

AMENDMENT NO. 1

RE: PROGRAM 182-S

SPECIFICATIONS AMENDED

Bid opening date remains May 5, 2016.

Various questions have been asked regarding the 182-S specifications that we wish to clarify at this time.

Question 1

Page 1 - Restrictions on locations:

Does this include all component and sub components, or just the physical production of the end product?

Answer 1

Restrictions are in place for the manufacturing of the VISA and the intaglio and offset plates.

Question 2

Page 12 – Visa Security Features:

Are these security features you are planning to consider or are they requirements?

Answer 2

According to the specifications “The security design shall contain, but is not limited to the security features listed...”.

The visa security features are requirements that should be incorporated into the Contractor’s pricing except where it is noted as optional. Prospective bidders should price their work to incorporate all these features into the Layout and Design, Substrate, Printing, and Hot Stamping

Question 3

Page 13 - Forensic Level Features:

Are the forensic level features pre-determined and known by the government, or is it left to the contractors to propose forensic level features?

Answer 3

The vendor should propose the most suitable solution(s) for the government based on the requirements

Question 4

Page 15 - Pre-Production Test Runs/Design:

Will the government provide theme direction to the design team after award?

Answer 4

Yes, the government will provide general theme direction.

Question 5

Page 15 - Pre-Production Test Runs/Design:

Are all three conceptual designs to be based on one singular theme?

Answer 5

No, the design team will have the freedom to explore additional concepts.

Question 6

Page 15 - Pre-Production Test Runs/Design:

Are the three pre-production test runs to run one each of the conceptual design, or will the government choose one design to move forward, and print multiple times with changes along the way?

Answer 6

The three conceptual designs will be narrowed or combined into one design prior to pre-production testing.

Question 7

Page 17: Hot Stamping.

What happens when there is conflict between the design and the OVD, and changes are required on the OVD – who pays for these changes?

Answer 7

The government has a commitment from the OVD provider to make design changes as needed throughout the design process.

Question 8

Page 17: Hot Stamping.

Does the OVD need to be registered within the VISA?

Answer 8

Yes, the OVD will need to be registered to the form and background printing.

Question 9

Page 17: Letterpress Numbering.

Should the contractors plan on adding additional characters to the letterpress numbering device?

Answer 9

No, the government does not have any plans on increasing the number of characters.

Question 10

Page 23: Schedule of Prices.

Should there be different line items for additional pre-production press runs with and without Intaglio plate changes (as this would significantly impact the pricing per run)?

Answer 10

Currently, as written, the solicitation assumes each pre-production test run will require all phases of the production cycle, and therefore all costs should be included in your price proposal.

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Publishing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20401, M/F: Program number, bid opening time and date. Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening time, may be reason for bid being judged nonresponsive.

Authorized by:

BRIAN COLEMAN
Customer Services

Written by: dl

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Machine Readable Visas

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

U. S. Department of State

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **Date of Award** and ending **September 30, 2017**, plus up to four 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.

Required post award preparations and testing will take place from Date of Award through September 30, 2016. Actual production begins on or after October 1, 2016.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, D.C. time, on **May 5, 2016**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. 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. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: Due to the security requirements set forth in these specification the following production restrictions apply:

- All production facilities required in the manufacture of the products ordered under this contract must be located within the United States.
- All intaglio and offset plates must be imaged in the United States.

PLEASE NOTE: These specifications have been EXTENSIVELY revised. Bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding. Special attention is directed to the following items which differ significantly from the previous contract:

- Buy American Act
- Public Trust Security Requirements
- Production Plans
- Pre-bid Conference
- Layout and Design Requirements
- Proofing
- Optically Variable Device (OVD)

Abstracts of contract prices for 398-S are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature call **David Love** at (202) 512-0310 or e-mail aps-team1@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. 6-01)), GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)) and Machine Readable Travel Documents (ICAO Document 9303, Seventh Edition - 2015).

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>

Machine Readable Travel Documents (ICAO Doc 9303)

http://www.icao.int/publications/Documents/9303_p2_cons_en.pdf

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

BUY AMERICAN ACT

As stated in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) contractor must comply with the **“Buy American Act”** as stated under Contract Clauses, page 32, No. 37. Bidders must submit bids via GPO form 910, which indicates compliance with the “Buy American Act” on page 2, Representations and Certifications, CERTIFICATIONS, C 2. Any exceptions must be listed within the bid and must include both the excluded end products and the country of origin of each.

While the Government will consider paper manufacturers outside of the United States that can best meet the requirements of the specifications, the supply chain of all materials will be subject to the Security Control Requirements. It is our preference that domestic sources be considered and used.

SUBCONTRACTING: Subcontracting of any of the manufacturing requirements will not be permitted. Only the layout and design may be subcontracted within the parameters of the submitted and approved Design Plan.

Note: The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor.

If the contractor wishes to add or change a subcontractor at any time after award the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government then the contractor must submit a new subcontractor’s information to the Government for approval 30 calendar days prior to the start of production at that facility.

DISPLAY SAMPLES: See page 10 of 24: PRE-BID CONFERENCE

PLANT CAPACITY: All manufacturing and/or production of the product covered by these specifications must be accomplished at the same facility.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications, unless superseded elsewhere in these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level II.

The parameters for determining an acceptable print density and the tolerances around that density will be established after award.

- (b) Finishing (item related) Attributes -- Level II.

(c) Exceptions:

- (1) Margins must be maintained within ± 0.078 ".
- (2) The registration between the intaglio and offset printing processes must be maintained within ± 0.078 ".

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. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid or Screen Tints Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Pre-production test run samples, Digital files from approved design
- P-8. Pre-production test run samples, Digital files from approved design
- P-9. Pre-production test run samples, color swatches, Pantone Matching System.

QUALITY CONTROL REQUIREMENTS: Prior to start-up, the contractor must put into effect within his/her own team, and maintain throughout the life of this contract, an independent quality assurance team. This unit shall be of sufficient size and expertise to monitor, perform or have performed the process controls, inspections, and tests necessary, to a degree and extent, that will substantiate that the production and delivery of "Machine Readable Visas" meets these specifications and Government requirements. The contractor shall be required to correct each defect or error found during the inspection of either work-in-progress or work completed.

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

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award** to **September 30, 2017** 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 **January 31, 2016**, 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.

NOTE: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for "Offset and Text" will apply to all paper required under this contract.
2. The applicable index figures for the month of **April 2016** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---} \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in number 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line item IV. (a) in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above. The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PUBLIC TRUST SECURITY REQUIREMENTS:

All personnel performing on this contract must pass a Moderate Risk Public Trust (MRPT) determination conducted by the Bureau of Diplomatic Security, Department of State.

1. The contractor shall contact the Industrial Security Division (DS/IS/IND) at 571-345-3019 and provide all required employee information necessary to establish a link to the e-QIP web site for access.

2. Once the link is established, the employee will fill out the SF-85P and SF-85PS online via e-QIP and submit electronically.
3. The employee must also submit the following:
 - (a) A signed DS-4002 (Disclosure and Authorization Pertaining to Consumer Reports),
 - (b) Two (2) completed FD-258 Fingerprint cards,
 - (c) Proof of citizenship or Employment Authorization Card (I-688A, or I-688B).

These forms and a request letter on company letterhead should be forwarded to: The Industrial Security Division (DS/IS/IND), Bureau of Diplomatic Security, 1801 North Lynn Street, SA-20, 13th Floor, Rosslyn, VA 22209-2008.

NOTE: Send all documents and fingerprint cards to DS/IS/IND via FedEx, UPS, or one of the other commercial delivery carriers. Do not use the US Postal Service.

DS/SI/PSS will conduct preliminary background checks in conjunction with the MRPT determination; if favorable, the individual will be granted an INTERIM MRPT and is authorized contract performance while their MRPT is processing.

An individual, who does not pass the initial background checks, will be denied an INTERIM MRPT and **NOT** authorized contract assignment until they receive a favorably adjudicated MRPT determination. If the contractor does not ultimately receive a favorable MRPT determination, the company must remove the individual from the contract at no cost to the Government. A MRPT determination is valid for 10 years. All personnel performing on a contract requiring a MRPT will need to re-submit necessary paperwork 30 calendar days prior to the MRPT expiration date for continuous uninterrupted performance on the contract. At this time, DS/IS/IND will conduct another background check prior to submitting the paperwork for investigation. An unfavorable result of the background check may require removal of contractor from their current position pending re-adjudication of the MRPT. DS/IS/IND may not approve a Non-US or dual national citizen for contract assignment until the MRPT determination is complete and favorably adjudicated by DS/SI/PSS.

The Facility Security Officer (FSO), or designated company security point of contact must notify DS/IS/IND when an employee terminates or resigns from the contract. DS will terminate their access to all facilities. In addition, IND will cancel the MRPT investigation, if still pending.

The FSO Facility Security Officer (FSO), or designated company security point of contact shall report any adverse information pertaining to contractors working on the contract or having access to the Department of State OpenNet system to DS/IS/IND immediately, in writing.

Security requirements for contractors accessing the Department's domestic or overseas information security systems shall be in accordance with Volume 12, Foreign Affairs Manual, Section 600.

Furthermore, citizens of specifically designated human intelligence threat countries may not develop, modify, or perform maintenance on software developed for use on Department of State (DoS) computer systems without approval by DS/SI/CS.

Address any questions or concerns to DS/IS/IND at 571-345-3019.

See Exhibit A: MRPT Determination Procedures

SECURITY CONTROL REQUIREMENTS: No specimens, samples, or Machine Readable Visas shall leave the United States without written permission of the State Department.

Secure Carrier—Transportation of Materials between Specified Site Locations:

Exclusive use of vehicle will be required for transport of all materials referenced in these specifications. All deliveries must be transported in appropriate-size, high-security, armored, alarmed, padlocked, and sealed vehicles. Delivery of finished units will require vehicle cab separate from the vehicle body.

An armed driver, and one armed guard escort, will be required to transport all materials.

All guards must have a current state issued driver's license, be in uniform, trained in firearm safety, have current weapon qualifications, and must carry a photo identification card issued by the secured carrier; at least one guard must remain with the material at all times.

In case of emergency, the guards must have two-way communication to the respective local law enforcement department and their dispatcher(s). The guards must communicate frequently with the dispatcher throughout the course of all trips. The driver is to be aware of all outside activity and must notify the dispatcher in the event of any incident.

The guard(s) must also be radio equipped with small walkie-talkie microphones clipped to their shoulders when they exit the truck to enable them to remain in constant communication with each other.

Driver, and/or guards, must be in contact en route with the Department of State CA Facility personnel, within one hour of arrival to the Department of State warehouse.

NOTE: Carrier must be bonded and insured; maintain storage, transfer, and accountability logs to assist if an audit trail is necessary on any particular delivery; conduct credit report checks to determine guards' financial status; check prior employment, former addresses, prior arrests and convictions, and have checked fingerprints of guards with an authority deemed to be appropriate by the Government.

Work Area - The contractor shall provide a secured area(s), for the manufacture and storage of Machine Readable Visas (either a separate facility dedicated to the Machine Readable Visa Program or a limited access area within the contractor's existing facility). Access to this area(s) shall be limited to employees involved in the production of the Machine Readable Visas.

The contractor shall furnish, with their Security Control Plan, a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, the printing, numbering and wrapping locations, and the location of, or proposed construction site of, a storage area with a Class 1 vault*.

Equipment - Equipment to be used in the manufacture of Machine Readable Visas must be located within the previously defined secured area(s), unless a special waiver is given by the Government due to the nature of the equipment, and how it will be utilized in the operation.

Supervision - At least one supervisory employee must be permanently assigned to the secured area to visually observe at all times the printing, packing, and/or storing of all Visas, as well as the destruction of all excess or spoiled materials.

Storage Area - All files, printed Visas, offset plates, intaglio plates and screens must be stored in a security container/vault with appropriate security systems to detect unauthorized entry and/or theft. In addition, the contractor will be required to store all furnished material and printing media in a locked security area / Class 1 vault.

Alarm and Security System - The contractor shall maintain in operation, an effective security system where the product covered by these specifications is manufactured and/or stored (awaiting shipment or disposal) to assure against theft and/or the product falling into unauthorized hands. Unauthorized persons shall not be permitted within areas where these items are in process of manufacture and/or storage. Before authorizing any employee to enter such area, the contractor must review records and known facts concerning such employee and make a positive determination as to their acceptability from the standpoint of security and good moral character. New employees may not be so authorized until they have undergone adequate investigation to develop the necessary information in this respect. Upon request, a printout shall be provided to the Government (within 7 calendar days) which documents all facility alarm status changes and alarm conditions.

Armed Guards - The contractor must have armed guards in the facility where the numbered Visas are manufactured and/or stored, to ensure against theft. Closed Circuit TV cameras may be used to fulfill this requirement. Access control to the secured area/vault must be maintained on a 24-hour basis.

Accountability - The contractor shall provide upon request, a record of accountability of all phases of production to include: 1) finished product; 2) the destruction of imperfect work; 3) production materials and 4) files.

* Note: Vault must, at a minimum, meet the requirements for a Class 1 vault, in accordance with the classifications of the Insurance Services Office (ISO). Contact the following address for additional information on construction specifications: Insurance Services Office, a Verisk Analytics Inc. Company, 545 Washington Boulevard, Jersey City, NJ 07310.

Any theft or loss as defined in these specifications shall be reported immediately by the contractor to: Contracting Officer, DCT-1, U.S. Government Publishing Office, (202) 512-0310.

Prohibition Against Similar Printing - The contractor shall not make or sell to any person other than the U.S. Government Publishing Office, any stickers which resemble the general appearance of the Visas which contain such features as may cause confusion in the processing.

Plates and Digital Media - The contractor shall notify the Government prior to making any duplicate plates or other media that could be used to reproduce any portion of the product produced on this Program. In addition, the contractor is required to maintain a log of all media used in the performance of this Program.

Plates broken or worn out during the term of the contract and all plates or digital files in the possession of the contractor at the time of expiration of the contract shall be disposed of or returned to the State Department as directed by the Contracting Officer or the Visa Office. When requested by the Government, the contractor must provide a printed inventory list of all Government material currently in their possession.

Disposal - Defective Visas shall be held in the Visa manufacturing area in a locked container. A department supervisor who will periodically transfer the defective Visas to the vault for storage until they are delivered to the person charged with their destruction should hold the key to the container. The contractor must create a sworn affidavit certifying that every printed or partially printed sheet (excess or spoilage) not delivered has been destroyed at the contractor's plant by burning, pulverizing, or any other method agreed to by the Contracting Officer. This affidavit must be maintained by the contractor. In the event that offsite destruction services are to be utilized, approval from the Contracting Officer must first be obtained, and the contractor shall be required to provide armed security during transporting, storing, and destruction. All costs incurred for on or offsite destruction shall be borne by the contractor. The contractor shall assure prompt destruction of excess spoiled or rejected shipments.

Paper and Ink Requirements - When requested, the GPO must be furnished the following paper and ink specifications and standards:

Paper: Name of Manufacturer; Number of rolls or sheets received in a shipment; Date of shipment; Customer No.; Mill No.; Order No.;

Ink: Name, date and location of manufacturer; Color (brand name) of Inks; Batch No; and date of delivery.

Government Access - The Government shall have the right to have representatives inspect the contractor's plant:

- 1) Prior to award;
- 2) Prior to the beginning of production; and
- 3) At any time or times it may elect during the term of the contract, to ascertain whether the Visas are being produced, shipped and delivered in accordance with these requirements, and that facilities are suitable, secure and safe for storage of plates and/or Visas. The Contracting Officer will supply the contractor with the names of the Government personnel authorized to be admitted to the facility.

SECURITY: This product(s) supplied through this contract are considered to be of high security value. The contractor must provide adequate and appropriate security measures to protect finished goods, raw materials, and sensitive information from loss, theft, or unauthorized disclosure during design, production, and delivery.

See Exhibit B: Contractor Security Requirements.

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 of all of the contractor's capabilities required in the manufacture of the products ordered under this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. Attending the preaward survey will be representatives from the GPO and State Department.

The Preaward Survey will include an inspection of all security requirements detailed in this specification and a review of each of the contractor's Production Plans required below.

All security requirements must be in place and operational within **30 calendar days of award**. Contractors unable to demonstrate that they have full security requirements in place by this date may be declared non-responsible.

All financial responsibilities for compliance with the security requirements and/ or the security inspection must be borne by the contractor.

NOTE: If award is predicated on the purchase of production and/or systems equipment, the contractor must provide purchase order(s) with delivery date(s) of equipment to arrive at least **30 calendar days** prior to the start of live production, to commence on or after **October 1, 2016**.

PRODUCTION PLANS - The contractor shall present, in writing, to the Contracting Officer within **10 workdays** of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the activities below.

The workday after notification to submit production plans 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 same.

NOTE: THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

Quality Control Plan - This plan must address all topics noted in the section detailing the Quality Control Requirements. The contractor must describe in detail their quality control/quality assurance plan including how, when, where, and by whom the items in the plan will be performed.

The quality control plan must also include examples and a detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep to document the quality control inspections performed on each run.

The Quality Control Plan must address, as a minimum, the following elements:

- (1) How, when, where, and by whom, process controls and inspections will be performed. Contractor shall state the number of people that shall be assigned to this program.
- (2) List the tests and/or reviews that will be conducted to ensure that the Visas produced will meet all requirements and specifications as stated herein.
- (3) Detail the procedures that will be taken to ensure that samples will be taken from all phases of production.
- (4) Designate a lead person (by name) who shall be responsible for the operation of the Quality Control program and for investigating and ascertaining the causes of deficiencies found.

Inspection Responsibility - The contractor is responsible for performance of all inspection requirements as specified herein, however, the Government reserves the right to perform any of the inspections set forth in the specification when such inspections are deemed necessary to assure that supplies and services conform to the prescribed requirements. Except as otherwise specified within the contract, the contractor may use his own or any other facilities suitable for the performance of the inspection requirements specified herein, unless disapproved by the GPO.

Controls on Serial Numbers - The contractor must submit to the Government the system to be used to control and verify the serial number sequence and quantity. There must be no missing or duplicate serial numbers. The contractor must be able to produce a serial number alphanumerically with eight characters. Serial number format may change at the request of the Government.

Inspections - Quality assurance inspections by Government personnel may be made during any phase of production.

Security Control Plan - This plan must provide the details of the contractor's entire production facility and surrounding areas. Part of the Security Control Plan must include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations. This plan must also address all topics noted in the section detailing the Security Requirements.

See Page 5 of 24: SECURITY CONTROL REQUIREMENTS

Personnel Plan – This plan should include a complete listing of all personnel who will be involved with this contract and their assigned duties. For any new employees, the plan should include the source of these employees, and a description of the training programs the employees’ will be given to familiarize them with the requirements of the program. Contractor employees performing under this contract will be subject to a thorough civil and criminal background check as detailed in “PUBLIC TRUST SECURITY REQUIREMENTS”. Contractor employees performing under this contract must be made aware of the “SECURITY CONTROL REQUIREMENTS” as described in these specifications.

NOTE: It is the responsibility of the contractor to ensure that only employees who have received clearance are selected to be involved with this contract.

Design Plan – This plan must provide a detailed explanation on how the contractor plans to meet each of the requirements under “LAYOUT AND DESIGN”.

Included in this plan the contractor must indicate whether or not they intend to utilize subcontractors. The contractor must provide resume(s) for the artist(s) / designer(s) which substantiates the required combined experience. A portfolio, to include images and/or samples of real products, shall be included for each proposed artist/designer.

See Page 13 of 24: LAYOUT AND DESIGN

Production Plan – As part of this plan, the contractor must provide a flow chart depicting each step in the process from pre-production to shipping.

In addition to the flow chart, this plan should detail the following:

- List of all production equipment and equipment capacities to be utilized on this contract;
- The production capacity currently being utilized on this equipment;
- The capacity that is available for this requirement; and,
- If new equipment is to be utilized, documentation of the purchase order, source, delivery schedule and installation dates are required.

Backup Facility - The failure to deliver machine readable visas in a timely manner would have an impact on the daily operations of the State Department. Therefore, if for any reason(s) (Act of God, labor disagreements, etc.) the contractor is unable to perform at said location for a period longer than 30 calendar days, the contractor must have a backup facility with the capability of producing the visas. The contractor must operate the backup facility.

Plans for their contingency production must be prepared and submitted to the Contracting Officer as part of the pre-award survey. These plans must include the location of the facility to be used, equipment available at the facility, security plans at the facility, and a timetable for the start of production at that facility.

Part of the plans must also include the transportation of Government materials from one facility to another. The contractor must produce visas from the new facility for verification prior to producing visas at this facility.

NOTE: All terms and conditions of this contract will also apply to the backup facility.

The Government will approve, conditionally approve, or disapprove the Plans within **five workdays**. If the Government conditionally approves the Plan(s), the prospective bidder will be notified of the deficiencies of the Plan and allowed five (5) workdays to respond to the issues identified by the Government in a revised Plan. If the Government disapproves the Plan, contractor will be determined non-responsible, and a notice of disapproval will state the reasons therefore. No further revisions will be allowed.

NOTE: The Contractor shall not change, enhance, or modify any of the offered products, raw materials, manufacturing processes (including equipment) and/or subcontractors without written approval of the Government.

Failure to maintain all requirements in accordance with the plans submitted and approved by the Government may result in the Government terminating the contract for default. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

Option Years: For each option year that may be exercised, the contractor should be prepared to submit to the Contracting Officer a statement confirming that the current plans are still in effect. If changes are proposed the Contractor must re-submit the above plans, in writing, detailing any changes and/or revisions no later than 30 calendar days before the contract expires and are subject to government approval.

The contractor must also include an updated Personnel Plan indicating the status for each employee who will be assigned to work on this project.

PRE-BID CONFERENCE: In order to ensure that the prospective contractors fully understand the total requirements of the job as indicated in these specifications, Government representatives from the State Department and GPO will conduct a conference with the bidders' representatives at the GPO, Washington, DC, prior to bidding. The conference will be conducted on April 21, 2016 at 10:00 AM. Should a contractor not be physically available for this conference then a call in number will be provided.

Previously printed samples will be available at the Pre-Bid Conference. These samples are representative of the printing, binding and other operations required for the machine readable visas currently being produced under 398-S. It is expected that the design requirements included in these specification will result in new requirements not represented by these samples

Note: All persons that the contractor deems critical for successful implementation of this contract must be in attendance.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, including security features and the Certificate of Inspection, will be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, D.C., within five workdays after award. Display samples of the current machine readable visa will be made available for review.

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, 2017**, 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.

PAYMENT: Submit all vouchers via FAX utilizing the GPO barcode coversheet program application.

Instructions for the GPO barcode coversheet program application can be found at the following web address:

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

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

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

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for this solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of machine readable visas requiring such operations as layout and design, printing in multiple colors utilizing lithographic offset and intaglio printing processes, letterpress numbering, hot stamping of an optically variable device, construction/die-cutting, packing, and distribution.

TITLE: Machine Readable Visas.

FREQUENCY OF ORDERS AND QUANTITY:

One to three orders per year, each totaling approximately 9,000,000 visas (3 visa labels per 8-1/2 x 11" carrier sheet).

Multiple deliveries per contract year will be required, approximately 5 to 15 pallets per delivery, staggered over the term of the contract—f.o.b. destination.

Note: Contractor will be required to store completed visas in a secured area and deliver upon request by the Government.

The Government reserves the right to increase quantity by up to 25 percent.

TRIM SIZE: Approximately 4.72 x 3.15" per individual visa.
Three (3) visas on each 8-1/2 x 11" carrier sheet
See Exhibit C: Visa Layout Diagram

GOVERNMENT TO FURNISH:

Sample of a previous printing. (Sample has been voided.)

Test passport books for adhesion testing.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

Exhibit A: MRPT Determination Procedures

Exhibit B: Contractor Security Requirements

Exhibit C: Visa Layout Diagram

Exhibit D: Table 1 – Stock-Paper Specifications

Exhibit E: Appendix A – Chemical Sensitivity

Exhibit F: Appendix B – Test Method for Resistance to Peel from Passport Paper

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, 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 in accordance with these specifications.

VISA SECURITY FEATURES: The security design shall contain, but is not limited to the security features listed below. Additional details can be found in the paragraphs following.

1. Layout and Design: See Page 13 of 24: LAYOUT AND DESIGN

- | | |
|------------------------|-------------------------------|
| a) Microtext | f) Feathered Line Work |
| b) Reversed Microtext | g) Hand Drawn Artwork |
| c) Guilloche Lines | h) Complicated Die-Cut Border |
| d) Variable Line Width | i) Forensic-level Features |
| e) Micro-Raster Images | |

2. Substrate: See Page 15 of 24: STOCK/PAPER

- a) Full Chemical Sensitization
- b) Visible Security Fibers
- c) Invisible Fluorescent Security Fibers
- d) Watermark (Optional)
- e) Pressure Sensitive (Backing Sheet and Adhesive)
- f) Windowed or Embedded Security Thread
- g) Inkjet Receptive
- h) Forensic-level Features

3. Printing: See Page 17 of 24: PRINTING

- a) Offset Lithography
 - 1. Split Fountain/Rainbow Printing
 - (a) No less than 2 split visible ink units and 1 split Ultra Violet (UV) ink units
 - 2. Forensic-level Feature
- b) Intaglio
 - 1. Split Fountain/Rainbow Printing
 - (a) No less than 4 inks
 - 2. Blind Embossing
 - 3. Coverage Across Entire Foil
 - 4. Overprints the OVD
 - 5. Forensic-level Feature
- c) Letterpress Numbering
 - 1. 8-digit Alpha Numeric Serial Number on each Foil & Carrier Sheet
 - 2. Custom Font with Icon
 - 3. Variable Size
 - 4. UV Fluorescent
 - 5. Split Fountain (Optional)
 - 6. Perforated Serial Number (Optional)
- d) Inks
 - 1. Pantone or Spot Colors (No CMYK or Process Inks)
 - 2. Ultra Violet (UV) Fluorescent Inks
 - 3. Infrared (IR) Absorbing and IR Transparent Inks
 - 4. Color Shifting Inks
 - 5. Fade Resistant Inks
 - 6. Chemically Sensitive Inks
 - 7. Inkjet Receptive
 - 8. Forensic-level Features

4. Hot Stamping: See Page 18 of 24: HOT STAMPING

- a) Optically Variable Device (OVD):
 - 1. Manufacturer Specified by Government
 - 2. Size and position dictated by final design requirements
 - 3. Hot Stamped on to Substrate
 - 4. Over Printed with Intaglio/ Blind Embossing

LAYOUT AND DESIGN:

A post award kick-off meeting will be held to discuss concept direction and artwork design, after which the contractor shall submit three conceptual security artwork designs for review by the Government. This process will continue until the Government is satisfied with the final artwork. All submitted designs must comply with International Civil Aviation Organization Document 9303, Parts 1, 2, 3, and 7.

The Government intends to exercise oversight in the entirety of the artwork design process (i.e. concept, design, revisions, final product). The design must include illustrations or simulations of all included security features.

The specific design theme for the Visa will be specified by the Government upon contract award. The designs should illustrate each production step, and the quality assurance processes in place to validate the product. The security design shall contain, but is not limited to the security features listed above in the Visa Security Features.

The Contractor shall be responsible for no less than three design changes/revisions and recommendation cycles prior to prototype production.

The Contractor shall also be responsible for no less than three pre-production test runs for the purpose of demonstrating the production of all the design and security features.

The Contractor will propose an artist(s) that may or may not be a subcontractor. The Government maintains full authority and control over the contractor artist/designer selection process. In addition, the Government will conduct a full and complete background investigation for the proposed artist(s)/designer(s). The selected artist(s)/designer(s) combined experience shall encompass the following:

- 15 or more years of experience designing secure identification and/or value documents
- 10 or more years of experience in intaglio and security offset printing processes
- 10 or more years of experience in security design software (i.e. JURA, Fortuna or equivalent non-publically available software)

The selected artist/designer(s) shall conduct all design work and maintain all work products related to the Visa (i.e. concept, design, revisions, final product, etc.) within the United States on either a system owned and operated solely by the Government or at a facility fully approved and vetted by the Government. Failure to comply with the regulations stated herein will result in termination of the contract.

The Government is the sole owner of any digital files associated with the design and artwork of the Visa. It may not under any circumstances be distributed or used for any other purpose than for fulfilling this contract's obligations to the Government.

PAPER SAMPLES: *Required prior to issuance of first print order for printed Visas.*

Contractor to supply the following to the Government:

- Fifty 8-1/2 x 11" sheets of blank face stock containing all security features and meeting all required paper specifications.
- Fifty 8-1/2 x 11" sheets of liner (removable backing sheet)
- Fifty 8-1/2 x 11" sheets of converted stock / coated rolls

Supplied face stock and liner must include all manufacturing information and supporting test data. Supplied converted stock/coated rolls must include the manufacturing information and manufacturer's supporting test data of all the individual included components: face stock, adhesive, and the liner (removable backing sheet).

PROOFS: *Proofs are required for the initial order and as a result of any required re-design.*

PDF proofs

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) in current version of Acrobat 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.

Digital color content proofs

Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

Pre-Production Test Runs

For each of the required production prototypes the contractor will be required to perform the following test:

The sample requirement for this contract is not less than 6,000 sample Visa labels (2,000 sheets of 8-1/2 x 11" paper) in accordance with the design parameters set forth for the prototype.

Note: Contractor must ensure that the product meets the specifications established for the design Prototype.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured. Must be constructed as specified using the form, materials, equipment, and methods of production, and packaging which would be used in producing the final product.

Note: If required, the contractor must have the necessary equipment to read the fluorescent ink on the Visa labels

Samples must have the word "SPECIMEN" printed across the Visa. The word "SPECIMEN" **must not** print in the white space allowed for the photograph or in the machine readable zone 0.913" from the bottom die-cut edge of each Visa label. Eight zeros will be used for the numbering sequence.

These samples will be inspected and tested for compliance with the specifications as to construction, kind, and quality of materials. Samples must comply with the specifications in all respects.

Machine processing of the final product is required for personalization. The samples will be tested and must function satisfactorily on ink jet equipment.

The samples must be delivered f.o.b. destination to the U.S. Government Publishing Office, 732 North Capitol Street, NW, Room C-834 (Mail Stop: CSAP), Washington, DC 20401, Attn: Contract Administrator, Program 182-S (phone: 202-512-0310). The samples **MUST** be sent by a bonded, armored carrier. The container and accompanying documentation shall be marked "SAMPLES" and shall include the GPO program number.

The Government will evaluate the samples within 10 workdays of the receipt thereof and provide test results to the contractor.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein.

Paper/Stock Requirements

The paper shall contain 100% bleached chemical pulp, free from ground-wood and unbleached pulp.

No fluorescent (optical) brighteners shall be added to the pulp or paper during manufacture. Fluorescence due to residual white water, broke, or natural or security fibers is permissible; provided the increase in reflectance, measured with and without the ultraviolet component of a light source of 3100 Kelvin in combination with a C.I.E. (International Commission on Illumination) Z (blue) filter, does not exceed 1%.

Note: Postconsumer fiber, in any percentage, is encouraged, provided that the requirements of this Standard are met.

Basis Weight: 25 by 38 inches, 500 sheets (pounds)..... 60
A tolerance of $\pm 5\%$ shall be allowed.

Opacity: Average, not less than (percent)..... 94
No individual specimen shall average less than (percent) 92

Caliper: (inch)..... 0.0046
A tolerance of ± 0.0005 inch shall be allowed.

NOTE: full list of specifications can be found in Table 1.

See Exhibit D: Table 1 – Stock-Paper Specifications

Surface: The surface of the paper shall be uniform and shall not flake, powder, crack, blister, or otherwise deteriorate under normal handling conditions; nor discolor, become brittle, or be subject to attack by mold, mildew, or fungus under normal conditions.

General Appearance: Shall be uniform from lot to lot.

Brightness: Shall be $77 \pm 5\%$.

Finish: Shall be uniform.

Formation and cleanliness: Shall be uniform and free of obvious and objectionable foreign matter. The dirt count for each side of the paper shall not exceed 8 parts per million.

Security Features

Full Chemical Sensitization: The stock/paper must contain chemical reagents to the seven (7) classes of known chemical alteration agents.

See Exhibit E: Appendix A – Chemical Sensitivity

The paper shall be surface treated or impregnated with chemicals so as to produce an obvious visual reaction when alterations are attempted. The intensity of the reactions shall be quantitatively measured after 24 hours. An agreed-upon standard for intensity of color will be established and maintained at the GPO.

See Exhibit D: Table 1 – Stock-Paper Specifications

Fibers: The paper shall contain multi-colored security fibers distributed randomly and uniformly throughout the paper. The security fibers shall be as complex as the following examples: 1) short multi-colored fibers ($2\text{mm} \pm 1\text{mm}$) are invisible to the unaided eye and shall fluoresce (at least two different alternating colors) under long wave (i.e. 365nm) ultraviolet light; 2) longer (approximately $6\text{mm} \pm 1\text{mm}$) multi-colored fibers (at least two different visible alternating colors per fiber) are visible to the unaided eye and will not fluoresce under long wave (i.e. 365nm) ultraviolet light. See Specification Table X for requirements on Printed Visas, Unprinted Face Stock and Unprinted Coated Roll.

Note: Any security features offered to satisfy the above requirement is subject to approval by the Department of State, Bureau of Consular Affairs.

Backing Sheet

Liner shall be a silicone-coated, one-side, super-calendered, white or colored Kraft paper, basis weight 50 to 60 pounds, 24 by 36 inches, 500 sheets.

Thickness: Shall not exceed 0.0040 inch.

Peel adhesion: The printed visa must be easily removed from the backing sheet without tearing or damage.

Adhesive: The adhesive used shall be a clear permanent pressure-sensitive-type. The adhesive shall have a service temperature range between -29 to 93°C (-20 to 200°F). Peel adhesion of complete printed visa foils must exhibit a resistance to peeling from passport paper after 48 hours.

See Exhibit D: Table 1 – Stock-Paper Specifications

See Exhibit F: Appendix B – Test Method for Resistance to Peel from Passport Paper

Testing and References: Testing shall be conducted in accordance with standards in Parts 2 and 4, *Government Paper Specification Standards* (www.access.gpo.gov.)

Testing for Printed Visas, Unprinted face stock, unprinted coated roll and release liner can be found in table 1.

See Exhibit D: Table 1 – Stock-Paper Specifications

Quality Assurance Samples

The contractor will supply GPO's Secure Materials Testing Laboratory (SMTL) with pre and post production samples of raw stock and final product on a per press/production run basis. Each press run the contractor will take random samples from the master roll and finished goods, and submit them for testing no less than 4 weeks prior to shipment to the customer's facility. All samples shall be taken from the same master roll of materials. Shipments received at the customer facility without corresponding test results will not be accepted, and return to the contractor at the contractor's cost.

Required Samples: All samples shall be 8.5” x 11”, and packaged with all manufacturing details and production dates:

Material	Sheets Required
Release Liner	20
Unprinted Face Stock	20
Unprinted Coated Roll	20
Printed Visa	75
Total Number of Samples per Production Run	135

NOTE: Although the final design approved by the Government will dictate the final production requirements, the minimum requirements for printing and finishing are noted herein.

A modification to the contract will be issued POST-AWARD to address any surcharge required for any additional requirements incorporated into the final design, which are not noted below.

PRINTING: Visa labels print face only.

Offset Printing -

At least eight different offset lithographic Pantone or spot color inks and at least two invisible fluorescent colors. All litho inks are solvent sensitive, and are formulated to allow an efficient penetration of personalization with ink jet printing.

Split fountain multiple color "rainbow" printing which will have a discreet visual tonal range using a combination of offset and intaglio printing processes.

At a minimum, must be printed on a six unit offset press capable of split fountains in three (3) of the units.

Hot Stamping – See page 18 of 24

Intaglio Printing –

At least three intaglio inks, one being optically variable with a latent image applied in register to the lithographic design.

Split fountain multiple color "rainbow" printing which will have a discreet visual tonal range using a combination of offset and intaglio printing processes.

The intaglio printing should have relief in non-intaglio areas so that the paper can have the maximum ink jet receptivity.

Contamination of the different color inks for the intaglio images must not exceed 1/16”.

Microline printing of 12.5/1000 inch is required in the intaglio printing.

Intaglio printing will overprint the OVD

Inks – Fade Resistance requirements - See Table 1 – Stock Paper Specifications

LETTERPRESS NUMBERING: Labels shall contain a sequential 8-digit alpha-numeric sequence.

Example: 1 alpha character, followed by 7 numeric characters.

A variance of $\pm 1/16$ " will be allowed for the positioning of the numbers. The following characters WILL NOT be used in the numbering sequence: "A, B, D, G, I, O, Q, and S".

A custom font with an icon will be determined during the Design phase. The alpha-numeric characters shall be variable in size and UV fluorescent. For additional optional visa security features see Page 13 of 24: Letterpress Numbering.

In addition, the contractor is required to number the carrier sheet, as follows:

- The left-hand margin must contain a corresponding number opposite each Visa label.
- The back of each 8½ x 11" sheet must contain a corresponding human-readable, unique roll number which can be used for tracking purposes.

The print order shall indicate the starting number to be used on each order. Contractor must ensure that there are no missing or duplicate numbers in an order. In addition, contractor must ensure that all numbers are sequential. Under no condition will an order containing missing or duplicate numbers be accepted.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. The contractor must demonstrate the ability to resolve and print fine line artwork and other security features specified in the design/artwork of the Visa.

Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See **GPO Publication 315.3** (Guidelines for Contractors Holding Press Sheet Inspections) dated January 2015.

NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as, BRUNNER, GATF, GRETAG, or RIT) must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale; gray balance patches, and trap targets for process color (if applicable). These areas must be repeated consecutively across the entire press sheet (can be on the gripper edge, tail edge, or gutter of the press sheet).

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ANSI PH2.30-1989; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

HOT STAMPING: OVD is to be applied after the offset printing and before the intaglio printing.

Salient Features of the OVD: minimally defined as follows:

- One OVD will be applied to each Visa or 3-up per 8-1/2 x 11" sheet.
- Product reference –Kinegram
- Company: KURZ Group
- Size: No more than 5% of the image area of the final product

Web link: <http://www.kinegram.com/kinegram/com/home.nsf/contentview/~for-banknotes>

NOTE: The exact positioning and size of the OVD will be determined based on the final design.

CONSTRUCTION/KISS-CUT: Visa labels are to be printed 3-up vertically on an 8½ x 11" carrier sheet with approximately 1/4" between labels. Visa labels will be kiss-cut to a unique shape to be determined during the Design phase. Size of the individual kiss-cut Visa will be approximately 4.72 x 3.15". Do not remove waste. Kiss-cuts must not penetrate the backing sheet and must allow Visas to easily release from the liner. Individual labels will have ink bleed on some or all sides after die cutting.

See Exhibit C: Visa Layout Diagram

PACKING: Carrier sheets are to be packaged in units of 100 sheets (called the "Visa packet").

Each unit of carrier sheets must have top and bottom chipboard, approximately 0.050 inches thick.

The Visa packet is to be wrapped with a white paper band approximately 3.5" wide, with a label giving the serial numbers of the visas contained therein, with two (2) barcodes showing beginning and ending numbers of the visas contained in the Visa packet.

Each Visa packet is to be shrink-film wrapped. The shrink-film wrap must not distort the product. Pack 10 Visa packets per shipping container.

Containers must be suitable for shipping overseas. In addition to the shrink-film wrap, shipping containers must be lined with a moisture-proof material and be reinforced with corrugated cardboard around the four walls, top and bottom.

In addition to regular sealing, shipping containers must be reinforced at two points in a cross direction to the closure with:

- 1) A minimum 3" wide Class 2, Type I asphaltic or Type II nonasphaltic, glass or sisal filament reinforced tape that conforms to Federal Specification PPP-T-45;
 - 2) A minimum 2" wide Class I, Type III, waterproof pressure-sensitive adhesive tape that conforms to Federal Specification PPP-T-60;
 - 3) A minimum 1" wide Type III, pressure-sensitive, filament tape that conforms to Federal Specification PPP-T-97;
- OR
- 4) Firmly applied non-metallic banding. If tape is used the ends must overlap the sides at least 3".

Pallets are required.

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

The title, "Machine Readable Visas" MUST NOT appear on shipping containers.

Bar Code Marking Requirements: Contractor will be required to bar code on the shipping container label, using standard 3 of 9 (Code 39) bar code system, for noncontact reading, in accordance with Mil. Std. 1189, the title, requisition number, Jacket number, stock number, quantity, and the sequence (beginning and ending numbers) of the Visas packed in the container. The bar code must be positioned in accordance with Fed. Std. 123. Barcodes will be required for inner and outer labels. Barcode must be 1/2" in height".

PDF PROOF of SHIPPING LABEL: Contractor MUST send a PDF version of container label, filled out as directed above, by e-mail to StegemanRG@state.gov followed by a confirmation call to Robert Stegeman (202-485-7406) to confirm receipt.

Note: Shipping label must be approved by the State Department prior to shipment of the 1st order.

DISTRIBUTION:

Ship f.o.b. destination to one address, located within a 50-mile radius of zero milestone, Washington, DC Complete address and quantities will be furnished with the print order.

Retain Sheets - Contractor shall produce at least 100 (8-1/2 x 11") retain sheets, (consisting of 2 separate packages, each containing at least 50 sheets—1 marked GPO retain sheets; 1 marked ICE retain sheets) each foil unnumbered and marked "SPECIMEN" from each production run, as a representative sample of the product to be periodically delivered from that production run

These retain sheets shall be delivered to U.S. Government Publishing Office, 732 North Capitol Street, NW, Mail Stop: CSAP, Washington, DC 20401. Attn: DCT-1, Contract Administrator, Program 182-S.

The Government will approve, conditionally approve, or disapprove the samples within 5 workdays of the receipt thereof. A notice of disapproval shall state the reasons for the disapproval.

Supplier Certification - A signed Certificate of Inspection for each shipment, certifying that the product has been tested, inspected, counted, numbered, die cut, packaged correctly and complies with all specification requirements, shall be sent (f.o.b. destination), prior to each shipment, to: U.S. Government Publishing Office, 732 North Capitol Street, NW, Mail Stop: CSAP, Washington, DC 20401 (Attn: Contract Administrator, Program 182-S, 202-512-0303).

Contractor will provide on each carton label the Program No., Jacket No., Print Order No., Start and End Serial No., and any other pertinent information that will aid in tracking specific foil labels

The supplier shall also submit signed certification (to contract administrator) for each box of 1,000 sheets that the sheets contained therein are correct in count, numbering, printing, die cutting, and packaging. Certificates must be signed by a duly authorized employee of contractor and will include Program No., Jacket No., Print Order No., Start and End Serial No., and any other pertinent information (as requested by the State Department) that will be helpful in tracking specific labels.

All shipping documents will contain the total number of Visa labels, containers, and pallets, but will not bear any reference to the type of material being shipped.

Upon completion of the contract, all of the intaglio printing plates, offset plates, and all digital files must be secured in a locked container and stored for one year, unless otherwise instructed by the Government.

Government furnished materials* must be returned to: Department of State, 21st and Virginia Avenue, Room B-934, Washington, DC 20520, Attn: Contract Administrator.

* NOTE: Must be accompanied by an affidavit testifying that all material mentioned above has either been stored or returned and that any additional lithographic printing media or related digital files has been destroyed.

Security arrangements are necessary for returned material. Furnished material will be checked upon receipt to assure that it is in the same condition as it was when furnished. If material is found to be unsatisfactory, the contractor will be charged for reproducing new material.

All expenses incidental to picking up and returning materials, submitting proofs and pre-production test samples, and furnishing required samples must be borne by the contractor.

NOTE: Multiple deliveries per contract year will be required by bonded, armored, secure carrier. Approximately 5 to 15 pallets per delivery, staggered over the term of the contract.

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 by a bonded, armored secure carrier to: Department of State, 21st and Virginia Avenue, Room B-934, Washington, DC 20520, Attn: Contract Administrator.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and shipment of the first partial shipment must be made within 90 workdays after notification of the availability of print order and furnished material. Contractor must store the balance of production quantity until notified by the Government. Contractor shall be notified five workdays prior to each partial shipment. Prior to shipment, contractor must call CA/EX/GSD at (703) 274-0289. Contractor must NOT ship prior to receiving an "OK TO SHIP" from the Department.

NOTE: The schedule under this Purchase Order becomes effective only upon approval of layout and design.

Press Sheet Inspections:

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three work days prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-0542.

Note: Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday.

See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge the contractor for the additional Government expenses of the inspection.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destinations 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.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile 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 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.

Bidders shall state the location of the plant from which this product will be shipped.

The following item designations correspond to those listed in the "Schedule of Prices".

I (a) 3
(b) 20

II (a) 3
(b) 2
(c) 3

III. (a) (1) (2)
1 3,000

IV (a) 3,000

V (a) 9

VI (a) 25

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination (one address within 50-mile radius of zero milestone Washington, DC). Bidders will be provided exact delivery address, upon request.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared 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 in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

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

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

I. LAYOUT AND DESIGN:

- a) Conceptual Security Artwork Design per each design \$ _____
- b) System Timework for Author's Alterations (AA) per hour \$ _____

NOTE: 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 line item I.(b).

II. PROOFS:

- (a) PDF Soft Proof per proof \$ _____
- (b) Digital Color Content Proof..... per proof \$ _____
- (c) Pre-Production Test Run..... per each run \$ _____

III. PRINTING, HOT STAMPING, NUMBERING, DIECUTTING, CONSTRUCTION, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations (except paper) for the printing, hot-stamping, numbering, construction/die-cutting, packing, and distribution of the product listed in accordance with these specifications.

Cost of all required stock/paper must be charged under Item IV. (a).

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Sheets</u> (2)
a) Per 8-1/2 x 11" carrier and backing sheet (3 Visa labels per carrier sheet)	\$ _____	\$ _____

(Initials)

NOTE: Only one makeready charge will be allowed per each large print order, orders for small quantities (20,000 to 70,000 sheets) placed in conjunction with a large order will not be allowed a separate makeready charge.

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 computation of the net number of leaves as indicated below. The cost of any stock/paper required for makeready or running spoilage must be included in the prices offered.

NOTE: Computation of the net number of leaves will be based on the following: Each combined 8-1/2 x 11" base sheet and backing liner shall be considered ONE leaf.

Per 1,000 leaves

a) Base sheet and Backing liner (considered ONE leaf)..... \$ _____

V. DELIVERY (by bonded, armored, secure carrier): The following charge shall cover the cost of delivery (f.o.b. destination), as specified:

a) Delivery per trip \$ _____

VI. STORAGE CHARGES: The following charge shall cover the cost of storing completed product until the Government requests shipments.

a) Storage per pallet, per month..... \$ _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "SECTION 4.- SCHEDULE OF PRICES," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)

Exhibit A: Moderate Risk Public Trust (MRPT) Determination Procedures:

The Department of State awards a contract to a company (contractor) to provide personnel to perform specific services. The contract may have security requirements that require personnel security clearances issued by the Defense Security Service or the contract may require individuals to possess a MRPT Certification. This means the contract is not of a classified nature and will not require security clearances such as Secret or Top Secret, but will require individual(s) to undergo an investigation to be able to access "Sensitive but Unclassified" information and/or materials.

The Contracting Officer is responsible for contacting, DS/IS/IND at 571-345-3019 to obtain the MRPT language to be included in the contract.

The MRPT attachment provides the points of contacts in DS/IS/IND when the contractor has identified an individual as a potential hire. The company's Facility Security Officer should contact DS/IS/IND for detailed instructions on how to initiate an individual into the Electronic Questionnaires Investigation Processing (e-QIP.)

If the company is employing more than 10 individuals a month, DS/IS/IND will approve the company for an account to initiate their own employees – DS/IS/IND will invite the company's Facility Security Officer and or assistants for a detailed training of the process, the account must be actively used every thirty days - if not DS/IS/IND can have the password reset.

If the company does not hire anyone on a monthly basis or have an e-QIP account – DS/IS/IND will initiate the employees into the e-QIP process.

In order to have your employees initiated in the e-QIP system, the company will provide an email listing with the following information for each employee (this is only done if your company does not have an e-QIP account and DS/IS/IND will initiate them).

- Name (last, first middle)
- SSN
- Place / Date of birth
- Position Title
- Work Location
- Subject's e-mail address
- Contract number

The individual will be sent an e-QIP greeting listing the instructions for accessing the system. The company's FSO or designee is copied on the e-mail; this will be the company's confirmation that the individual was initiated into the system. The individual will have 30 days to access the application. If the application remains untouched for 30 days, the system will automatically terminate the application and DS/IS/IND will have to re-initiate the individual into the system if they still require a MRPT Investigation. Once the individual accesses their application, the information will be saved, so they may come back to the application if they are unable to complete the entire application in one sitting. However, the system will terminate an application if it remains untouched for 90 days after it is first accessed. DS/IS/IND will notify the company once an applicant completes their application. The company will then have to submit the additional items to complete the MRPT package.

- A signed request letter on company letterhead with applicant's information (Name, DOB, POB, SSN#), contract number they are performing on, as well as the COR's name and their telephone number at the Department of State

- Signed DS-4002 (Fair Credit Release) attached to e-QIP email
- 2 Fingerprint cards with the Department of State pre-printed information in the ORI block (please notify DS/IS/IND if you need fingerprint cards with the correct ORI)
- Proof of Citizenship
 - US Citizen: Birth-Certificate with raised seal or Copy of US passport (current or expired.)
 - Non-US Citizen: Permanent Residence Card or Work Visa

Once all of the items are collected please use a delivery service (i.e. FedEx) and send to:

Department of State
Attn: DS/IS/IND (Glenn Chilton)
1801 North Lynn Street
SA-20, 13th floor
Rosslyn, VA 22209-2008

Once DS/IS/IND receives the application and all required documentation, we will review the documentation and forward to DS/PSS to conduct an initial check that if passed will allow the individual to start initial contract performance while the investigation is being conducted; this is to avoid contract performance delays. The initial check consists of running a National Criminal Information Center (NCIC) check; this check will advise DS that there are no outstanding warrants or arrest records; other checks include reviewing financial issues, mental health, drug and alcohol, etc. If all checks are favorable, DS/PSS will grant an INTERIM MRPT and notify DS/IS/IND who in-turn will notify the company via-email and allow the subject to begin work on the contract.

If the individual does not pass the initial check; they will NOT be granted an INTERIM MRPT and NOT allowed to start contract performance until the MRPT has been granted; DS/IS/IND will notify the company via-email of the INTERIM DENIAL.

Note: This process does NOT apply to NON-US Citizens; they must have an adjudicated FINAL MRPT certification to begin contract performance.

Once an INTERIM MRPT is approved and if the individual requires a Department of State Badge, please e-mail DS/IS/IND to advise that a badge is required.

Note: The individual will be given an uncleared badge. No access to classified information/or materials will be allowed.

DS/IS/IND will notify the company via e-mail once a FINAL MRPT is favorably adjudicated and granted the individual.

If during the initial check an INTERIM MRPT is not granted to allow initial contract performance for whatever reason(s), the individual cannot appeal the process until a FINAL adjudication of the investigation has been completed.

DS/IS/IND will notify the Contracting Officer's Representative (COR) of all FINAL DENIALS in writing. It is the responsibility of the COR to contact the contracting firm to inform the individual of the FINAL DENIAL determination and provide them with the Freedom of Information Act Information to obtain their file.

When an employee leaves the company (terminated, resigns, etc.) the company must provide DS/IS/IND and the COR with a notification of cancellation.

Exhibit B: Contractor Security Requirements

Contractor Security Requirements

1. Security Plan and Identification of Critical Assets

The contractor will identify and document all critical assets related to performance of contract work, including:

- Finished product(s) furnished by contract agreement
- Any raw materials or subcomponents identified as adding security value to the finished product, e.g. security features incorporated from sources outside the contractor's production processes
- Production waste material
- Design files, schematics, or specifications
- Customer information
- Training or informational materials furnished to the customer describing security features, or the application or interpretation of security features included in the product
- Communication of design criteria between contractor and customer or other parties

The above list is not intended to be comprehensive; it is the responsibility of the contractor to provide documentation of critical assets and the measures taken to adequately protect them. This documentation must be presented in a Security Plan, and is subject to validation by the GPO prior to contract award. The functional requirements to be addressed in the Security Plan are described in greater detail in Functional Requirements, below.

The contractor must disclose the source of all materials identified as adding security value to the product. These sources will be considered sub-contractors and must comply with all of the security requirements under this contract.

2. Compliance and Validation

Compliance with these security requirements is subject to validation by GPO's Product Security Branch, which will conduct regular security assessments of all supplier sites involved in the design, manufacture, storage, and distribution of product furnished under this contract. Security assessments will also be conducted at sub-contractor sites in keeping with the stated requirement to identify all security materials used in the product and the sources of those materials.

A pre-award survey is required to validate the contractor's security plan and the adequacy of security measures implemented to protect the identified critical assets. Approval of the contractor's site(s) must be given prior to contract award; however the pre-award survey may be waived at the contracting officer's discretion if the contractor's site(s) have been subject to prior review by the Product Security Branch and there are no unresolved actions pending from a previous assessment.

After the initial/pre-award survey is complete and the contract is awarded, the Product Security Branch will conduct regularly scheduled assessments of all relevant contractor sites. The frequency of reviews is based on documented risks and the number and severity of outstanding action items from the most recent assessment. The table below provides the scheduling framework.

Exhibit B: Contractor Security Requirements

Frequency	Criteria
2-6 Months	One finding classified as High (9); more than one finding classified as Medium (6)
6-12 Months	One finding classified as Medium (6); more than one finding classified as Medium (4)
12-18 Months	One finding classified as Medium (4); more than one finding classified as Low (2-3)
18-24 Months	Any findings classified as Low (1) or no findings (default re-inspection period)

Any changes affecting the security plan must be reported to the Product Security Branch, as this will affect the assessment timeline. Major changes, such as renovation or relocation, require advance notice and approval.

3. Functional Requirements for Security

These requirements must be addressed in the Security Plan and demonstrated during the regular security assessments. All of the eight areas listed below must be addressed.

Security Management

- An individual within the company serves as the central point of contact and responsibility for oversight and management of security systems, policies, procedures, and activities.
- All security roles within the organization are defined and documented.
- Written policies and procedures are maintained within a Security Plan specific to the product supplied under this contract, addressing identification of critical assets and security measures implemented to provide adequate protection of those assets during production, storage, and transportation.
- The company has established a relationship with local law enforcement and emergency services and can validate response times to emergencies at the facility.
- Policies and procedures exist for recovery after a security incident or emergency, to include guidance for material accountability, business resumption, and customer notification.

Facility Physical Security

These requirements must be addressed for any facilities employed in the design, manufacturing, and storage of the supplied product.

- Adequate intrusion detection and prevention measures are used throughout the facility.
- A surveillance system is utilized for monitoring and recording activities inside and outside the facility at all times, particularly in areas where secure materials are produced, handled, and stored
- An access control system is utilized which is capable of restricting access to the facility and providing access to secure areas on an individual, personalized basis
- There is a security center within or outside the facility used as a central point for managing, controlling, and auditing all security systems and associated activities

Exhibit B: Contractor Security Requirements

Personnel Security

- All personnel working under this contract or on GPO programs or having access to sensitive information about those programs must have undergone adequate pre-employment screening, to include background checks, employment and education verification, and credit history checks.
- Depending upon the nature of the work performed, some employees and officers of the company may be required to undergo background screening by the U.S. government.
- Adequate security training is performed during on-boarding process and at regular intervals for all current employees.
- Policies and procedures exist for dismissal and termination, for removing access to secure areas, systems, and materials.
- Policies and procedures exist for escorted visitor access.
- All employees are provided with identification allowing them to be recognized as authorized individuals, both visually and by the access control system.
- Procedures exist for authorizing access to restricted areas, including an approval and notification process.

Operations Security

- Policies and procedures exist for handling sensitive documents, data, and information, including classification, control, and destruction
- Policies and procedures exist pertaining to information disclosure, including publicly available information on company activities
- Disclosure of activities under this contract or pertaining to any other GPO program publicly or privately to a third party are prohibited without prior consent
- Screening of incoming and outgoing communications for sensitive data may be required
- Regularly scheduled security awareness training is conducted for employees detailing the policies and procedures for operations security

IT Security

- Intrusion prevention measures are employed to prevent access from the Internet to the company's internal network
- Internal network controls are provided to segregate common resources from secure, restricted resources used to design and/or produce materials under this contract
- Remote access to company network is encrypted and secured via IPSec or other accepted technology, and direct remote access to secure network segment is disallowed
- Encryption is employed for data deemed sensitive to GPO programs while at rest in production or data storage systems
- Encryption is used for data in transit when such data is considered sensitive, e.g. design files or shipment details sent via email or other transmission method
- Vulnerability assessment and testing are performed regularly
- Backups of critical systems are performed regularly and adequately safeguarded
- Change management policies and procedures are implemented

Exhibit B: Contractor Security Requirements

Material Security

- All secure materials are stored in dedicated, separate storage areas with access limited to a small number of authorized employees
- Critical production activities are performed only by authorized employees in secure, access-controlled areas
- Movement and handling of materials is performed strictly under two-person control at all times.
- Material outside of dedicated storage areas is under two-person control at all times.
- Materials are accounted for by physical or other means during all phases of production and storage, and this accounting method is audited and reconciled throughout the production process to final shipment.
- Materials produced under this contract are adequately segregated, secured, and accounted for, including waste material.
- Waste material is identified and disposed of in a manner adequate to ensure its complete destruction, rendering it useless for purposes of identification, re-use, or reverse engineering.
- An inventory control system is utilized to ensure accountability of product and all materials used in manufacturing.

Shipping and Receiving

- All incoming shipments of security materials are inspected and verified prior to acceptance, and any discrepancies are reported to the shipper and supplier.
- All outgoing shipments are inspected and verified prior to loading.
- A manifest is produced for all shipments, validated at outgoing inspection, and transmitted to the customer according to an accepted procedure.
- Procedures exist for customer notification of pending shipment, including anticipated delivery time and secure shipment details, e.g. carrier, drivers, and seal numbers.
- All shipments are delivered via an accepted secure shipper.
- Shipments are packaged in plain outer packaging, with no external indication of the contents. Internal packaging must have tamper-evident seal closures.
- Shipping methods and routes must be documented in the security plan, including sub-contractors/suppliers of identified security raw materials and subcomponents.
- Track and trace is employed on all secure shipments.

Business Continuity and Disaster Recovery

Business Continuity may be addressed in a separate document, but referenced in the Security Plan, and addressing the following requirements:

- Identification of greatest risks to business continuity at the production site(s)
- A plan for continuing consistent and timely delivery of ordered materials adequate to compensate for any foreseeable impact generated by the identified risks
- A plan for recovery of business functions in the event of a prolonged outage, with estimated timeline.

Exhibit D - Table 1 – Stock-Paper Specifications

Printed Visas						
Element	Attribute	Unit of Measure	Specified Value or Range	Method	Comment(s)	
Face Stock	Chemical Sensitivity	ΔE^*	All reagents: $\Delta E^* \geq 2.0$	See Appendix A	Measurement taken along unprinted margin of 3-up sheet.	
	Density of UV fibers	Number of fibers randomly scattered within area of printed visa	8 ± 3 fibers, 2mm ± 1 mm in length, within an 88 x 125 mm area, non-adhesive side only	Visually assess the security fibers and compare to the established mutually agreed upon standard or samples.	Measurement taken within printed visa using long wave UV light source.	
	Density of Visible Fibers	Number of fibers randomly scattered within area of printed visa	17 ± 3 fibers, 6mm ± 1 mm in length, within an 88 x 125 mm area, non-adhesive side only	Visually assess the security fibers and compare to the established mutually agreed upon standard or samples.	Measurement taken within area of printed visa under normal, indoor, fluorescent lighting conditions	
Enigma Ink (UV Fluorescing Ink)	Brightness	%	$82 < x < 72$	TAPPI T-452	Measurement taken along unprinted margin of 3-up sheet.	
	Fluorescence	%	$< 1\%$		Measurement taken along unprinted margin of 3-up sheet.	
	Color and color deviation	CIELAB L*a*b*, $\Delta E^* \leq 1.5$		TAPPI T-511		
	Fluorescence (no fading)	%			Measurements for each UV ink color taken from color bars printed at the bottom corner of 3-up sheet. Instrumentation measuring fluorescence shall be calibrated using NIST SRM 2269 and 2270.	
	Fade Resistance (after fading)	%		ANSI 322-2008, sect. 5.15 (for fading)	Measurements for each UV ink color taken from color bars printed at the bottom corner of 3-up sheet. Fade testing performed for 4 hours at irradiance of 0.72 W/m ² .	

Exhibit D - Table 1 – Stock-Paper Specifications

						Instrumentation measuring fluorescence shall be calibrated using NIST SRM 2269 and NIST 2270.
Offset Ink	Fade Resistance	%			ANSI 322-2008, sect. 5.15	Test performed for 4 hours at irradiance of 0.72 W/m ² .
Intaglio Ink	Height (Profile)					
	Adhesion to Kinegram					
Adhesive	Resistance to Peel from Passport Paper	g		≤ 650 g, all strip areas/orientations	See Appendix B	
	Tesa Tape Test	N/A		<40% of Kinegram is removed from paper substrate and single defect space <1-2mm	Tesa Tape Test 180° - OVD Kinegram	
Kinegram	Water Test	N/A		No scratches are visible with the naked eye. No holes or delaminated areas are visible.	Water Test – OVD Kinegram	
	Reflectivity					
	Orientation and adhesion between Intaglio ink and substrate					

Exhibit D - Table 1 – Stock-Paper Specifications

Unprinted Face Stock					
Attribute	Unit of Measure	Specified Value or Range	Method	Comment	
Chemical Sensitivity	ΔE^*	All reagents: $\Delta E^* \geq 2.0$	See Appendix A		
Density of UV Fibers	Number of fibers randomly scattered within specified area.	16 ± 5 fibers, 2mm \pm 1mm in length, within an 88 x 125 mm area. Fiber counts shall be a combined total of the count on the felt and wire side of the sheet.	Visually assess the security fibers and compare to the established mutually agreed upon standard or samples.	Measurement taken within printed visa using long wave UV light source	
Density of Visible Fibers	Number of fibers randomly scattered within specified area.	35 ± 5 fibers, 6mm \pm 1mm in length, within an 88 x 125 mm area. Fiber counts shall be a combined total of the count on the felt and wire side of the sheet.	Visually assess the security fibers and compare to the established mutually agreed upon standard or samples.	Measurement taken within area of printed visa under normal, indoor, fluorescent lighting conditions	
Brightness	%	$82 < x < 72$	TAPPI T-452		
Fluorescence	%	< 1			
Basis Weight	lb	$63 < x < 57$	TAPPI T-403	25" x 38" – 500 sheets	
Caliper	mil	$5.1 < x < 4.1$	TAPPI T-411		
Opacity	%	94	TAPPI T-414		
Color and color deviation	CIELAB L*a*b*, $\Delta E^* \leq 1.5$		TAPPI T-511		

Exhibit D - Table 1 – Stock-Paper Specifications

Unprinted Coated Roll				
Attribute	Unit of Measure	Specified Value or Range	Method	Comment
Chemical Sensitivity	ΔE^*		See Appendix A	
Density of UV Fibers	Number of fibers randomly scattered within specified area.	8 ± 3 fibers, 2mm \pm 1mm in length, within an 88 x 125 mm area, non-adhesive side only	Visually assess the security fibers and compare to the established mutually agreed upon standard or samples.	Measurement taken within printed visa using long wave UV light source
Density of Visible Fibers	Number of fibers randomly scattered within specified area.	17 ± 3 fibers, 6mm \pm 1mm in length, within an 88 x 125 mm area, non-adhesive side only	Visually assess the security fibers and compare to the established mutually agreed upon standard or samples.	
Brightness	%	$82 < x < 72$	TAPPI T-452	Non-adhesive side only
Fluorescence	%	$< 1\%$		Non-adhesive side only
Color and color deviation	CIELAB L*a*b*, $\Delta E^* \leq 1.5$		TAPPI T-511	
Release Liner				
Attribute	Unit of Measure	Specified Value or Range	Method	Comment
Basis Weight	lb	$60 < x < 50$	TAPPI T-403	24" x 36" – 500 sheets
Caliper	mil	$x \leq 4.0$	TAPPI T-411	

Exhibit E - Appendix A – Chemical Sensitivity

Reagent Classes = 7

Total Reagents = 12

CLASS	REAGENT	Recommended Target ΔE^*
Class 1: Carbonyls	Acetone	2.00
	Ethyl acetate	2.00
	MEK	2.00
Class 2: Acids	5% H ₂ SO ₄	2.00
Class 3: Bases	2% KOH	2.00
	5% NaOCl	2.00
Class 4: Alcohols	Benzyl alcohol	2.00
	Ethylene glycol	2.00
Class 5: Aromatics (& Aromatic Mixtures)	Benzyl alcohol	2.00
	Toluene	2.00
	Unleaded gasoline	2.00
Class 6: Aliphatics (& Aliphatic Mixtures)	Unleaded gasoline	2.00
	Mineral Spirits	2.00
Class 7: Halogenated	TCE	2.00

Procedure:

- Step 1: Take initial L*a*b* measurements of area to be stained along the machine direction of the sheet.
- Step 2: Pour 10 mL of reagent into a 50 mL beaker.
- Step 3: Place cotton swabs into beaker to soak reagent.
- Step 4: Remove cotton swab from beaker with one hand and swab area designated to be stained in 3 left-to-right motions along the cross direction of the paper. Stained area shall be at least one inch in length. The sheet of paper should be held in the other hand parallel to the floor. The paper should not be swabbed while placed on a solid surface.
- Step 5: Discard cotton swab after one use. If cotton swab is double-tipped, it is permissible to soak the unused tip into the beaker with reagent so long as that unused tip is clean and not contaminated.
- Step 6: Set sheet down on a clean piece of LabMat or other clean, non-reactive, disposable surface inside of a fume hood. Record the time and date of application on the sheet with pencil or wax crayon.
- Step 7: After 24h has passed, take the final L*a*b* measurements against a clean, white surface and calculate ΔE^* .

Exhibit F - Appendix B – Test Method for Resistance to Peel from Passport Paper

Procedure:

Step 1: Identifying an Area of the Label to Create a Strip

The analyst will identify area(s) of interest on the label to create a test strip as specified by the GPO. The type of test strip will also be specified by the GPO, as well as the desired peel direction of the test strip.

Step 2: Tracing the Test Strip with the Template

The test strip shall be traced with the aid of template in the area(s) specified by the GPO. The template will be provided by the GPO, and the same template must be used in the creation of all replicates to ensure uniformity within an experiment.

Step 3: Creating a Tab

After identifying the desired location for a test strip and tracing it with the assistance of a template, the analyst will create a tab on the end of the strip from which the peeling will commence. The tab will be created using a razor blade or similar cutting instrument from the end desired to initiate the peel along test strip. The length or depth, of tabs is between ¼” and ½”. However, for each replicate within an experiment, the tab length should remain constant to decrease variation in measurement on the release and adhesion tester. The tab should be lifted delicately from the silicone backing sheet and folded slightly forward without making a crease on the label.

Step 4: Affixing the Label to the Substrate

The analyst shall obtain the intended substrate provided by the GPO and wipe it with a lint-free cloth to remove any residues or detritus. The analyst shall carefully remove the entire label from its backing sheet without disturbing the uplifted tab. The analyst will then affix the label onto the substrate in the same position and orientation as it would be done during normal practice and use, except that the tab shall remain unaffixed to the substrate. The analyst shall then swipe the area of the label affixed to the substrate with a hand applicator, such as the 3M P.A.-1 hand applicator or similar device, held at 90 degrees with respect to the plane in which lies the surface of the non-adhesive side of the label, carefully avoiding contact with the uplifted tab. The label shall be swiped in a total of 8 directions with respect to the orientation of the label (top to bottom, bottom to top, left to right, right to left, bottom right to top left, top right to bottom left, top left to bottom right, bottom left to top right). Care shall be taken by the analyst to avoid contact with the uplifted tab while swiping the label with the hand applicator.

Step 5: Trimming/Removing Excess Substrate

If the portion of the substrate onto which the label is affixed is bound/suspended/attached/connected to a larger array, grouping, or collection, including but not limited to the page of a bound book, then that portion shall be separated from the greater whole by physical means such as cutting or slicing.

The area of the substrate which remains underneath and exposed by the uplifted tab of the label shall remain part of the test sample strip and should not be cut away, discarded, altered, disturbed, or damaged.

Exhibit F - Appendix B – Test Method for Resistance to Peel from Passport Paper

Step 6: Adding a “Tail”

A piece of fiber-reinforced tape of a width greater than or equal to the sample test strip's width shall be cut without bias at either end. The length of the tape shall be double the length necessary for the sample to be clamped to the release and adhesion tester for peeling. It is necessary to maintain equal length and width of the tape for all samples to reduce variation in measurement.

One end of the fiber-reinforced tape shall be joined at the full length of the tab such that the adhesive side of the tape along that end is affixed to the adhesive side of the tab. The other end of the fiber-reinforced tape shall adhere to the full length of the printed side of the tab and shall be folded over onto itself to create a “tail” by which the sample test strip will be peeled by the release and adhesion tester.

Step 7: Cutting Away the Test Strip

The sample test strip is cut along the line(s) traced on the label using a rotary cutter, razor blade, or other suitable cutting device.

Step 8: Affixing Double-Sided Tape to the Substrate

Double-sided tape is to be applied to reverse side of the substrate which corresponds to the area of the reverse side of the substrate which does not bear the traced label strip. The analyst shall cut a strip of suitably strong double-sided tape to accommodate the length of the sample test strip plus any areas of the surrounding substrate, and it shall be applied to the area on the reverse side of the substrate which does not bear the label. The double-sided tape shall be aligned to the substrate area so that there is no over-hang of double-sided tape near the fiber-reinforced tape tail. The analyst shall swipe across the backing sheet of double-sided tape in all eight directions using the 3M P.A.-1 hand applicator or similar device held at 90 degrees with respect to the plane in which lies the surface of the backing sheet to ensure proper adhesion between the double-sided tape piece and the substrate area. After the double-sided tape piece has been affixed to the substrate area, any excess double-sided tape must be cleanly trimmed from the edges of the sample test strip.

Step 9: Applying the Finished Test Strip to a Rigid Testing Plate

After step 8 is completed, the backing sheet of the double-sided tape may be then removed by the analyst, and the sample test strip is then ready to be adhered to a pre-cleaned, rigid plate for mounting onto the release and adhesion tester. The analyst shall use the 3M P.A.-1 hand applicator or similar device held at 90 degrees with respect to the plane in which lies the surface of the non-adhesive side of the prepared sample test strip to ensure proper adhesion of the double-sided tape to the rigid plate. After dwelling for 48 hours, the sample test strip is complete and ready to run.

Note: A photographic guide of this procedure is available from the GPO.