" flat)														
1.	Printing one side only, including folding and inserting into publication.....per fold-in (100 run)	330	30.00	9,900.00	6.00	1,980.00	18.00	5,940.00	25.30	8,349.00	1.75	577.50	25.00	8,250.00	
2.	Printing second side.....per fold-in (100 run)	316	15.00	4,740.00	N/C	-	5.00	1,580.00	3.89	1,229.24	0.95	300.20	10.00	3,160.00	
(c)	Forms (17 x 11") Print face and back in black ink, including folding.....per form (100 run)	5	80.00	400.00	8.00	40.00	18.00	90.00	29.19	145.95	7.50	37.50	24.00	120.00	
(d)	Notices (17 x 11") Printing face only in black ink, including folding.....per notice (100 run)	5	75.00	375.00	8.00	40.00	15.00	75.00	25.30	126.50	7.50	37.50	24.00	120.00	
(e)	Cover (8-1/2 x 11") Printing in black ink..per cover (100 run)	38	50.00	1,900.00	20.00	760.00	20.00	760.00	17.14	651.32	1.00	38.00	35.00	1,330.00	
<b>III. ADDITIONAL OPERATIONS:</b>															
(a)	Stitching upper left corner.....per 100 leaves	5	30.00	150.00	20.00	100.00	10.00	50.00	101.19	505.95	0.50	2.50	20.00	100.00	
(b)	Coil-binding.....per copy	1,858	6.00	11,148.00	4.00	7,432.00	2.00	3,716.00	3.24	6,019.92	1.00	1,858.00	3.95	7,339.10	
<b>IV. PAPER:</b>															
(a)	Text/Fold-ins: Natural, Cream, or Off-White, Uncoated Colored Text (70 lbs).....per 100 leaves	2,078	8.00	16,624.00	N/C	-	3.00	6,234.00	5.70	11,844.60	3.50	7,273.00	6.00	12,468.00	
(b)	Forms and Notices: Natural, Cream, or Off-White, Uncoated Colored Text (70 lbs).....per 100 leaves	8	15.00	120.00	N/C	-	7.00	56.00	5.70	45.60	3.50	28.00	6.00	48.00	
(c)	Cover: Natural, Cream, or Off-White Index (110 lbs).....per 100 leaves	38	30.00	1,140.00	N/C	-	10.00	380.00	19.00	722.00	7.00	266.00	20.00	760.00	
<b>V. PACKING</b>															
	Packing and sealing.....per container	454	8.00	3,632.00	2.00	908.00	3.00	1,362.00	6.00	2,724.00	1.75	794.50	6.00	2,724.00	
<b>VI. PREMIUM PAYMENTS</b>															
	Percentage increase.....15% of orders														
<b>CONTRACTOR'S SUBTOTAL</b>				265,957.00		154,619.60		282,642.00		165,055.68		594,424.60		212,185.78	
<b>CONTRACTOR PAPER TOTAL</b>				17,884.00		-		6,670.00		12,612.20		7,567.00		13,276.00	
<b>SUBTOTAL LESS PAPER</b>				248,073.00		154,619.60		275,972.00		152,443.48		586,857.60		198,909.78	
<b>ACCELERATED SCHEDULE</b>			15%	37,210.95		23,192.94		41,395.80		22,866.52		88,028.64		29,836.47	
<b>PERCENTAGE INCREASE</b>				20%	7,442.19	10%	2,319.29	15%	6,209.37	20%	4,573.30	12%	10,563.44	20%	5,967.29
<b>CONTRACTOR'S TOTAL PLUS PERCENTAGE INCREASE</b>				\$ 273,399.19		\$ 156,938.89		\$ 288,851.37		\$ 169,628.98		\$ 604,988.04		\$ 218,153.07	
<b>DISCOUNT</b>				2% \$ 5,467.98		10% \$ 15,693.89		2% \$ 5,777.03		10% \$ 16,962.90		1% \$ 6,049.88		10% \$ 21,815.31	
<b>DISCOUNTED TOTALS</b>				\$ 267,931.21		\$ 141,245.00		\$ 283,074.34		\$ 152,666.08		\$ 598,938.16		\$ 196,337.76	
<b>AWARDED</b>															

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Large Print Products***

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

Internal Revenue Service (IRS)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning August 1, 2021, and ending July 31, 2022, plus up to four (4) optional 12-month extension periods that may be added by the “OPTION TO EXTEND THE TERM OF THE CONTRACT” clause in SECTION 1 of this contract.

**BID OPENING:** Bid should be opened at 11: 00 a.m., prevailing Washington, DC Time, on June 8, 2021 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov). No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

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

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

For information of a technical nature, contact Cecilia Dominguez Castro on (202) 512-0307 or at [cdominguezcastro@gpo.gov](mailto:cdominguezcastro@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 (Rev. 09-19)).

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>.

In addition, the following documents shall also apply. (NOTE: In the event of a conflict between the document referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.)

- 29 U.S.C. §794(d), available at – <https://www.section508.gov/>.
- W3C's Web Content Accessibility Guidelines and Checklist (WCAG) (2.0 or most current version) available at <http://www.w3.org>.

**SUBCONTRACTING:** Subcontracting will not be permitted.

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specification, No. 9 is waived.

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

Product Quality Levels:

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

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average Type Dimension/ Electronic Media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic Media

Before award, the contractor may be required to provide information related to specific equipment that will be used for production.

**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 added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments(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 August 1, 2021 to July 31, 2022, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 30, 2021, 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.

**SECURITY WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all erroneous/extra copies produced by the contractor are to be destroyed beyond recognition by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access. (See “DISPOSAL OF WASTE MATERIALS.”)

**SECURITY REQUIREMENTS:** During the performance of this contract, legal documents (including documentary and testimonial evidence and personally identifiable information (PII)) will be reproduced. Due to the sensitive nature of the documents furnished, all materials must be kept confidential. This material is not for public consumption and should be handled with extreme care.

The contractor shall not release or sell to any person any information or materials received from the Government under the contract; nor shall the contractor use the information or materials for any purpose other than that for which it was provided to the contractor under the terms of the contract.

The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work or which are generated as a result of this contract. Proper precautions shall be taken to ensure that all Government supplied materials are protected from damage. The Government furnished materials shall be returned in the same condition as originally furnished, unless otherwise specified.

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

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

**SECURITY CONTROLS:** To ensure the contractor's facility can provide the necessary controls to safeguard security materials, a tour of the facility may be conducted by the agency security personnel. The review of the contractor's facility will include, but is not limited to, the following:

- Physical security controls
- Protection of data recorded on magnetic media
- Protection of data recorded on hard copy media
- Identification and authentication controls
- System accountability controls
- Systems access controls
- Protection of residual data
- Backup procedures
- Fire detection and annunciation
- Contingency plans
- Personnel security

The contractor will be required to make reasonable changes to their facility and/or procedures to properly safeguard security material. If requirements are not met, the products will be procured from other sources.

**DISPOSAL OF WASTE MATERIALS:** The contractor is required to demonstrate how all waste materials used in the production of sensitive information will be definitely 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 national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

If the contractor selects shredding as a means of disposal, it is preferred that a cross-cut shredder be used. If a strip shredder is used, the strips must not exceed one-quarter inch.

The contractor must provide the method planned to dispose of the materials. A Government representative may be required to be present for the disposal of waste materials. At Government's option, contractor may be required to return all waste materials to the ordering agency.

**SENSITIVE BUT UNCLASSIFIED (SBU):** Any Treasury Department information made available, which is marked "Official Use Only" on the print order or on any part of the furnished material, shall be used only for the purpose of carrying out the provisions of this contract, and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. All copies must be accounted for and waste sheets and printing plates destroyed beyond recognition or reconstruction. (See "DISPOSAL OF WASTE MATERIALS.")

**DATA RIGHTS:** All data and materials furnished and/or used 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/materials 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.

**QUALITY CONTROL DOCUMENTS:** The following documents and publications shall apply. In the event of conflict between the documents and publications referenced herein and the content of this specification, the content of this specification shall be considered a superseding requirement.

- 29 USC Section 508 Standards available at <https://www.section508.gov/>.
- W3C's Web Content Accessibility Guidelines and Checklist (WCAG) (2.0 or most current version) available at <http://www.w3.org>.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor'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)

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.

**PREAWARD PRODUCTIONS PLANS:** The contractor shall present, in writing, to the Contracting Officer within three (3) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for the following activities. The workday after notification to submit will be the first day of the schedule.

**THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT, AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF THE SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE ANY OR ALL OF THESE PLANS.**

*Option Years:* For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. The contractor should be prepared to submit these plans to GPO within five (5) workdays of notification of the option year being exercised.

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

***Quality Control/Assurance Plans:*** The contractor shall provide and maintain, within their own organization, an independent quality control/assurance organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance, inspection, and acceptance provisions herein are met. The contractor shall perform, or have performed, the process controls, inspections, and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements. The contractor shall describe in detail their quality control/assurance plans describing how, when, and by whom the plans will be performed. These plans shall include a detailed explanation of both staff and management activities and responsibilities.

The plans must provide for periodic samplings to be taken during the production run and shall contain control systems that will detect defective, missing, or mutilated pieces. The plans shall detail the actions to be taken by the contractor when defective, missing, or mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, Rev. 01-18).

The contractor shall be required to correct each defect or error found during the inspection(s) of work either in process or already completed.

The Government may periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies. (See "QUALITY ASSURANCE RANDOM COPIES" in SECTION 2 of the contract.)

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

The contractor shall ensure the personnel providing the labor hours possess the knowledge, skills, and ability necessary to address the applicable Revised Section 508 Standards defined in this contract before he/she is permitted to work on this program. Contractor shall provide supporting documentation upon request.

***Security Control Plans:*** 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 to be processed, delivered, or disposed) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information/materials shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The contractor must provide a secure area(s) dedicated to the processing and storage of materials. Secure work areas must be under camera surveillance, with access limited to only those employees involved in the production of this contract. Signs must be posted that only assigned employees may enter. It is prohibited for cameras and cell phones to be in the work areas of the production.

At least one supervisory employee must be permanently assigned to the secured areas to visually observe, at all times, the production of work and the destruction of any materials.

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

The Security Control Plans shall provide in detail, at a minimum:

- How all accountable materials will be handled throughout all phases of production.
- How all furnished data will be stored and protected.
- How the disposal of waste materials will be handled. (See “DISPOSAL OF WASTE MATERIALS.”)
- List of contractor’s employees involved and their specific function.
- How all applicable Government-mandated security/privacy/rules and regulations, as cited in this contract, shall be adhered to by the contractor.

Part of the Security Control Plans shall include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the processing and storage locations.

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate their ability to perform the functions required in these specifications at the requisite quality level by completing a preaward test. The Government may waive the preaward 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.

The documents furnished (via email or SFTP) will consist of publications and forms that are representative of the type of materials to be furnished on this contract.

The contractor will be required to reflow, convert, print, bind, and make a 508 Compliant PDF file in accordance with the specifications herein. Printed/bound test samples must be printed on the required paper as specified under “STOCK/PAPER.”

Contractor must submit five (5) preaward test samples of each product specified by the ordering agency to: Internal Revenue Service, Attn: Production Room, IRS-RFOB, Room G39, Box 59, 400 North 8<sup>th</sup> Street, Richmond, VA 23219.

Contractor must email the electronic 508 Compliant PDF file to: [Maria.D.Battle@irs.gov](mailto:Maria.D.Battle@irs.gov). (NOTE: If file is too big to send via email, the test file may be furnished on a DVD(s) and delivered to: Internal Revenue Service, Attn: Production Room, IRS-RFOB, Room G39, Box 59, 400 North 8<sup>th</sup> Street, Richmond, VA 23219.)

**DUE TO COVID-19 PANDEMIC, CONTRACTOR MUST FIRST CONTACT MARIA BATTLE BY CALLING (202) 618-6083, OR EMAIL [Maria.D.Battle@irs.gov](mailto:Maria.D.Battle@irs.gov) TO SCHEDULE DELIVERY OF PREAWARD TEST SAMPLES.**

The contractor must furnish preaward test samples and the 508 Compliant file within five (5) workdays of receipt of the furnished preaward test materials.

NOTE: Contractor must notify the GPO by emailing Cecilia Dominguez Castro at [cdominguezcastro@gpo.gov](mailto:cdominguezcastro@gpo.gov) the same day as delivery of the preaward samples.

If preaward 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 preaward 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 preaward 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 preaward test.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At Government's option, this may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

*Option years:* For each option year that may be exercised, the Government's representatives may request a meeting with the contractor's representatives to be held at the contractor's facility to discuss the requirements of that contract year's jobs.

**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 August 1, 2021, through July 31, 2022 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued under 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 above 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 because 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 under the "ORDERING" clause of this contract.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

### PRIVACY ACT

(a) The contractor agrees:

- (1) To comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) To include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) To include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**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 before 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.

**PAYMENT:** Contractor's billing invoices must be approved before submitting to GPO for payment. Not later than three (3) workdays upon completion of each order, the contractor shall submit a PDF file of the itemized statement of billing to the Internal Revenue Services for verification, approval, and signature. Contractor to submit to the Internal Revenue Services, Attn: Maria D Battle, by emailing to [Maria.D.Battle@irs.gov](mailto:Maria.D.Battle@irs.gov).

NOTE: Contractor's billing invoice must be Section 508 Compliant PDF files. (See "DIGITAL DELIVERABLES" as specified herein.)

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

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. 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>.

All contractor billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

## SECTION 2. - SPECIFICATIONS

**SCOPE:** These specifications cover the production of large print products consisting of publications, forms, and notices requiring such operations as scanning, capturing text, generating page layout, electronic prepress, printing, binding, packing, and distribution.

The majority of products prints in English; however, the following languages may be ordered: Spanish, Chinese (Traditional), Chinese (Simplified), Russian, Korean, Vietnamese, Arabic, Bengali, Persian, French, Gujarati, Haitian, Italian, Japanese, Khmer, Punjabi, Polish, Portuguese, Tagalog, and Urdu. The contractor may be required to reflow content.

**TITLE:** Large Print Products.

**FREQUENCY OF ORDERS:** Approximately 200 to 500 orders per year.

Multiple products may be ordered on the same print order requiring the same schedule. Up to 10 orders with up to 10 different products each may be placed on the same day with the same schedule. It is estimated that 15% of all orders placed on this contract will require an accelerated schedule.

**QUANTITY:** Approximately 1 to 150 copies per order. (NOTE: The majority of orders issued will be for less than 50 copies)

### **NUMBER OF PAGES:**

**Publications:** Up to approximately 1,000 pages (plus cover, when ordered) per order. (NOTE: An occasional order may be issued that exceeds 1,000 pages.)

NOTE: Some products may contain fold-ins that insert and bind with the publication. When required, a publication may contain up to approximately 250 fold-ins; however, the majority of publications requiring fold-ins will contain less than 30.

**Forms:** One leaf (face and back).

**Notices:** Up to approximately 50 pages per notice (face only leaves).

NOTE: The majority of orders will have approximately 5 to 7 pages per notice. An occasional order may be place for up to 50 pages.

### **TRIM SIZES:**

**Publications:** 8-1/2 x 11”.

**Fold-ins:** 16-5/8 x 11” flat (folding down to 8-1/2 x 11”).

**Forms and Notices:** 17 x 22” flat (or at contractor’s option, two 17 x 11” (landscape) leaves cut from 17 x 22” to include all information.)

**GOVERNMENT TO FURNISH:** It is anticipated that the Internal Revenue Service Logo, Cover Page template, and Quick Response (QR) Code will be furnished electronically via email or SFTP at the beginning of the contract and when revisions are made. The contractor is responsible to maintain items and use the most recent logo, template, and code on file at the time an order is placed.

NOTE: All furnished electronic media will be provided to the contractor in the language to be produced. No translation will be required; however, the contractor is responsible to reflow text and images as required.

Electronic media will be furnished as follows –

Storage Media: Email, SFTP.

Software: Adobe Acrobat (current or near current version).

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in PDF format.

A visual of the furnished electronic files will be provided.

Desktop Publishing – Disk Information, will be furnished.

The distribution list will be furnished via email.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

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

The contractor must be able to accept files electronically via SFTP. Appropriate log-on details and instructions for file uploads must be provided at time of award. The contractor-hosted SFTP must have a secure configuration baseline applied and must meet minimum Federal security requirements for encryption. Upon contract completion, the IRS data stored in SFTP directories systems must be deleted.

#### **TEXT CAPTURE AND PAGE LAYOUT:**

**Publications:** Text matter may include tables or columnar material which must be converted to 20 pt. font, reformatted, and text flow adjusted. Pages must be repaginated. Images, as well as tables, must be resized and rewrapped around text paragraph matter.

Text must be left-justified and contain no hyphenations. All headings must be in bold and in a font size larger than the text (i.e., 22 to 28 pt.).

The contractor is required to create a Table of Content page(s) for all publications. The Table of Contents is to include page numbers for large print publications and the corresponding page numbers for the "non-large print" publications.

The QR Code must be located in the lower right-hand corner of each cover/self-cover page on publications.

**Fold-ins:** Fold-ins will require the contractor to enlarge the image to fit the larger size paper which will fold down to 8-1/2 x 11". Graphic material must maintain the same contrast, clarity, and appropriate coloration as those prepared for regular print size.

**Forms:** Unless otherwise specified, the output for the large print forms will be Sans Serif, 18 pt., and the output for the large print publications will be Arial, 20 pt. The QR Code must be located in the lower right-hand corner of page 1 of the forms.

**Notices:** Unless otherwise specified, the output for the large print notices will be Sans Serif, 18 pt., and the output for the large print publications will be Arial, 20 pt. It is anticipated that some of the furnished PDF files will be scanned images. The contractor is required to make corrections as necessary to create a readable document.

If a furnished file cannot be converted for content reflow due to the quality of the scanned image, the contractor will be required to recreate the document and send a PDF soft proof to the agency for content verification.

**RECALL:** Large print products shall be free of defects and are subject to recall. The content of the large print product should be identical to the “non-large print” version. If an error is discovered in the source file, the contractor shall immediately notify the agency to determine how to make the change to the large print version.

**ELECTRONIC PREPRESS:** Before image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure the correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Maria Battle, Supply Management Specialist, and Alternative Media Center by calling (202) 618-6083; or email [Maria.D.Battle@irs.gov](mailto:Maria.D.Battle@irs.gov).

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 and Section 508 Compliant.

All halftones must be 150-line screen or finer and enlarged with the best possible resolution to fit the specified area.

When required by the Government, the contractor shall make revisions to the electronic files which may include color corrections to digital furnished images.

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

**PROOFS:** When ordered, contractor to submit one “Press Quality” PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

If any contractor’s errors are serious enough in the opinion of the Government to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The Government reserves the right to make changes to all proofs. The Government may require one or more sets of revised proofs before rendering an “O.K. to Print.”

Contractor must not print prior to the receipt of an “O.K. to Print.”

**DIGITAL DELIVERABLE:** Upon completion of each order, the contractor must furnish final production 508 Compliant PDF files (digital deliverables) for publications and forms only with the furnished material. The digital deliverables must be an exact representation of the final printed product and returned via email. Additionally, the contractor must furnish an editable electronic deliverable in Microsoft Word to the Alternative Media Center (AMC). The digital deliverables shall conform to Section 508 Compliant of the Rehabilitation Act 29 U.S.C. §794(a). *Accessibility Standard*. Electronic content shall conform to Level A and Level AA Success Criteria and Conformance Requirements in the latest version of WCAG (incorporated by reference, see 702.10.1). The Government will not accept, as digital deliverables, PostScript files or any proprietary file formats other than those supplied, unless specified by the Government.

**Source Files:** Contractor to save source files to PDF then tag the files in accordance with the requirements specified under this contract.

Prior to processing, the contractor shall perform a basic check of the furnished electronic files. Any errors or data corruption that might interfere with proper file processing must be reported to the ordering agency immediately.

The contractor will be furnished electronic PDF documents that have not had any Section 508 Compliant tagging. The contractor will need to create a Section 508 Compliant PDF of the finalized approved file in accordance with the requirements under this contract. After tagging, the contractor will remediate the file and create an Accessibility Conformance Report (ACR) and send via email or SFTP to the ordering agency.

The contractor must ensure that all Information and Communication Technology (ICT) development used fully conforms to the applicable Section 508 Compliant Standards prior to delivery and before final acceptance.

***Tagging:***

*Text Tagging:* Includes tagging and reading order of title, version, headers, footers, labels, headings, columns, and text matter.

*Table of Contents and Index Pages:* Includes tagging and reading order of text matter.

*Alt Text (for images, graphics, illustrations, tables/charts, signatures, and other non-text elements tagging):* Includes tagging, writing alt text, and tab and/or reading order.

The contractor will be required to establish proper document structure, tab order and reading order, keyboard accessibility, and correct color contrast within the document/file.

***Documentation:*** The contractor shall maintain and retain full documentation of the measures taken to ensure compliance with the applicable requirements, including records of any testing or demonstrations conducted. The contractor will be required to run a document analysis and develop an “Assessment Report” and “Accessibility Conformance Report” detailing Section 508 Compliant deficiencies and remediation conducted.

***Assessment Report:*** Must contain a list of Section 508 Compliant deficiencies each mapped specifically to a technical standard as promulgated by the U.S. Access Board and to the page on which the error(s) resides. The Report should be provided in a spreadsheet format using Microsoft Excel, version 2003 or later, with the following field headings: “Description of Error,” “Applicable Technical Standard,” “Page Number” (physical page where error resides or utilize document page numbering when available), and “Correction” (with subheadings, “Full,” “Partial,” or “None”).

Contractor shall ensure that the following minimum checkpoints are completed when performing remediation on any file:

- All text elements must be available to Assistive Technologies (AT).
- Reasonable and sufficient Alt-Tag descriptions for non-text elements.
- Scanned images of significant text (i.e., more than 10 words) such as formal letters should be optimized through OCR to render verbatim text to an AT user. Wet signatures should remain images with description “XXXXXX signature.”
- Data tables should be properly alt-tagged so that an AT user is able to determine corresponding column and row headers, including nested tables with multiple row and column headers per data cell.
- Document structure tags (i.e., headings, paragraphs, sections, tables, and other page elements) must be included to allow AT users to efficiently navigate the document and for the file to be reflowed correctly when viewed.
- Any interactive forms must be properly tagged and ordered to allow an AT user to tab through the form and efficiently enter information.

The contractor must immediately correct deficiencies identified in the document analysis. The contractor must return the file along with the Assessment Report via the email or SFTP site to the ordering agency.

**Accessibility Conformance Reporting (ACR):** Before acceptance, the contractor shall provide an ACR for each Information and Communication Technology item and verify compliance of created and remediated files with current Section 508 Compliant Accessibility Requirements.

The contractor will be required to test all 508 Compliant files for compatibility with the latest version of JAWS, Adobe Acrobat, and Dragon Naturally Speaking Voice Recognition software. The contractor must ensure that the creation or remediation of all PDF files use the Accessibility Standards set forth by in this contract.

Before acceptance, the agency reserves the right to perform independent testing to validate that the ICT item provided by the contractor conforms to the applicable Revised Section 508 Compliant Standards.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein and listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 13” dated September 2019.

Government Paper Specification Standards No. 13 – [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

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

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

**Text, Fold-ins, Forms, and Notices:** At contractor’s option, Natural, Cream, or Off-White Uncoated Colored Text, basis weight: 70 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A63. NOTE: Paper must be opaque.

**Cover:** At contractor’s option, Natural, Cream, or Off-White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

**PRINTING:** At the contractor’s option, the product may be produced via conventional offset or digital printing provided that Quality Level IV standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8-bit depth technology. Digital device must have a RIP that provides an option for high-quality color matching such as Device Links Technology and/or ICC Profiles.

**Publications:** Print text and covers head-to-head or head-to-foot in black ink. The majority of publications will require a separate cover. For publications requiring a separate cover, print Covers 1, 2, 3, and/or 4 as ordered.

**Fold-ins:** When required, print face only or face and back in black ink.

**Forms:** Print face and back in black ink.

**Notices:** Print face only in black ink. There may be some notices with multiple pages.

The GPO imprint requirement is waived and must not print on final product.

NOTE: If a publication has to be divided into multiple volumes (see “BINDING”), the contractor must print the volume number on Cover 1 in black ink on each volume (e.g., volume 1 of 2, volume 2 of 2). The QR Code is to be printed in black ink in the lower right-hand corner of each product cover/self-cover page.

**MARGINS:** Unless otherwise specified, margins will be as indicated on the print order or furnished electronic media.



**BINDING:** Bind as indicated on the print order. Various binding styles will be ordered, as follow:

***Publications:***

Stitch with one wire stitch in the upper left corner (ULC) and trim four sides.

Punch and insert black plastic coil binding of suitable capacity with front and back cover.

NOTE: The normal number of pages (including the table of content pages) bound in a volume is 100 pages (50 leaves) for products of large page counts. If an order exceeds 150 pages (75 leaves), the contractor is to divide the material into separately bound volumes. There shall be a natural break in the information from volume to volume (i.e., at the end of a chapter, section, etc.). A volume may have less than 100 pages to accommodate the flow of information. However, if the product has less than 150 pages total, the contractor should bind in one (1) volume.

***Fold-ins:*** When required, fold from 16-5/8 x 11” down to 8-1/2 x 11” with one-fold. Fold-ins collate and insert, as specified, into the publication and bind with the publication.

***Forms:*** Trim four sides. Fold from 17 x 22” down to 17 x 11”, title out. Or at contractor’s option, the 17 x 22” leaf can be cut into two 17 x 11” single leaves.

***Notices:*** Trim four sides. Fold notices 17 x 22” down to 17 x 11”. Or at contractor’s option, the 17 x 22” leaf can be cut into two 17 x 11” single leaves.

When required, stitch with one wire stitch in the upper left corner (ULC).

**PACKING:** Pack suitable in shipping containers not to exceed 25 pounds when fully packed. The shipping container must be of sufficient strength to ensure against damage to the product during shipment. The contractor must collate the product volumes together so that all volumes of a product are packed together.

**LABELING AND MARKING:** Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

Labels must be reproduced same size and be printed in black ink on white paper. Outside of each container must be clearly marked with “LARGE PRINT PRODUCTS ARE ENCLOSED.”

Labeling/marketing indicating special handling may be required and will be indicated on the individual print order.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on [GPO.gov](http://GPO.gov)). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity <u>Ordered</u>	Number of <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from [GPO.gov](http://GPO.gov). The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the Internal Revenue Service, Attn: Production Room, IRS-RFOB, Room G39, Box 59, 400 North 8<sup>th</sup> Street, Richmond, VA 23219

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on [GPO.gov](http://GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:** Ship f.o.b. contractor's city to multiple addresses nationwide.

Contractor to ship using the Internal Revenue Service's small package carrier shipping account. A signed receipt is required.

On occasion, the contractor may be required to ship reimbursable by traceable means to the address indicated on the print order. The contractor will be reimbursed for all shipping costs by submitting the shipping receipts with the invoice for billing.

The contractor may be required to ship reimbursable by direct mail using a 2 or 3-day turnaround shipped by various methods of USPS. Contractor will be reimbursed for all mailing costs by submitting mailing receipt with their invoice for billing.

Upon completion of each order of notices, contractor must delete all data, electronic copies, etc. from their systems.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order ships/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 106-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/ mailing method, and title of the product. Contractor must be able to provide copies of all shipping/ mailing receipts upon agency request.

Upon completion of each order, the contractor must furnish one copy of the final product to: Internal Revenue Service, Attn: Production Room, IRS-RFOB, Room G39, Box 59, 400 North 8<sup>th</sup> Street, Richmond, VA 23219.

All expenses incidental to maintaining SFTP site, submitting proofs, and furnishing sample copies must be borne by the contractor.

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

Print orders and furnished materials will be provided via email and/or SFTP.

Contractor to email Section 508 Compliant PDF file to the email address specified on the print order.

No definite schedule for placement of orders can be predetermined.

The following schedules begin the workday after receipt of print order and furnished material; the workday after receipt will be the first workday of the schedule.

***Regular Schedule:***

- For new orders, contractor must complete production and distribution within 10 workdays of receipt of print order and furnished materials.
- For notices and reprint orders, contractor must complete production and distribution within three (3) workdays of receipt of print order and furnished materials.
- The Section 508 Compliant file(s) must be delivered to the ordering agency electronically via email or SFTP on or before the required date on the print order and must be accompanied by the Accessibility Compliance and Assessment Report for each file submitted, indicating compliance to Section 508 requirements.

NOTE: Section 508 Compliant file is not required for notices.

- For PDF soft proofs, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them. PDF soft proofs must be sent to the ordering agency email address specified on the print order via email or SFTP.
- When PDF soft proofs are ordered, proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are furnished via email. The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.
- All proofs are included in the above specified schedules.

***Accelerated Schedule:*** Approximately 15% of all orders issued will require an accelerated schedule.

- For new orders, contractor must complete production and distribution within five (5) workdays of receipt of print order and furnished material.
- For notices and reprint orders, contractor must complete production and distribution within two (2) workdays of receipt of print order and furnished materials. NOTE: No PDF soft proofs will be ordered under the accelerated schedule.

For orders requiring the accelerated schedule, the statement "*Accelerated Schedule Authorized*" MUST be specified on the print order for the contractor to receive the premium payment. If an order placed requiring the accelerated schedule does not have "*Accelerated Schedule Authorized*" specified on the print order, the contractor is to notify both the Internal Revenue Service and the GPO immediately for further instruction.

The ship/delivery date indicated on the print order is the date products ordered for shipping/ mailing f.o.b. contractor's city must be picked up by a small package carrier or delivered to the USPS.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the 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.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment/ mailing. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov). Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.

### SECTION 3. - DETERMINATION OF AWARD

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

**PREMIUM PAYMENTS:** Orders requiring the accelerated schedule will be paid for at the premium rate under the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium-priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item IV, "PAPER" in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated, and the contractor will not list such items on their billing invoice.

It is estimated that 15% of all orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item VI.), to 15% of the prices offered for all items, except Item IV., "PAPER."

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

- I. (a) 6,000
- (b) 58,337
- (c) 1,106
- (d) 3
- (e) 5
  
- II. (a) 2,834
- (b)1. 330
- 2. 316
- (c) 5
- (d) 5
- (e) 38
  
- III. (a) 5
- (b) 1,858
  
- IV. (a) 2,078
- (b) 8
- (c) 38
  
- V. 454

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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city.

Prices must include the cost of all required materials and operations for each item listed under 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 non-responsive.

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

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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 regarding 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. All contractor billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

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

A charge will be allowed for each text page of a publication, whether printed or blank. Unless otherwise specified, no more than one (1) blank page shall be permitted at the end of the text.

The cost of all required paper must be charged under Item IV., “PAPER.”

**I. ELECTRONIC PREPRESS:** The prices offered shall include the cost of all required materials and operations, in accordance with these specifications.

- (a) Simple Text capture/text reflow/page layout.....per finished page.....\$ \_\_\_\_\_
- (b) Complex Text/Graphics capture (recreate/enlarge graphics/  
charts/diagrams/photos/ wrapping text/reflow) .....per finished page.....\$ \_\_\_\_\_
- (c) Create Table of Content pages ..... per page.....\$ \_\_\_\_\_
- (d) PDF Soft Proof.....per file.....\$ \_\_\_\_\_
- (e) System Timework..... per page .....\$ \_\_\_\_\_

Electronic prepress operations that cannot be properly classified under any other item shall be charged as “System Timework.” Any charge made under “System Timework” must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the contracting officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item I.(e).

\_\_\_\_\_  
(Initials)

**II. PRINTING:** Prices offered shall include the cost of all required materials and operations (including Section 508 Compliant digital deliverables, excluding paper) necessary for the printing of the product listed in accordance with these specifications.

NOTE: Prices submitted for Items II. (a) through (e) are for printing only. With the exception of folding for fold-ins, forms, and notices, all binding costs are to be charged under Item III. (a) or (b), as applicable.

- |  | <u>Running Per</u><br><u>100 Copies</u> |
|--|---|
| (a) Text (8-1/2 x 11"):  |   |
| Printing in black ink ..... per page.....  | \$ _____                                |
| (b) Fold-ins (16-5/8 x 11" flat):  |   |
| 1. Printing one side only,<br>including folding and inserting into publication ..... | per fold-in.....\$ _____                |
| 2. Printing second side .....  | per fold-in.....\$ _____                |
| (c) Forms (17 x 11"):  |   |
| Print face and back in black ink, including folding .....                            | per form.....\$ _____                   |
| (d) Notices (17 x 11"):  |   |
| Printing face only in black ink, including folding .....                             | per page.....\$ _____                   |
| (e) Cover (8-1/2 x 11"):   |   |
| Printing in black ink .....  | per page.....\$ _____                   |

**III. ADDITIONAL OPERATIONS:**

- |                                       |                             |
|---------------------------------------|-----------------------------|
| (a) Stitching upper left corner ..... | per 100 leaves.....\$ _____ |
| (b) Coil-binding.....                 | per copy.....\$ _____       |

**IV. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for make ready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

- Text - Each page-size leaf.
- Fold-ins - Two page-size leaves will be allowed for each fold-in.
- Forms/Notices - Each page-size leaf.
- Covers - Two page-size leaves will be allowed for each complete cover.

\_\_\_\_\_  
(Initials)

Per 100 Leaves

(a) Text/Fold-ins:  
Natural, Cream, or Off-White (at contractor's option)  
Uncoated Colored Text (70-lb.) .....\$ \_\_\_\_\_

(b) Forms and Notices:  
Natural, Cream, or Off-White (at contractor's option)  
Uncoated Colored Text (70-lb.) .....\$ \_\_\_\_\_

(c) Covers: Natural, Cream, or Off-White (at contractor's option) Index (110-lb.) .....\$ \_\_\_\_\_

**V. PACKING:** Prices offered must be all-inclusive, as applicable, and must include the cost of packing; shipping containers; all necessary wrapping and packing materials; labeling and marking; and complete distribution, per these specifications.

Packing and sealing..... per container.....\$ \_\_\_\_\_

**VI. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items except Item IV., "PAPER." The percentage increase will be added to all orders which require the "*Accelerated Schedule.*"

Percentage increase..... %

\_\_\_\_\_  
(Initials)



**SHIPMENTS:** 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 Solicitations 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 point(s), in exact accordance with specifications. Failure to provide a 60-day bid acceptance period may result in the expiration of the bid before award.

**BIDDER'S NAME AND SIGNATURE:** Unless a 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 per 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's 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) (Fax Number)

**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)