

Program 221-S Term Date of Award to February 28, 2014								
TITLE: SOCOAL SECURITY ADMINISTRATION (SSA)								
ITEM NO	DESCRIPTION	BASIS OF AWARD	NPC, INC. Claysburg, OH		SOURCELINK OHIO Dayton, OH		CURRENT CONTRACTOR SOURCELINK OHIO	
			UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>COMPOSITION:</b>							
(a)	Per Page - 8-1/2 x 11".....	80	50.00	4,000.00	75.00	6,000.00	75.00	6,000.00
<b>II.</b>	<b>VALIDATION:</b>							
(a)	Per Print Order.....	20	525.00	10,500.00	1,000.00	20,000.00	1,000.00	20,000.00
<b>III.</b>	<b>PRINTING/IMAGING &amp; BINDING:</b>							
(a)	*Makeready/setup charge.....	20	250.00	5,000.00	332.50	6,650.00	200.00	4,000.00
	<b>Notices/Instruction/Information Sheets-Printing in English and/or Spanish</b>							
(b)	Black ink.....per 1, 000 pages..	6000	17.95	107,700.00	7.96	47,760.00	7.96	47,760.00
(c)	Black ink and one PMS color....per 1, 000 pages..	2000	65.00	130,000.00	19.86	39,720.00	19.86	39,720.00
	<b>Envelopes</b>							
(d)	Mail out Envelope(6-1/8" x 9-1/2")per 1,000 envelopes...	2000	20.50	41,000.00	9.78	19,560.00	9.78	19,560.00
(e)	BRM & CRM envelopes(3-7/8" x8-3/4")per 1,000 envelopes..	40	27.00	1,080.00	36.75	1,470.00	36.75	1,470.00
(f)	BRM & CRM envelopes(5-3/4" x8-7/8")per 1,000 envelopes..	40	27.00	1,080.00	36.75	1,470.00	36.75	1,470.00
<b>IV.</b>	<b>PAPER:</b>							
	<b>Notices/Instruction/Information Sheets</b>							
(a)	White Wove 20 lbs. or White Offset Book 50 lbs.....	4000	6.50	26,000.00	8.58	34,320.00	8.58	34,320.00
	<b>Envelope (6-1/8 x 9 1/2")</b>							
(b)	White Wove 24 lbs. or White Offset Book 60 lbs.....	2000	20.50	41,000.00	7.17	14,340.00	7.17	14,340.00
	<b>BRM &amp; CRM (3- 7/8 X 8- 7/8")</b>							
(c)	White Wove 20 lbs. or White Offset Book 60 lbs.....	40	27.00	1,080.00	7.96	318.40	7.96	318.40
	<b>BRM &amp; CRM (5- 3/4 X 8- 3/4")</b>							
(d)	White Wove 20 lbs. or White Offset Book 60 lbs.....	40	27.00	1,080.00	7.96	318.40	6.00	240.00
<b>V.</b>	<b>GATHERING,INSERTING &amp; MAILING:</b>							
(a)	Complete Mailer.....	2000	260.00	520,000.00	17.47	34,940.00	25.00	50,000.00
<b>VI.</b>	<b>CERTIFIED/REGISTERED MAIL:</b>							
(a)	Certified/Registered mailing.....	15	900.00	13,500.00	850.50	12,757.50	850.50	12,757.50
<b>VII.</b>	<b>PRE-PRODUCTION TESTS:</b>							
(a)	Wire Transmission Test.....	1	10,000.00	10,000.00	No Charge	0.00	500.00	500.00
	<b>CONTRACTOR TOTALS</b>			\$913,020.00		\$239,624.30		\$252,455.90
	<b>DISCOUNT</b>		0.25%	\$2,282.55	0.00%	\$0.00	5.00%	\$12,622.80
	<b>DISCOUNTED TOTALS</b>			\$910,737.45		\$239,624.30		\$239,833.10
						<b>AWARDED</b>		

U.S. GOVERNMENT PRINTING OFFICE  
Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Miscellaneous Notices**

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

**Social Security Administration (SSA)**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending February 28, 2014, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "**Option to Extend the Term of the Contract**", "**and**" "**Economic Price Adjustment**" clause in Section 1 of this contract.

Contractor interfacing with SSA's National File Transfer Management System (FTMS) for electronic transmission of files from SSA to the production facility will take place from Date of Award (or from date of installation to a T-1 line) through February 28, 2013; first production order will be issued on or after March 1, 2013. The first contract year will be approximately 15 months.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on **August 08, 2012**.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Bid Room C-161, STOP: PPSB, Washington, D.C. 20401-0001. 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.

**BIDDER'S NOTE:** **This program was formerly Program 811-S.** The specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

**NOTE:** Due to the number of exhibit pages in these specifications, the exhibits **will not** be put on the Internet. A complete copy of the specifications, including the exhibit pages (A through K), may be obtained from the GPO Bid Room, by request, on (800) 368-5762 or (202) 512-0526.

**For information of a technical nature call Linda Rodano at (202) 512-0310 (No collect calls) or via e-mail: lrodano@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)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)).

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>.

**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](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

**SUBCONTRACTING:** The predominant production function is the computerized imaging and inserting of data from the electronically transmitted files. Any Bidder who cannot perform the imaging of variable data and the inserting portions of the mailing packet will be declared non-responsive.

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

If the Contractor wishes to add a subcontractor at any time after award the subcontractor must be approved by the Government prior to production starting in that facility. If the sub-contractor 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.

**NOTE:** If the contractor plans to enter into a "Contractor Team Arrangement", or Joint Venture, to fulfill any requirements of this contract, they must comply with the terms and regulations as detailed in the Printing Procurement Regulation – (GPO Publication 305.3; Rev. 2-11).

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

Product Quality Levels:

- (a) Printing and/or Electrostatic Reproduction (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

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-9. Solid and Screen Tint Color Match	Pantone Matching System

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. Average type dimension, electronic media, camera copy, negatives, manuscript copy.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term

of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years and four (4) months 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 February 28, 2014, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the Economic Price Adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending May 31, 2012, 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.

**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 March 1, 2013 through February 28, 2014, 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**SECURITY REQUIREMENTS:** Protection of Confidential Information:

- (a) The Contractor shall restrict access to all confidential information obtained from the Social Security Administration (SSA) in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the postaward conference between the Contracting Officer and the responsible Contractor representative.
- (b) The Contractor shall process all confidential information obtained from SSA in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The Contractor shall inform all personnel with access to the confidential information obtained from SSA in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) For knowingly disclosing information in violation of the Privacy Act, the Contractor and the Contractor employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1), which is made applicable to Contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the SSA. For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the Contractor and Contractor's employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The Contractor shall assure that each Contractor employee with access to confidential information knows the prescribed rules of conduct, and that each Contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act. When the Contractor employees are made aware of this information, they will be required to sign the Contractor Personnel Security Certification (see EXHIBIT A). A copy of this signed certification must be forwarded to: Social Security Administration , Printing Management Branch, ATTN: Kenneth Wetzelberger, 1352 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. A copy must also be forwarded to U.S. Government Printing Office, 732 North Capitol Street, NW, STOP: CSAPS, AST 4, Room C-838, Attn: Linda Rodano, Washington, DC 20401-0001.
- (f) All confidential information obtained from SSA for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information shall be handled as confidential and may not be disclosed without the written permission of SSA. For willingly disclosing confidential tax return information in violation of the IRC, the Contractor and Contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the right to conduct on-site visits to review the Contractor's documentation and in-house procedures for protection of confidential information.

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard personally identifiable information (**PII**) from loss, theft or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information includes a person's name, date of birth, Social Security Number, address or benefit payment data.

**All employees working on this contract must:**

- Be familiar with current information on security, privacy and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.

- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.

**Contractor's managers working on this contract must:**

- Monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
- Ensure that employee screening for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact the security officer within 24 hours whenever a systems security violation is discovered or suspected.

**Applicability:**

The responsibility to protect personally identifiable information applies during the entire term of this contract and all option year terms if exercised. All contractors must secure and retain written acknowledgement from their employees stating they understand these policy provisions and their duty to safeguard personally identifiable information. These policy provisions include, but are not limited to, the following:

- Employees are required to have locking file cabinets or desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor's facility without express permission from the Government.
- Employees must safeguard and protect all Government records from theft and damage while being transported to and from contractor's facility.

**The following list provides examples of situations where personally identifiable information is not properly safeguarded:**

- Leaving an unprotected computer containing Government information in a non-secure space (e.g., leaving the computer unattended in a public place, in an unlocked room, or in an unlocked vehicle).
- Leaving an unattended file containing Government information in a non-secure area (e.g., leaving the file in a break-room or on an employee's desk).
- Storing electronic files containing Government information on a computer or access device (flash drive, CD, etc.) that other people have access to (not password-protected).

This list does not encompass all failures to safeguard personally identifiable information but is intended to act as an alert to the contractor's employees to situations that must be avoided. Misfeasance occurs when an employee is authorized to access Government information that contains sensitive or personally identifiable information and, due to the employee's failure to exercise due care, the information is lost, stolen or inadvertently released.

Whenever the contractor's employee has doubts about a specific situation involving their responsibilities for safeguarding personally identifiable information, they should consult the Contracting Officer or the Contract Administrator.

**PUBLIC TRUST SECURITY REQUIREMENTS:** This contract has been designated Public Trust Position Level 5C. Due to the sensitive nature of the information contained in the products produced under this contract, contractor employees performing under this contract will be subject to a thorough civil and criminal background check as detailed in Exhibit B "Security Requirements." "Performing under this contract" is defined as either working on-site at an SSA facility (including visiting the SSA site for any reason) or having access to Government programmatic or sensitive information.

Contractors should anticipate a pre-screening notification within 15 days after receipt of properly completed forms and fingerprinting cards. The Social Security Administration will process all required background checks. It is the responsibility of the contractor to ensure fingerprint cards are processed through their local police departments or other authorized finger printers. All forms and fingerprinting cards for both existing and new employees must be submitted within 10 workdays after receipt of furnished materials and blank forms.

Forms may be obtained by calling the Social Security Administration Personnel Security Suitability Program Officer (SPO) Leslie Herman 410-965-4426 or Joan DeAngelis 410-965-6845. Once forms have been completed, contractor must return all forms to Social Security Administration; OPE Security and Suitability Staff, Attn: Richard Runk, Room 1260 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Additionally, once forms have been sent, contractor must provide a list of employees and the date the security package was sent, to Kenneth Wetzelberger, Printing Management Branch.

The general requirements as listed above are required of any new and current employees, contractors/subcontractors performing contract work, any project supervisors and management officials who have access to Government sensitive information. The following is a list of documents the contractor's employees will be responsible for completing:

- (a) Two (2) completed forms FD-258, "Fingerprint Charts" (the contractor will absorb the costs for obtaining fingerprints); (Exhibit C)
- (b) One (1) completed SF-85P, "Questionnaire for Public Trust Positions;" (**Exhibit D**)
- (c) One (1) completed Optional Form 306, "Declaration for Federal Employment;" (**Exhibit E**)
- (d) One (1) completed "Fair Credit Reporting Act (FCRA) Authorization Form;" (**Exhibit F**) and,
- (e) For a non-U.S. citizen, one (1) legible photocopy of the work authorization permit and Social Security Card.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey of all of the contractor's/subcontractor's computer, printing, and inserting/mailing equipment which will be used on 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 Government Printing Office and/or the Social Security Administration.

The Preaward Survey will include a review of: all subcontractors involved, along with their specific functions; and the contractor's/subcontractor's mail, material, personnel, production, quality control/recovery program, security, and backup facility plans as required by this specification.

If award is predicated on the purchase of production and/or systems equipment and/or security equipment to meet the contract requirements, the contractor must provide purchase order(s) with delivery date(s) and installation completed

at least 30 days prior to the established contract start date.

If the Government, during the pre-award survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the Government reserves the right to deem the contractor unresponsive and will proceed to the next responsive bidder, if applicable.

The contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule.

**THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF THE SAME.**

**Backup Facility:** The failure to deliver these notices in a timely manner would have an impact on the daily operations of SSA. 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 24 hours**, the contractor must have a backup facility with the capability of producing the notices. The backup facility must be operated by the contractor.

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 items from a test file at the new facility for verification of software prior to producing notices at this facility.

**Note:** All terms and conditions of this contact will apply to the backup facility.

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

Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan. Provide a detailed description of the number and type of inspections to be performed as well as the records that will be maintained documenting these activities.

The quality control plan must account for the number of pieces mailed daily, and must also cover the security over the postage meters as well as the controls for the setting of the meters (if meters will be used).

**Quality Control Sample Plan:** The plan must provide a description of how the contractor will create quality control samples for periodic samplings to be taken during the production run and provide for backup and rerunning in the event of an unsatisfactory sample. The plan shall contain control systems that will detect defective or missing/mutilated pieces.

This production is classified as a 100% guaranteed mail with no missing or duplicate pieces. Contractor to perform programming to create the QC diverted samples at the insertion stage.

Inspection and testing will be performed by both the press crew and an independent Quality Assurance Technicians who will evaluate compliance of diverted product to specifications for the duration of the job. Samplings will be obtained by incorporating duplicate names (Q.C. Documents) at set intervals during the

production.

The plan should include the sampling interval the contractor intends to utilize. The contractor will be required to create two (2) quality control samples every 4,000 notices to be drawn from the production stream at the same time. One (1) sample will be drawn, inspected and retained as part of the contractor's quality assurance records. The second sample drawn for the Social Security Administration will be packed with the remaining samples associated with each print order and shipped to Social Security Administration, Printing Management Branch, Attn: Kenneth Wetzelberger, 1352 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. **NOTE: Samples shall be shipped back to SSA weekly for each print order.**

The plan shall detail the actions to be taken by the contractor when either defects or missing/mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987, Rev. 6-01).

The plan shall monitor all aspects of the job including material handling and mail flow to assure that the production and delivery of these notices meet specifications and Government requirements.

**UNIQUE IDENTIFICATION NUMBER:** Unique identification numbers will be used to track each individual notice, thereby providing 100% accountability. This enables the contractor to track each notice through completion of the project. The contractor will be required to create a test sample every 4,000 notices. This sample must have a unique number and must be produced on each notice. The contractor will generate a list of the unique identifying numbers for each sample. As samples are pulled, the unique numbers will be marked off the list. This enables the contractor to track which samples have been produced and pulled and what records have been produced.

The contractor may create their own sequence number and run date to facilitate their presorting and inserting process but must maintain the original SSA identification number.

**Recovery System:** A recovery system will be required to ensure that all defective or missing/mutilated pieces detected are identified, reprinted and replaced. The contractor's recovery system must use unique sequential alpha/numeric identifiers assigned to each piece (including quality control samples) to aid in the recovery and replacement of any defective or missing/mutilated pieces, and must be capable of tracking and/or locating any individual piece of mail from the time it leaves the press, up to and including when it is off-loaded at the U.S. Postal Service (USPS) facility. An explanation of the contractor's sequential numbering system is required to understand the audit trail required for each and every piece.

**100% ACCOUNTABILITY OF PRODUCTION AND MAILING:** Contractor must have a closed loop process\* to determine that the data from the original print file is in the correct envelope with the correct number of pages and inserts. Notices requiring print regeneration are to be reprinted from their original print image with the original job ID and piece ID remaining unchanged as each mail piece continues through the inserting life cycle. This process will repeat itself (since subsequent reprint runs may yield damages) until all mail pieces from the original print run have been inserted and accounted for.

\* **CLOSED LOOP PROCESSING:** A method for generating a plurality of mail pieces including error detection and reprinting capabilities. The method provides a mail handling process which tracks processing errors with the use of a first and second scan code which obtain information regarding each mail piece, diverts mail pieces in response to error detection, transmits such errors to a processor, and automatically generates a reconfigured print file to initiate reprints for the diverted mail pieces.

Contractor will be responsible for providing a unique identifying number that will be used to track each individual notice, thereby providing **100% accountability and validating the integrity of every notice produced** in all phases of printing, inserting and mailing and to ensure all notices received from SSA were correctly entered into the United States postal system.

**NOTE:** The government considers grounds for the immediate default of this contract if the contractor, at any time,

is unable to perform or found not complying with any part of this requirement.

Notice integrity shall be defined as follows:

- Each notice shall include all pages (and only those pages) intended for the designated recipient as contained in the print files received from SSA.
- The contractor's printing process must have automated systems which can detect all sync errors, stop printing when detected, and identify, remove and reprint all effected notices.

Mailing integrity shall be defined as follows:

- All notices received from SSA for each print order (PO) were printed, inserted and entered correctly into the United States postal system.

The contractor is responsible for providing the Automated inserted notice tracking/reporting systems and processes required to validate that 100% of all notices received from SSA were printed, all pages for each notice with the correct inserts are accounted for, inserted and mailed correctly.

The contractor's inserting equipment must have automated systems that include notice coding and scanning technology capable of:

- (a) Uniquely identifying each notice and corresponding notice leaves within a print order.
- (b) Unique identifier to be scanned during insertion to ensure all notices and corresponding notice leaves are present and accounted for.
- (c) Entrance Scanning: a camera system must electronically track and scan all leaves of each mail piece as the inserting equipment pulls them into the machine to ensure each mail piece was produced and inserted. If there is any variance on a mail piece or if a mail piece is not verified that all leaves are present, that piece and the piece prior to and immediately following must be diverted and sent back for reprint. All instances of variance must be logged
- (d) Touch and Toss: all spoilage, diverted, mutilated or mail piece that is acted upon directly by a human hand prior to sealing must be immediately recorded, discarded, properly destroyed, and automatically regenerated in a new print file for reprint. *Exception*- Intentionally diverted pieces due to a requirement for a product, which cannot be intelligently inserted and requires manual insertion such as a publication, can be sealed, re-scanned and placed back into production. These must be programmed diverts and sent to a separate bin for processing to ensure they are not mixed with other problem diverts and logged into the Audit system as such.
- (e) Exit Scanning: A camera system must be mounted just aft of the inserting equipment. This camera system must read a unique code through the window of each mail piece and capable of identifying and reporting all missing notices that were lost or spoiled during production for each print order or mail date (if PO requires multiple mail dates). This system ensures that no missing mail pieces have been inadvertently inserted into another mail piece. The equipment must check the mail pieces, after insertion and verification that all leaves are accounted for, and divert any suspect product. During exit scanning, if a sequence number is missing the notice prior to and immediately after must be diverted. The equipment must divert all products that exhibit missing or out of order sequence numbers and any other processing errors. All diverted pieces are to be automatically recorded and regenerated in a new print file for reprint.

- (f) **Reconciliation**: all notices and the amount of correct finished product must be electronically accounted for after insertion through the use of the audit system that is independent of the inserting equipment as well as independent of the operator. The sequence numbers, for each file, must be reconciled; taking into account any spoilage, duplicate and/or diverted product. If the reconciliation yields divergent results, corrective action must be taken to locate the mail pieces that are causing any difference between the input and outputs of the inserting process. Therefore, all finished mail for that sequence run must be held in an accessible area until this reconciliation is complete.
- (g) Generate a new production file for all missing, diverted or mutilated notices (reprint file).
- (h) Contractor must generate an automated audit report from the information gathered from scanning for each print order and for each notice (manual inputs are not allowed). This audit report will contain detailed information for each notice as outlined above for each print order. Contractor must maintain this information for a six month period after mailing.
- (i) Audit report must contain the following information:
  - 1. Job name
  - 2. Print order number and mail date(s)
  - 3. Machine ID
  - 4. Date of production with start and end time for each phase of the run i.e. machine ID.
  - 5. Start and end sequence numbers in each run
  - 6. Status of all sequence numbers in a run
  - 7. Total volume in run
  - 8. Status report for all incidents for each sequence number and cause, i.e. inserted, diverted and reason for divert such as missing sequence number, missing leave, mutilated, duplicate, pulled for inspection, etc.
  - 9. Bottom of audit report must contain total number of records for that run, quantity sent to reprint, number of duplicates, duplicates verified and pulled, total completed.
  - 10. Audit report must contain the same information for all the reprints married with this report as listed above showing that all pieces for each print order are accounted for.
- (j) Contractor must generate a **final automated 100% accountability summary report** for each print order. This information must be generated directly from the audit report, manual inputs are not allowed. The summary report must contain the following (See Exhibit G):
  - 1. Job name
  - 2. Print order number and mail date(s) (must show sequence numbers for each section i.e. first pass and then reprints)
  - 3. Sequence number range for each print order and/or mail date.
  - 4. Volume of all sequence numbers associated with a print order and/or mail date were inserted.
  - 5. Volume of reprints that were inserted for each print order or mail date.
  - 6. Volumes for each file date or print order and date that each print order or mail date was completed.

**NOTE:** A PDF copy of the summary report(s) and matching GPO 712 form(s) must be submitted to Kenneth Wetzelberger at [kenneth.wetzelberger@ssa.gov](mailto:kenneth.wetzelberger@ssa.gov) for each print order within 2 days of mailing.

**NOTE:** Contractor must submit a sample of their Audit and Summary reports with the required Pre-Award production plans for approval.

Contractor must generate an automated audit report when necessary showing the tracking of all notices throughout all phases of production for each mail piece. This audit report will contain all information as outlined in item (i) above. Contractor is required to provide any requested Summary and/or Audit reports within an hour of a request via email in MS word, MS Excel or PDF.

All notice tracking/reporting data must be retained in electronic form for 180 days after mailing, and must be made available to SSA for auditing of contractor performance upon request.

The contractor must maintain quality control samples, inspection reports and records for a period of no less than 180 days subsequent to the date of the check tendered for final payment by the Government Printing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

*Note: The Government will not as a routine matter request that the contractor produce individual pieces in transit within the plant, however, the contractor must demonstrate that they will have an audit trail established that has the ability to comply with this type of request when and if the need arises.*

**Request for Notices to be pulled from Production:** Due to the sensitivity of notices in this contract, the Government may request that the contractor remove individual notices from the production stream. When this occurs, the Government will supply the contractor with a list of Notices to be pulled. The list may be by name, address, Social Security Numbers (SSNs), sequence number or some other pertinent information that can be used to identify those notices that need to be pulled. The contractor must be able to run a sort to find and eliminate the notice from the production run. If the list is provided after the notice has been produced, the contractor must be capable of identifying the notice and pulling it from the production floor.

**Computer System Plan:** This plan must include a detailed listing of the contractor's operating software platform and file transfer system necessary to interface with SSA's National File Transfer Management System (FTMS) for electronic transmission of files from SSA. The plan must also include the media type on which files from SSA will be received to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor's production facility. The Computer System Plan shall demonstrate the contractor's ability to provide complete hardware and software compatibility with SSA's existing network (see "**FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS**" on page 20 of 40 for additional information). The contractor must complete Exhibit H ("**System Plan**").

Included with the Computer System Plan shall be a resume for each employee responsible for the monitoring and the programming of the contractor's computer system and file transmissions. If the contractor plans to use a consultant for either task, a resume must still be included. This plan must show that the programmer(s) is skilled in the handling and programming of Record Specification and Advanced Function Presentation (AFP) resources and files.

**Mail Plan:** This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic Mail Manual in effect at the time of the mailing and other USPS instructional material such as the International Mail Manual and Postal Bulletin. The contractor will be required to provide information on how and demonstrate their ability to achieve USPS automated postal rates and maximum USPS discounts prior to award of this contract.

**Material Handling and Inventory Control Plan:** This plan should explain in detail how the following materials will be handled: incoming raw materials; work-in-progress materials; quality control inspection materials; USPS inspection materials; and all outgoing materials cleared for USPS pick-up/delivery.

**Personnel Plan:** This plan should include a listing of all personnel who will be involved with this contract. 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 this program.

**Production Plan:** The contractor is to provide a detailed plan of the following:

- (a) list of all production equipment and equipment capacities to be utilized on this contract;
- (b) the production capacity currently being utilized on this equipment;
- (c) capacity that is available for these workloads; and,
- (d) if new equipment is to be utilized, documentation of the purchase order, source, delivery schedule and installation dates are required.

The contractor must disclose in their production plan their intentions for the use of any subcontractors used for mailing necessary under this contract. If a subcontractor is used for the sorting and mailing of inserted notices, the plan must include the same information required from the contractor for all items contained under “**SECURITY REQUIREMENTS**” and “**PREAWARD SURVEY**.” If a subcontractor for any operation is added at any time after award, the contractor must submit the subcontractor’s proposed plans which are subject to review and approval by the Government.

**NOTE:** 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 has 15 calendar days prior to production to submit to the Government the new subcontractor’s information.

**Security Control Plan:** This plan should provide details of the contractor’s physical and data security control programs. The proposed Security Control Plan must address, at a minimum, the following:

**Materials:** The contractor is required to explain how all materials will be handled throughout all phases of production. This plan should also include the method of disposal of all production waste materials.

**Disposal of Waste Materials:** The contractor is required to demonstrate how all waste materials used in the production of sensitive SSA records (records containing PII information as identified in “**Security Warning**” on page 4 of 40) will be definitely destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records must be definitely destroyed in a manner that prevents reconstruction. *Definitely* destroying the records means the material **cannot** be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

During the term of the contract, the Government may require the contractor to dispose of materials and/or finished mail packages that are obsolete or no longer required. The contractor will be reimbursed for those materials and/or finished mail packages as outlined in the Schedule of Prices. No other compensation for disposal will be provided.

**NOTE:** The disposal of all products produced on this contract, the contractor must ensure that the final disposed of material is no larger than ¼” x ¼” inches. The contractor must provide the method planned to dispose of the material. The burning, pulping, shredding, macerating, or other suitable similar means of materials must take place on-site and cannot be moved and completed at another location.

**Production Area:** The contractor must provide a secure area(s) dedicated to the processing and storage of data for this contract, either a separate facility dedicated to this product, or a walled-in limited access area within the contractor’s existing facility. Access to the area(s) shall be limited to security-trained employees involved in the production of data and letters produced on this contract.

Part of the Security Control Plan shall include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations. The plan shall include a description of the physical security of the facility as well as the physical security of the contract as it progresses to completion.

If the preaward survey is waived, the above referenced plans must be submitted to the Contracting Officer within five

(5) workdays of being notified to do so by the Contracting Officer or his/her representative. The workday after notification to submit will be the first day of the schedule.

**Option Years:** For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. **THE REVISED PLANS ARE SUBJECT TO GOVERNMENT APPROVAL.** The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised.

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

**ON-SITE REPRESENTATIVES:** One (1) or two (2) full-time Government representatives may be placed on the contractor's premises on a limited basis or throughout the term of the contract.

The contractor will be required to provide one (1) private office of not less than 150 square feet, furnished with one (1) desk, two (2) swivel arm chair, one (1) telephone line, and internet access for two (2) PCs.

On-site representative(s) may be stationed at the contractor's facility to: provide project coordination in receipt of wire transmissions; verify addresses; monitor the printing, folding, inserting, return address spraying/imaging on mail-out envelopes for notices, mail processing, quality control, sample selections and inspections; and monitor the packing and staging of the mail. These coordinators will not have contractual authority, and cannot make changes in the specifications or in contract terms, but will bring any and all defects detected, to the attention of the company Quality Control Officer. The on-site representatives must have full and unrestricted access to all production areas where work on this program is being performed.

**POSTAWARD CONFERENCE:** In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives will conduct a conference with the contractor's representatives, including the contractor's System Specialist, at the Social Security Administration (SSA), 6401 Security Blvd., Baltimore, MD, immediately after award. The contractor will be notified of exact date.

**PREPRODUCTION MEETING:** A preproduction meeting covering printing and mailing shall be held at the contractor's facility after award of the contract to review the contractor's production plan and to establish coordination of all operations. Attending this meeting will be representatives from the Government Printing Office, Social Security Administration, and the U.S. Postal Service (USPS).

The contractor shall present and explain their final plan for both printing and mailing..

The contractor shall meet with SSA and USPS representatives to present and discuss their plan for mailing. The preproduction meeting will include a visit to the contractor's mailing facility, where the contractor is to furnish specific mail flow information.

**NOTE:** SSA may conduct unscheduled visits during the term of this contract at the contractor's mailing facility. The contractor is to provide the name of the representative responsible for the mailing operation and that individual's backup.

**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.

The estimated quantities specified in the "**Determination of Award**" are not the total requirements of the Government activity but are the estimates of requirements in excess of the quantities that the Government activity may itself furnish using its own equipment, facilities, or employees. Except as this contract otherwise provides, the Government shall order from the contractor all of that activity's requirements for supplies and services specified in the "**Determination of Award**" that exceed the quantities that the Government activity may decide to furnish.

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.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the Contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

#### PRIVACY ACT

(a) The Contractor agrees:

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

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

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

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

**CRIMINAL SANCTIONS:** It is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to Contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of English only and bilingual Spanish/English personalized letters (notices); printing in black ink only or black ink and one PMS color; mail-out envelopes, Business Reply Mail envelopes (BRM) or Courtesy Reply Mail envelopes (CRM) and up to two additional government supplied inserts (leaflet/booklet/forms/CDs, etc.). Requiring operations such as: the receipt and processing of wire transmitted data; re-development of AFP resources; programming of record specification data; composition; making reproducibles, printing and/or imaging, build and printing of barcodes, envelope production, binding (folding, collating, inserting); spraying/imaging correct return addresses on mail-out envelopes; presorting, USPS mailing of domestic/foreign and certified/registered mail.

**TITLE: MISCELLANEOUS NOTICES**

**NUMBER OF ORDERS:** It is anticipated at this time that approximately 12 to 25 print orders will be placed per year.

**QUANTITY: Print orders will contain from 500 to 500,000 domestic/foreign mailers and/or up to 6,000 certified/registered mailers.** An occasional order may be placed for up to 1.5 million domestic/foreign mailers. All orders must be produced in full, no shortages will be allowed. Orders may contain both domestic/foreign and certified/registered mailers; and multiple production files. The production and mailing for each type of mailer will follow the schedules outlined below. Print Orders will be issued with estimated quantities, actual quantities will not be known until date production files are provided.

### **SCHEDULE:**

The following schedules will start after receipt of production files:

**Domestic/Foreign Mail**- For print orders up to 50,000 mailers, contractor must mail within 3 workdays. For print orders for 50,001 to 500,000 mailers contractor must mail within 5 workdays. For print orders for over 500,000 mailers, the contractor will receive an additional day for each additional 200,000 mailers for a maximum of 1.5 million mailers in 10 workdays.

**Certified/Registered Mail**- If the print order also requires Certified/Registered mail the schedule for that portion will be as follows: For print orders, requiring up to 100 certified/registered mailers, contractor must mail within 3 workdays. For print orders, requiring 101 to 500 certified/registered mailers, contractor must mail within 5 workdays. For print orders, requiring over 500 and up to 6,000 certified/registered mailers, contractor must mail within 10 workdays. Contractor will be required to follow Domestic/Foreign mail schedule as listed above for that portion of the order.

**NOTE:** On any order, at the request of the Government, the contractor maybe required to mail a specified quantity on specific days from days 5 through day 10. On occasion, a print order may require mailings to occur over multiple months, not to exceed six separate mail drops over three months. The Government will provide a schedule, stating mail dates and anticipated volumes for each day on orders requiring multiple mailing dates. The Government may provide production files on multiple days when this occurs

Print Orders will vary and require a combination of some or all of the items listed below. Individual print orders will specify the item to be used for each order. Volumes on most orders will be anticipated, exact volumes will not be known until production files are presented to the contractor

**NUMBER OF PAGES:** Notices shall contain from 1 to 8 leaves (1 to 16 pages) and instruction/information sheets shall contain from 1 to 4 leaves (1 to 8 pages). Orders may contain notices with variable page counts and/or separate English and Spanish notices.

**TRIM SIZES:**

Notices:	(8-1/2 x 11") flat size, fold to (8-1/2 x 5-1/2").
Instruction/Information Sheets:	(17 x 11") or (8-1/2 x 11") flat size, fold to (8-1/2 x 5-1/2") or (8-1/2 x 3-2/3")
Mail-out Single Window Envelope	(6-1/8 x 9-1/2") plus flap.
Business/Courtesy Reply Mail:	(3-7/8 x 8-7/8") plus flap or (5-3/4 x 8-3/4") plus flap.

**SUPPLIED INSERTS:**

Leaflets, booklets, Forms, CDs etc.	Finished size up to (5-1/2 x 8-1/2") folded, bound, or packaged
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**GOVERNMENT TO FURNISH:** (Some items will be provided, when applicable, with each print order.)

Exhibit A: Form SSA-301, Contractor Personnel Security Certification.

Exhibit B: Security Requirements.

Exhibit C: Fingerprint Card.

Exhibit D: Questionnaire for Public Trust Positions (Standard Form 85P).

Exhibit E: Declaration of Federal Employment (Optional Form 306).

Exhibit F: Fair Credit Reporting Act Authorization Form.

Exhibit G: Audit and Summary Reports.

Exhibit H: System Plan.

Exhibit I: Key SSA and GPO Personnel Contact Information.

Exhibit J: Sample of Vendor Record Layout Specifications

Exhibit K: Mail Run Data (MRD) File record layout

Test and/or Production files

Camera copy or negatives for the recycled paper logo.

Camera copy for the signature. (**NOTE:** Signature must digitize into a scrip font.)

Camera copy Business/Courtesy Reply Mail envelopes

Manuscript copy or camera copy for instruction/information sheets.

Required Inserts: leaflets, booklets, forms, CDs etc. (as needed).

Postage and Fees Paid Mailing Indicia

CASS Certificate and NCOA Certificate (if available)

Specific printing requirements (derived from these specifications) will be provided with each print order.

Test and Production files for printing will be furnished in either a record specification layout or print image organization. Print image files are formatted for Advanced Function Presentation (AFP) printing platform.

Record Specification files (provided in an ASCII, EBCDIC or MS Excel file format)

Notice and instruction/information sheets as manuscript copy, electronically transmitted record specification, MS WORD, PDF or AFP print image files.

Criteria for Data Imaging: Specific vendor record specifications will be provided with each print order as needed. **(See sample record specifications Exhibit J).**

PS Form 3615, Mailing Permit Application and Customer Profile.

Government supplied Meters for Mailing

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

#### **AFP FORMATTED NOTICES:**

For Print orders for AFP notices, the contractor will receive three (3) files for each print file: the AFP file, the Mail Run Data (MRD) file and the Banner (BNR) file.

**NOTE:** for notices sent as Advanced Function Presentation (AFP) printing platform, all notices are formatted as duplex printing (face and back. For proper processing of AFP resources supplied to the contractor by SSA used for printing notices in AFP format, the contractor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS/OS390 operating system accompanied by the most recent release of IBM Print Services Facility (PSF). These compliances relate solely to interpreting and printing files to be provided to the contractor by SSA, to ensure that the contractor is able to print the files as provided without alteration of any kind on the part of SSA.

**It is solely the contractor's responsibility to redevelop/reprogram the AFP resources and MRD File to ensure proper printing and inserting in their environment. (NOTE: SSA prints 2UP DUPLEX ROLL IN TO ROLL OUT with the file order reversed for insertion. The predominant data file format is AFP Mixed Mode; however, any valid AFP format is possible and must be printable at the contractor's location. Each piece of mail will be assigned a unique alpha/numeric identifier for tracking, insertion, location and recovery processes.)**

The MRD File will contain information relevant to each mail piece. This would include, for each mail piece, the unique alpha/numeric identifier (the sequential number of the document), the number of sheets of paper, insertion bin selection, recipient's address, ZIP+4+2, outsort for manual handling, etc. (See Exhibit K for MRD File record layout.)

All files will be electronically transmitted to the contractor. Any programming or other format changes necessitated due to the contractor's method of production will be the full responsibility of the contractor and must be completed prior to SSA's validation.

**NOTE:** The MRD file may contain the return address required for the spraying of the envelope or the Government may provide the return address to be used for that print order which may require different return addresses if multiple files are provided.

The BNR file contains information for setting up the intelligent inserters such as file totals, number of mail packets, and bin set up for those items being included in the mail packets and the total required in each bin.

**NOTE:** If an adequate data connection does not already exist between the contractor's location and the nearest available SSA network interface, upon award of this contract, the Government will place an order for up to a T-1 leased point-to-point data circuit to be installed (within 60-90 calendar days) between the contractor's location and the nearest SSA Network Interface. The cost of this circuit will be borne by the Government.

**Electronic Files:** Files will be transmitted containing a complete record for each notice. These files will contain the data to be imaged for that individual recipient. The contractor is responsible for any programming necessary to generate the notices. Files will be in record specification or print image format, represented by dataset name. Any alteration of data contained in the file is not permitted.

**PRE-PRODUCTION VALIDATION TEST AND PRE-PRODUCTION PRESS AND MAIL RUN TEST:** Prior to commencement of the production of orders placed under this contract, the Government will furnish electronic test files (AFP and Record Specification) that are to be used in performing a Pre-Production Validation Test and a one-time Pre-Production Press and Mail Run Test.

**NOTE:** In addition, for orders placed on this contract, SSA may provide a test file with each print order to enable the start of the validation process, when needed.

Data set names, when required, will be provided with each print order:

Print Resource Library (AFP) (via e-mail); Advanced Function Presentation (AFP) resources, including Page and Form definitions, fonts, page segments and overlays (if applicable) for page formatting.

Revised Resource Library (AFP) via e-mail (when applicable); AFP print resources, overlays, page segments and non standard fonts may change during the term of the contract, in which case a revised AFP resource file will be electronically transmitted to the contractor as a replacement.

#### **PRINTER RESOURCES: AFP**

For print image AFP files, SSA will provide the AFP resources. Resources to be used for the Pre-Production Validation Test and one-time Pre-Production Press and Mail Run Test will be provided via e-mail) shortly after the post award conference. SSA will also provide test files for wire transmission with samples of the notice workload to enable the start of the validation process. (The test files are to be used in the Pre-Production Validation Test and Pre-Production Press and Mail Run Test. See "**PRE-PRODUCTION VALIDATION TEST AND PRE-PRODUCTION PRESS AND MAIL RUN TEST on page 22 of 40**).

SSA will provide updated resources as necessary. **The contractor is cautioned that the printer resources may change from print order to print order** and therefore, the contractor must monitor each print job to ensure that the changes have been made, and provide SSA with sample documents from the test file to ensure that the changes were made.

For proper processing of AFP resources supplied to the vendor by SSA, used for printing notices in AFP format, the vendor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS z/OS operating system accompanied by the most recent release of IBM Print Services Facility (PSF). These compliances relate solely to interpreting and printing files to be provided to the vendor by SSA, to ensure that the vendor is able to print the files as provided without alteration of any kind on the part of SSA. **It is solely the vendor's responsibility to redevelop/reprogram the AFP resources to ensure proper printing in their environment.**

**NOTE:** For AFP orders, SSA prints 2UP DUPLEX ROLL IN TO ROLL OUT with the file order reversed for insertion. The predominant data file format is AFP Mixed Mode, however, any valid AFP format is possible and must be printable at the vendor's location. The contractor will be responsible for maintaining the AFP resources on each system that processes SSA's notices.

**NOTE:** The contractor must not compress files in processing data for this contract.

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

**CASS and/or NCOA Certificates *when required.***

**COMPOSITION:** When furnished manuscript copy, the contractor will be required to set type (in both English and Spanish) for notices, instruction/information sheets and envelopes (return address, indicia, delivery address and additional printing on face and back may be required on some orders). Type size will be indicated on manuscript copy or on print order.

**FONT, TYPE SIZES AND OUTPUT RESOLUTION:**

Contractor will be required to convert furnished data from electronic transmission for either laser or ion deposition printing. All printing/imaging shall have a minimum resolution of 300 x 300 dpi.

**Print orders for Record Specification notices and envelopes:** The contractor is required to support and/or furnish the following typefaces which will be used for notices on this contract: font for producing USPS IMB bar code; Century Schoolbook and Times New Roman for notices and instruction/information sheets; and Helvetica for envelopes, in various sizes and styles, as ordered. Laser imaging must not be conspicuously different in quality from images produced by photocomposition.

**Print orders for AFP notices:** Century Schoolbook, Sonoran Serif, or equivalent fonts are to be used for producing the notices. Social Security Administration will provide the required font numbers. The contractor will be required to validate that they have the proper licenses for each. SSA cannot provided licensed fonts to the contractor, contractor will be required to provide.

No alternate typefaces will be allowed; however, manufacturers' generic equivalents may be accepted (upon Government approval) for the above typefaces. Font for Intelligent Mail Barcode is required.

**WIRE TRANSMISSIONS:** Upon award of this contract, the Government will determine the connectivity method between SSA and the contractor. Internet Protocol (IP) will be the connection protocol for the transmissions. At the Government's option, the Government will either place an order for a dedicated circuit data connection to be installed (within 60-90 calendar days) between the contractor's location(s) and SSA's network interface location. or the connectivity method will be through the Internet using an encrypted VPN tunnel. The connection method is at the sole discretion of the Government. The Government shall not be responsible for installation delays of data connections due to any external influences such as employee strikes, weather, supplies, etc., which conditions are beyond the control of the Government.

If a VPN Internet connection method is deemed necessary, the contractor must have an Internet ready VPN IP security

(IPsec) capable device. The Government will not be responsible for any cost associated with the VPN Internet connection that the Contractor may incur.

If a dedicated circuit transmission is deemed necessary, SSA will determine the appropriate bandwidth for the connection. The cost of this connection will be borne by the Government. The contractor shall immediately provide a complete delivery address with nearest cross-street, contact name and phone number for installation of data transmission services and equipment. The contact person at the contractor's site will be available for delivery of services at the specified location. The Government shall not be responsible for incorrect or lack of address information, nor for non-availability of contact person at the delivery site. SSA will provide the necessary dedicated data connection, including a router, modem, and firewall at the contractor's specified location(s).

The contractor shall provide adequate rack space for securing the router and firewall; the contractor shall provide a dedicated analog dial-up line within eight (8) feet of the router. This dedicated analog dial-up line will be used for router management and access for troubleshooting. The line must be in place and active prior to the installation of the circuit/router and equipment.

The contractor must provide capability to utilize the capacity of the connection(s) to fulfill the intended purposes of this contract. The contractor shall provide a suitable environment for installation of the equipment. Power specifications for the router(s) are: AC Power Dissipation (280W maximum) and AC input voltage (100 to 240VAC).

The cabinet specifications are: 36U enclosure; frame (72" H x 24" W x 36" D); 23-19 inch appropriate revsa rails (10-32 tapped); louvered side panels; Plexiglas locking front door; solid locking rear door; heavy duty lockable dual width casters; top fan assembly (4 fans); 10- or 12-outlet 20-amp power strip; 19" width slide-out shelf; cable management (wire loops); appropriate cabinet grounding for installation; or equivalent to previous specifications.

In the event that any wire transmissions or VPN Internet transmission cannot be processed due to data line or other problems, the contractor must notify SSA within 24 hours of receipt. The contractor's first point of contact at SSA for systems or data line problems shall be the **HELP DESK** at **877-697-4889**.

Any reprogramming and/or reformatting of data supplied by wire transmission or VPN Internet transmission necessitated due to the contractor's method of production shall be the responsibility of the contractor and done at no cost to the Government.

Data provided to the contractor must be retained for 21 workdays after mailing.

**FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS:** The contractor shall provide the capability to interface with SSA's national FTMS for electronic transmission of designated files from SSA to the production facility. SSA will provide the necessary data connection into the contractor's location. **At the discretion of SSA, the line speed may be either increased or decreased depending on utilization.**

The contractor must provide, at their expense, the equipment and operating software platform, and the file transfer software required at their location. The contractor assumes all responsibility for configuration, maintenance, and troubleshooting of their equipment and software. SSA utilizes, and the contractor must provide compatibility with, **Cyberfusion Integration Suite software** from Proginet Enterprise Software. The Contractor may implement the Cyberfusion Platform Server that has embedded software encryption capable of being enabled. The personal computers/servers must have the capability to run Cyberfusion software with encryption enabled using IP protocols on Windows, UNIX (i.e., IBM's AIX, SUN or HP), or z/OS platforms.

SSA will not permit any private class A, B or C IP addresses, i.e., 10.xxx.xxx.xxx type IP addresses from external users on its network. At connection time to SSA, the Contractor will be provided a suitable IP address for access to SSA's network via a firewall. SSA will provide the necessary subnet(s) for connection at the remote site. The contractor will be responsible for their own name/address translation to fulfill the intended purpose of data transfers.

SSA will provide Cyberfusion node information to the Contractor as required to accomplish file transfers.

The Contractor may determine the media type on which files from SSA will be received, to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the Contractor's production facility. Simultaneous multiple transmission sessions must be possible on the Contractor's equipment. All files transmitted by the SSA will be written as Physical Sequential or "flat" files at the Contractor's location and will be distinguished with a "run date" in the Contractor's file name. Virtual Storage Access Method files and Generation Data Groups, supported by IBM/MVS or IBM z/OS operating systems are not permitted under this contract. The contractor's storage format must not preclude the availability of the Cyberfusion software Checkpoint/Restart feature.

**NOTE: The Contractor may not use VM/VSE/ESA on a mainframe system, as this hampers automated file transmission.**

The contractor's FTMS software shall be operational for the receipt of data files 24 hours a day, 7 days a week, unless otherwise specified by the Government. The communications protocol between SSA and the contractor shall be the Internet Protocol (IP). The Contractor must specify the type of Local Area Network (LAN) connection that will be used at the location where the SSA connection is to be installed. The Contractor is responsible for providing complete hardware and software compatibility with SSA's existing network. Production file transfers will be established according to SSA's standard procedures for transmission control, dataset naming, and resource security.

The Contractor's file management system must accommodate multiple file transmission sessions without intervention at either end. The Contractor must have sufficient capacity to support the number of concurrent transmission file sessions as dictated by SSA.

The above will apply, regardless of the number of workloads transmitted to the Contractor. If the Contractor is awarded multiple SSA notice workloads, there must be sufficient capacity at the Contractor's production facility to accept transmission of all files according to their schedules.

Wire transmission of production files shall be the standard, automated technique. In the event that the transmission network is unavailable for a time period deemed critical by the Government, the files may (at the Government's option) be processed at the SSA print/mail facility.

**NOTE: It is the Contractor's responsibility to notify SSA when systems or connection problems arise and transmission cannot take place. SSA's first point of contact for systems or connectivity problems shall be the HELP DESK at 877-697-4889.**

All data provided by the Government or duplicates made by the contractor or his representatives and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract. Any duplicate data and any resultant printouts must be destroyed by the contractor.

#### **PRIOR TO PRODUCTION TESTS:**

Prior to commencement of production of print orders placed under this contract, the contractor shall be required to perform the following tests (the Wire Transmission Test will begin after the Government is notified of the availability of the system):

##### **1. Wire Transmission Test:**

Within one (1) week after the appropriate bandwidth connection has been installed and prior to receiving wire transmission of live production data files, the contractor shall be required to receive within one (1) workday up to 1,500,000 AFP notices and 1,000 Record Specification notices. The contractor will be required to

perform a record count verification broken down by data set names within one (1) workday after the complete transmission of the test files.

## 2. Pre-Production Validation Test:

Within **3 workdays** after Government approval of any proofs required, the contractor shall conduct a one-time Pre-Production Validation Test and furnish at least 100 PDF sample notices from each of the test files (AFP and Record Specification), using the electronic test files furnished from the wire transmission test. No inserts or envelopes are required for this test. Notices must be complete and include all variable data from Government furnished files (No inserts or envelopes will be required.)

The contractor shall email PDF samples to [kenneth.wetzelberger@ssa.gov](mailto:kenneth.wetzelberger@ssa.gov) in an encrypted zip file with a separate email containing the password. When requested, the contractor shall submit hard copies of the notices and send them to the attention of Kenneth Wetzelberger at the address indicated in Exhibit I.

The Government will approve, conditionally approve, or disapprove the validation samples within **2 workdays** of receipt thereof.

## 3. Pre-Production Press and Mail Run Test:

Within **5 workdays** after approval of the one-time Wire Transmission and Pre-Production Validation Tests, and after the contractor receives the materials necessary to perform the test (inserts and envelopes), the contractor will be required to perform a one-time 12-hour Pre-Production Press and Mail Run Test utilizing the electronic test files (AFP and Record Specification).

The contractor must produce a minimum of 75,000 domestic/foreign and 300 certified/registered mail pieces (Could be AFP and/or Record Specification notices) in a continuous 12-hour period that will prove to the Government representatives that the contractor can satisfactorily complete the requirements of this contract during live production.

The Contractor will be issued a Print Order for the 12-hour test. Upon successful completion of all test requirements the contractor will be reimbursed for all applicable costs, according to the SCHEDULE OF PRICES. If the contractor fails to meet all test requirements they will not be reimbursed for any associated costs.

The contractor must perform the Pre-Production Press and Mail Run Test on their equipment using their personnel. The test run will incorporate all aspects of the program from the processing of electronically transmitted test files to: the duplex/simplex imaging of notices; gathering; folding; inserting; presorting; preparing finished notices for delivery to USPS and Summary and Audit reports for **100% ACCOUNTABILITY OF PRODUCTION AND MAILING**. To simulate actual production conditions, the product to be produced must be in accordance with all contract specifications and all USPS regulations. The contractor shall be required to have all composition, proofing, printed inserts, envelopes, and process for storing 100% Accountability data and supplying reports necessary for the test; completed prior to start of test. Mailers are to be complete in accordance with contract requirements, inserted into envelopes, scanned into system for 100% accountability and prepared for mailing. The Audit and Summary reports, for 100% Accountability and Production and Mailing, must be presented for review and approval within an hour of completion of the 12 hour production test.

The 12-hour period for the printing process will begin when an "O.K. to Print" is given by the Government representative(s) on site.

The 12-hour period for the inserting and mail process will begin within two hours of the start of printing to allow the contractor to have sufficient materials to begin the inserting process.

Samples from the Pre-Production Press and Mail Run Test will be brought back to SSA for validation. The Government will approve, conditionally approve or disapprove the validation samples within 5 workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

**NOTE:** Failure of the contractor to perform and pass all requirements of the three tests (i.e. **Wire Transmission test, Pre-Production Validation Test or Pre-Production Press and Mail Run Test**) may be cause for immediate Default. The Government reserves the right to waive the requirements of any of these three tests. The contractor will be notified at the post award conference if any test(s) is to be waived.

**PROOFS:** For envelopes, record specification notices and instruction/information sheets, when furnished manuscript, camera, MS WORD, PDF copy and/or print image files, the contractor shall submit PDF proofs of all components as indicated on the print order. Proofs shall have all elements in their proper position.

Note: Proofs may not be possible on record specification notices where variable information is required in the body of the notice. When this occurs, the contractor cannot preprint the static portion of the notice and lay in the variable, due print float but must print all static and variable information in one pass. The contractor will instead proceed to validation sample requirements when variable information is provided.

When requested, the contractor shall submit six (6) sets of page proofs with margins and crop marks indicated, have all elements in their proper position and trimmed to the finished size of the order.

The contractor will be responsible for performing all necessary proofreading to ensure that the proofs are in conformity with the copy submitted.

Hard copy proofs must be clean on white paper, free of ink smudges, with all images clearly legible. All proofs must be collated in sets and numbered sequentially. Follow camera, MS Word, PDF copy or manuscript for margins. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 1/2" from the type area or subject line in the email containing the PDFs. The contractor's firm name must not appear on any proofs.

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

The Government may require one set of revised proofs before rendering an "OK to print".

**The contractor must not print prior to receipt of an "OK to print."**

#### **VALIDATION SAMPLES:**

**RECORD SPECIFICATION ORDERS:** After approval of the notice proofs (if required), the contractor will be furnished with files containing variable data, and required to provide "up to 100" PDF samples (variable data imaged into the contractor composed notice) from each of the files provided.

**AFP NOTICE ORDERS:** the contractor will be furnished with AFP files and required to provide "up to 100" PDF samples from each of the files provided.

**ALL ORDERS:** Samples must show the computerized imaging that will be used for production. Each sample shall be imaged, and constructed as specified and include envelope samples with the correct return address(s) used. When requested, the contractor shall provide printed samples using equipment and methods of production used in producing the finished product. Paper used for samples must be of the size, kind, and quality that the contractor will furnish.

*When required*, in addition to running the "Validation Samples", the contractor must also run each test file through their Coding Accuracy Support System (CASS) software to ensure that there are no problems with the reading of the address data and building of the USPS IMB (if required). At the time the samples are submitted, the contractor must also submit a letter stating that their CASS system worked with the test files furnished.

Contractor must submit Validation Samples within 3 workdays after receipt of test/production files and within 1 workday after receipt of live production files if test files were presented first. The contractor shall email the samples to [kenneth.wetzelberger@ssa.gov](mailto:kenneth.wetzelberger@ssa.gov) in an encrypted zip file with a separate email containing the password. When requested, the contractor shall submit hard copies of the notices and send them to the attention of Kenneth Wetzelberger at the address indicated in **Exhibit I**.

The Government will approve, conditionally approve, or disapprove the samples within 2 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

If the samples are disapproved by the Government, the Government at its option may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

Manufacture of the final product prior to approval of the "Validation Samples" submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities and on the equipment which the contract production quantities are to be manufactured.

If print image production files are provided, SSA may waive the test but must review FAX'd copies of live production (see **SCHEDULE** for details).

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Government Paper Specification Standards No. 11 - <http://www.gpo.gov/vendors/vol11.htm>

**Notices and Instruction/Information Sheets:** White Offset Book, (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A63.

**Envelopes-Mail-out (6-1/8 x 9-1/2"):** White Wove, (basis weight: 24 lbs. per 500 sheets, 17 x 22") or at contractor's option, White Offset Book, (basis weight: 60 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

**Business/Courtesy Reply envelopes:** (3-7/8 x 8-7/8) or (5-3/4 x 8-3/4"): White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10 or White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

**PRINTING/COMPUTER IMAGING:**

Contractor will be required to convert furnished data from electronic transmission for either laser or ion deposition printing. All printing/imaging shall have a minimum resolution of 300 x 300 dpi.

**Notices:** Print/Image simplex (face only) or duplex (face and back) in black ink only or black ink and one PMS color, as indicated on print order.

**Instruction/Information Sheets:** Print face only or face and back in black ink only or black ink and one PMS color. Imaging of variable data onto instruction/information sheets maybe required.

**Mail-out Envelopes:** Print return address, mailing indicia and any other pertinent text in black ink on the face, back and inside of the envelope. Return address will change with each order and may require multiple return addresses within one order. Due to this requirement the contractor must have the ability to spray return addresses with an ancillary (if required) on the pre-approved stocking envelope. Additional printing on face and back may be required on some orders.

**BRM Reply Envelope:** Face of envelope to be in BUSINESS REPLY FORMAT. **NOTE: Inside of BRM envelope must contain a clear area (no pantograph design), approximate size 3-1/2 x 5/8", behind the barcode to ensure the readability of barcode by the U.S. Postal Service equipment.** Print FIMs and barcodes using the camera ready positive provided. The FIMs and barcodes should be placed on the mailing piece according to the current U.S. Postal Service's Domestic and International Mail Manuals, "Barcoded Mail piece."

**CRM Reply Envelope :** Face of envelope to be in COURTESY REPLY FORMAT. **NOTE: Inside of CRM must contain a clear area (no pantograph design), approximate size 3-1/2 x 5/8", behind the barcode to ensure the readability of barcode by the U.S. Postal Service equipment.** Print FIMs and barcodes using the camera ready positive provided. The FIMs and barcodes should be placed on the mailing piece according to the current U.S. Postal Service's Domestic and International Mail Manuals, "Barcoded Mail piece."

**NOTE:** For Certified/Registered Mail. The contractor may add printing to the envelope with Government approval, to meet USPS and production requirements but must not remove/change the Government printing required.

**All Envelopes (Require Security Tint):** Printed or tint envelope on the inside (back - before manufacture) in black ink. Contractor may use his own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein, Government must approve. Print the recycled logo on the back of the envelope if recycled paper is used.

**NOTE:** The Government reserves the right to make changes to the envelopes at any time during the term of the contract. Notification of a proposed change will be given with sufficient time for the contractor to allow for the change, and submit proofs to the Government.

**BARCODES:** On some orders the contractor will be required to print a 3 of 9 barcode, 2-D PDF-417 or Datamatrix barcode, with a minimum resolution of 600dpi.

The government will supply the specifications and layout of the barcode and what information shall be included with the print order. Contractor will be required to pull the information from the production files to complete the barcode build as needed.

**Bar Code Height:** The height of the bar code shall be 1/2" plus or minus 1/6", regardless of code density.

**NOTE - 3 of 9 barcodes:** The specified data shall be encoded as Code 39 bar codes. These bar codes shall comply with MIL-STD-1189B-1989 and any amendments thereto (unless otherwise stated), and the requirements stated below. Both contact and non-contact readers will be used by the Government for decoding. Bar-coded documents may be used with document imaging systems. The data to be encoded range typically from 6 to 18 characters. Blanks (spaces) contained in the data fields shall be encoded as Code 39 blanks.

**Bar Code Density:** The preferred code density is 6.6 CPI (Font C3901J). While a slightly higher code density may be necessary in order to avoid folds, in no circumstance shall the code density exceed 7.4 characters per 7.4 CPI without the approval of the Government.

**Human Readable Interpretation:** When required, HRI shall print beneath the bar code in the font OCR-A, Size I, Range x as governed by American National Standards X3.17 and X3.17 and X3.99.

**Check Character:** A check character shall not be encoded.

**NOTE - 2-D Barcodes:** Final record and block lengths to be provided with the print order. The 2-D barcodes must be in accordance with the requirements of ANSI MH 10.8.3M, unless otherwise specified. All data elements contained in the barcode must begin in the specified positions. Data elements can be filled with blanks if necessary to begin the next element in the proper position.

**Placement:** Bar code placement and orientation may vary depending on form design. Bar codes (including quiet zones) must not fall on fold.

All data elements contained in the barcode must begin in the specified positions. Data elements can be filled with blanks if necessary to begin the next element in the proper position.

Contractor must verify accuracy of the bar coding. The contractor must maintain the quality and accuracy of the bar code throughout the entire run.

**BINDING/CONSTRUCTION:** Notice: Fold from a flat size of 8-1/2 x 11" to 8-1/2 x 5-1/2", address out. Multiple page Notices must be gathered in the sequence indicated (on print order or furnished copy) prior to folding.

**Notices and Instruction/Information Sheets:**

Fold from a flat size of 8-1/2 x 11" to 8-1/2 x 5-1/2" or

Fold from a flat size of 17 x 11" to 8-1/2 x 11". then fold to 8-1/2 x 5-1/2" or 8-1/2 x 3-2/3"

**Mail-out Envelope (6-1/8 x 9-1/2"):** Envelope must be open side, with side or diagonal seams and gummed fold-over flap. Envelopes shall be sufficiently high cut so as to prevent the flap adhesive from contacting the envelope contents.

The face of envelope is to contain a **1-3/4" x 4-1/4" die-cut address window with slightly rounded corners** (exact window specifications will be furnished). Die-cut is to be positioned 1-3/4" **from the bottom edge** of the envelope **and 3/4" in from the left** edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope). Contractor has the option (subject to SSA approval) to adjust the size of the window opening provided the visibility of the mailing address and barcode on the notice is not obscured, and other extraneous information is not visible when material is folded and inserted into the envelope. Window is to be covered with a suitable poly-type, **transparent low gloss material** that must be clear of smudges, lines and distortions that would interfere with the U.S. Postal Service's readability standards. Poly-type material must be securely affixed to the inside of the envelope in such a manner as to not interfere with the insertion of contents. **Flap must be coated with suitable glue** that will: securely seal the envelope; not permit resealing of the envelope; and permit easy opening by recipient.

**NOTE:** For Certified/Registered Mail. The contractor may modify the envelope, with Government approval, to meet USPS and production requirements but must meet Government envelope requirements as stated above.

**BRM and CRM Envelopes:** Envelopes must be open side, with suitable seams, and an industry standard gummed fold-over flap for sealing. Flap must be coated with suitable remoistenable glue the entire length of flap that will securely seal the return envelope for mailing. Adhesive must not adhere to the contents of the envelope. Collate Notices, Instruction/Information Sheets, furnished Inserts (e.g., leaflets, booklets, CDs), BRM envelope or CRM envelope, as required, in sequence indicated on print order, copy or furnished sample, fold and insert into mail-out envelope.

**Note:** The contractor will be required to monitor and keep records of all production operations. It is recognized that there may be an occasional mutilated piece. In such an event, the contractor must extract the pertinent data from the production file and rerun the piece.

**RECYCLED PAPER LOGO:** If recycled paper is used, the recycled paper logo and legend must be printed in black ink on the notices and envelopes.

**Personalized Notices:** The recycled paper logo/legend must be digitized by the contractor and imaged in the bottom right corner aligned with the contractor's control number on the first page of each notice.

**Instruction/Information Sheets:** The recycled paper logo/legend must be printed in black ink on the back page (or last page) in the bottom right corner.

**Envelopes:** The logo/legend must be printed on the back of all envelopes in the bottom left hand corner.

**MARGINS:** Margins will be indicated on print order, sample, copy or electronic file.

**PRODUCTION INSPECTION:** Production inspection(s) may be required at the contractor's/subcontractor's plant for the purpose of establishing that the receipt of transmitted files, the printing of notices, instruction/information sheets, spraying of return address on mail out envelopes, the imaging, dating, collating, folding, inserting and mailing is being accomplished in accordance with contract quality attributes and requirements.

A production 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.

When a production inspection is required, the Government will notify the contractor.

A USPS approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

Envelope must be securely sealed prior to mailing and must be capable of remaining sealed under normal mailing conditions.

**DISTRIBUTION:** When required, deliver f.o.b. destination on each order to The Social Security Administration, 6401 Security Boulevard, Baltimore, MD. 21235-6401 to the following:

10 samples sets of each mailing package, mark for: Attn: Kenneth Wetzelberger, Printing Management Branch, Room 1352 Annex Building;

**NOTE:** The above requirement for distribution of samples may change from print order to print order. Details will be provided with each print order.

Mail balance of order f.o.b. contractor's city.

**NOTE: All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail” or “International Mail” as applicable.**

**DOMESTIC FIRST-CLASS LETTER-SIZE MAIL:**

The contractor is required to prepare domestic First-Class letter-size mail in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual and Postal Bulletins, in effect at the time of the mailing

**SPECIAL REQUIREMENT: SSA requires the use of Permit Imprint.** Orders may contain various weight pieces. The contractor must use SSA’s “Postage and Fees Paid First Class Mail” permit imprint mailing indicia printed on each mail piece. Each mail piece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mail pieces.

Permit imprint mailings must contain at least 200 pieces or 50 pounds. The contractor is cautioned to use the permit imprint only for mailing material produced under this contract.

The contractor is strongly encouraged to use manifest mail when postal regulations allow. The contractor must have a Manifest Mailing System (MMS) for First-Class Mail, which has been approved by USPS to document postage charges for this mailing. Each mail piece must be identified with a unique identification number or with a keyline containing a unique identification number and rate information about the piece. Requirements for the MMS are contained in Publication 401 “USPS Guide to the Manifest Mailing System” in effect at the time of the mailing. A copy of the USPS approval for the MMS must be presented at the postaward conference.

**NOTE:** The government, on occasion, may require the contractor to meter the mail due to a need for a date stamp on the mail piece. The contractor will be required to cover/conceal the permit imprint with a meter strip.

Permit imprint may not be used if the mailing is less than 200 pieces. Instead, the mail must be metered, using Government supplied meters, and any permit imprint must be covered/concealed by a meter strip.

**Note:** The Government will furnish an Official Federal Postage Meter for volumes of notices that do not meet USPS minimum requirements for indicia mailing or mail requiring a date stamp or requested on the print order. The Government will provide funding for the required postage on the federal meter.

The contractor is required to prepare Domestic First Class letter-size mail pieces and obtain the maximum postage discount allowed by USPS in accordance with the appropriate USPS rules and regulations, including USPS Domestic Mail Manual, and Postal Bulletins on Automation-Compatible First-Class Domestic Mail-Automated and Non-automated mail discount structure in effect at the time of the mailing; a) Automation (5-digit); (b)Automation (3-digit); (c) Automation (AADC); (d) Automation (Mixed AADC); (e) Non-automation (Presorted); and (f) Non-automation (Single Piece).

**NOTE: Contractor will be required to produce and use a USPS Intelligent Mail Barcode (IMB) full service option and achieve the maximum postage discounts available with this option. The contractor will be required to comply with USPS requirements and place the IMB on all notices/mail pieces of this workload. The contractor is required to be capable of achieving the postage discounts available with the Full-Service option of the IMB program.**

To achieve the maximum automation compatible postal discount, the contractor is required to either presort the notices prior to printing or sort the mail after the notices are inserted. The contractor may use a Presort subcontractor for the mailing portion of the contract. SSA has the right to inspect the subcontractor for the security of the mailing operation and compliance with the contract. All of the pieces without a barcode must be separated and mailed as a non-automation rate single piece mailing.

**NOTE:** Mail addressed to United States possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail) is considered Domestic Mail, not International Mail.

Intelligent Mail Barcoding, delivery address placement and envelopes used for the mailing are among the items that must comply with USPS requirements for automation-compatible mail in effect at the time of the mailing.

**In addition, USPS has a verification procedure called a “tap” test.** This test is used to screen all mailings with barcoded inserts for proper barcode spacing within the envelope window.

When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125 (1/8) inch between the left and right edges of the window, and at least 0.028 inch clearance between the Intelligent Mail Barcode and the top and bottom edges of the window.

**All letters in a mailing must pass the "tap" test in order to obtain the maximum postal discounts for the agency.** The contractor will be responsible for payment of any additional postage resulting from a loss of postage discounts due to failure to pass the “tap” test because of inaccuracy or failure to conform to USPS specifications. Contractor should be aware that USPS uses the Mail Evaluation Readability Look-up Instrument (MERLIN) to evaluate barcodes. If MERLIN is in effect in the contractor’s geographic area the contractor must ensure that all barcoded mail meets the new barcode standards. The contractor will be responsible for payment of any additional postage resulting from a loss of such discounts due to failure of the contractor-generated barcodes to pass the MERLIN test because of inaccuracy or failure to conform to USPS specifications.

**Coding Accuracy Support System (CASS):** When required, the contractor shall use (CASS)-Certified ZIP+4 software licensed by the U.S. Postal Service (USPS) to generate ZIP+4 Codes and Delivery Point Barcodes for all mail qualifying for a postage discount.

For addresses coming from SSA’s Master Beneficiary Record (MBR) and Supplemental Security Record, SSA will provide certificates indicating that, within the last 180 days, all addresses have been matched against USPS-Certified CASS ZIP Code software.

The contractor is required to furnish USPS with any required CASS certificates. Instructions will be provided with each print order.

**National Change of Address (NCOA):** When required, the contractor shall use a USPS-approved address update method to generate a NCOA certificate for USPS.

For addresses coming from SSA’s MBR, SSA will provide a certificate indicating that the addresses have been processed by a USPS-certified National Change of Address (NCOA) service vendor within 95 days of the mailing. When required, the contractor may be required to print an ancillary service endorsement on the envelope such as “Address Service Requested” in lieu of the NCOA, in one of the locations approved by USPS.

The contractor is required to furnish USPS with any required NCOA certificates. Instructions will be provided with each print order.

**NOTE:** The contractor shall **NOT**, at any time, perform move updates or address corrections on the notice addresses supplied.

**Mail addressed to United States possessions (e.g., Guam, Virgin Islands, American Samoa, etc.) and Military Overseas Addresses (e.g., APO/FPO mail) is considered domestic mail, not International mail.**

**INTERNATIONAL FIRST-CLASS MAIL:**

All items mailed must conform to the appropriate USPS International Mail Manual (**IMM**), Postal Bulletins, and other USPS rules and regulations in effect at the time of mailing.

Permit imprint may be used for International Mail providing the mailing consists of at least **200 pieces**. Permit imprint may not be used if the mailing is less than 200 pieces. Instead, the mail must be metered, using Government supplied meters, and any permit imprint must be covered/concealed by a meter strip.

If the mailing meets the qualifications for International Priority Airmail (IPA), it must be processed through IPA in accordance with USPS rules and regulations in effect for IPA at the time of the mailing. To maximize postage savings, the contractor shall sort to the IPA Rate Group 1 through 15 levels.

Pieces not qualifying for the IPA Rate Group Levels of discount shall be prepared at the Worldwide Non-presorted rate level and any remaining pieces that do not meet the IPA qualifications will be sorted by individual country rules according to the USPS IMM in effect at the time of the mailing.

International Mail return address must show as the last line of the address **UNITED STATES OF AMERICA**, all in capital letters. All International Mail must be endorsed **PAR AVION** or **AIR MAIL** as described in the USPS IMM. The contractor may use a rubber stamp to meet these requirements.

Printing of address, barcode, etc., make-up and processing of all mail pieces must comply with the Domestic Mail Manual and current issues of the USPS Postal Bulletin.

**NOTE:** The contractor is cautioned that files listed will contain mail addressed to United States territories and possessions (American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and **Military Overseas Addresses (APO/FPO mail)**). This mail is considered Domestic Mail, **NOT** International Mail and should be included in the discount sorting above.

**USPS CERTIFIED MAIL**

The domestic mail pieces included in these mailings may be required to be mailed using USPS Certified Mail. The contractor will prepare these mail pieces according to USPS regulations contained in the Domestic Mail Manual (DMM) under Section 503.3.0, Certified Mail.

Notices associated with the certified mail file shall be inserted into envelopes and processed as certified mail. The contractor must place the current Postal Service Form 3800 (20 digit certified number and barcode) on the envelope.

**USPS INTERNATIONAL REGISTERED MAIL**

The mail pieces included in these mailings may be required to be mailed using USPS International Registered Mail. The contractor will prepare these mail pieces according to USPS regulations contained in the International Mail Manual (IMM) under Section 330, Registered Mail.

Notices associated with the registered mail file shall be inserted into envelopes and processed as international registered mail. The contractor must place the current Postal Service Form 3806 (Receipt for Registered Mail) and PS Label 200 (13 digit registered number and barcode) on the envelope.

**MAILING DOCUMENTATION:** The contractor shall provide SSA with complete copies of all documents used by USPS to verify and accept the mail and showing all postage costs (e.g., computer records of presort ZIP+4, barcode breakdown, press runs, etc.), including GPO's Form 712 (Certificate of Conformance) noted with file date and mailer number including a copy of the corresponding 100% Accountability Summary report. The

contractor shall place the number that is on top of the GPO Form 712 (the number that starts with “A”) in the space provided on the USPS mailing statements. If no space is provided on the mailing statement, place the number in the upper right margin of the mailing statement. The contractor will use Federal Agency Cost Code **276-00050** on all mailing documents.

The contractor shall provide the copies to SSA’s Printing Management Branch via overnight/next day delivery carrier (at contractor’s expense) or PDF copies via email within 24 hours of being provided to USPS and must include copies of the 100% Accountability Summary report. All copies must be legible and include both obverse and reverse side and should be addressed to SSA, Printing Management Branch, Kenneth Wetzelberger, 6401 Security Boulevard, 1352 ANNEX, Baltimore, MD 21235-6401.

One (1) copy of billing payment voucher form 1034 for each print order showing amount of billing invoice must be sent within 10 days of mailing date to: SSA, Printing Management Branch (**See Exhibit I**). The original voucher will be sent to the Comptroller FMCE, U.S. Government Printing Office.

Upon termination of this contract, the contractor must return all camera copy and films made for each envelope to: SSA, Printing Management Branch (**See Exhibit I**).

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

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

Government Furnished material, print order and proofs must be picked up from and delivered to the Social Security Administration, Printing Management Branch, Attn: Kenneth Wetzelberger, Room 1352 Annex Building, 6401 Security Boulevard, Baltimore, MD. 21235-6401. Phone: (410) 966-7109. Furnished proof label must be filled in by the contractor and used on all proof packages.

Preprinted and folded Government furnished inserts (e.g., leaflets, booklets, CDs) must be picked up at the Social Security Administration, Supply Building, 6301 Security Boulevard, Baltimore, MD 21235-6301.

**PRIOR TO PRODUCTION TESTS:**

Prior to commencement of production of print orders placed under this contract, the contractor shall be required to perform the following tests (the Wire Transmission Test will begin after the Government is notified of the availability of the system):

**1. Wire Transmission Test:**

(See Wire Transmission Test on page 22 of 40 for details.)

**2. Pre-Production Validation Test:**

(See Pre-Production Validation Test (on page 22 of 40 for details.)

**3. Pre-Production Press and Mail Run Test:**

(See Pre-Production Press and Mail Run Test (on page 23 of 40 for details.)

**PRODUCTION SCHEDULE:**

The contractor must successfully complete the Pre-Production Validation Test and Pre-Production Press and Mail Run Test before regular production of print orders placed under this contract shall begin. (The Wire Transmission Test must be successfully completed before production files can be electronically transmitted to the contractor.) No definite schedule for pickup of material for individual print orders can be predetermined.

The Government will notify the contractor of the availability of a print order.

The Government will furnish specific printing requirements (derived from these specifications) with each individual print order.

The Government will furnish manuscript, camera copy, MS WORD or PDF for instruction/information sheets and return address for envelopes with each print order as needed.

For each print order placed under this contract, the Government will furnish notices as manuscript copy, camera copy, MS WORD, PDF, electronically transmitted record specification or AFP print image live production files. Occasionally, notices and instruction/information sheets will be furnished on CD/DVD-ROM or sent via email.

NOTE: The contractor's FTMS software shall be operational for the receipt of data files 24 hours a day 7 days a week, unless otherwise specified by the Government. If there are problems, such as reruns, late runs, systems problems, etc. files may be transmitted after-hours and/or Saturday and Sundays. (See **FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS on page 21 of 40 for details.**)

Test and Live production files can be transmitted 24/7, except for Federal holidays, in which case the data will be transmitted on the next day (i.e., when a Federal holiday falls on Friday, production files will be transmitted on Saturday or Sunday).

The following schedules begin the workday after notification of the availability of a print order and Government furnished material. The workday after notification will be the first workday of the schedule:

#### **1. PROOFING AND VALIDATION SCHEDULE:**

When required, the contractor shall submit up to 100 sets of PDF proofs and/or, at the Government request, hard copy samples with all elements in position for the static notices, instruction/information sheets and envelopes within **2 workdays** after notification of the availability of print order and Government furnished material.

Within **2 workdays**, the Government will approve, conditionally approve, or disapprove the proofs.

The Government will furnish electronic production files via T-1, VPN or password protected zip file via email after approval of proofs (production files may also be furnished with the print order).

#### **TEST FILES PROVIDED:**

1. If test files are provided, contractor shall provide up to 100 PDF validation samples of notices and instruction/information sheets, with all variable information in position, within **three (3) workdays** after receipt of files. Government will approve, conditionally approve, or disapprove the validation samples within **two (2) workdays**.
2. When live production files are provided, the contractor will then provide up to 100 PDF validation samples of notices and instruction/information sheets, with all variable information in position, within **one (1) workday** after receipt of live production files. Government will approve, conditionally approve, or disapprove the validation samples within **one (1) workday**.

#### **NO TEST FILES PROVIDED:**

If no test files are provided, the contractor shall provide up to 100 PDF validation samples of notices and instruction/information sheets, with all variable information in position, within **three (3) workdays** after receipt of live production files. Within **two (2) workdays** the Government will approve, conditionally approve, or disapprove the validation samples.

## **2. ENVELOPE SCHEDULE:**

**Mailing Envelopes:** SSA will provide an envelope sample with static information, contractor has the option of spraying the return address and ancillary (if required) or ordering envelopes with the return address preprinted (actual notice volumes may not be known until live production files are provided) and orders may require multiple return addresses.

For volumes up to 100,000 notices, no additional time will be allowed in the schedule for receipt of envelopes. Contractor must have adequate stock and spray the return address(s) or have envelopes delivered in time.

For volumes over 100,000 notices, the contractor shall have envelopes delivered to their plant within **10 workdays** after the Government provides the return address for the print order.

**NOTE:** Some orders will require multiple return addresses (some require reading return address from AFP MRD file); contractor must have the ability to spray return addresses when necessary.

**BRM/CRM envelopes:** SSA will provide copy of the BRM/CRM with the print order. The contractor shall have envelopes delivered to their plant within **10 workdays** after the Government approves the PDF samples.

## **3. PRODUCTION AND MAILING SCHEDULE:**

The following schedules will start after receipt of production files or when the “Proofing and Validation Schedule and Envelope Schedule”, listed above, have been completed, whichever is the later:

**Domestic/Foreign Mail-** For print orders up to 50,000 mailers, contractor must mail within 3 workdays. For print orders for 50,001 to 500,000 mailers contractor must mail within 5 workdays. For print orders for over 500,000 mailers, the contractor will receive an additional day for each additional 200,000 mailers for a maximum of 1.5 million mailers in 10 workdays.

**Certified/Registered Mail-** If the print order also requires Certified/Registered mail the schedule for that portion will be as follows: For print orders, requiring up to 100 certified/registered mailers, must mail within 3 workdays. For print orders, requiring 101 to 500 certified/registered mailers, must mail within 5 workdays. For print orders, requiring over 500 and up to 6,000 certified/registered mailers, the contractor will receive 10 workdays. Contractor will be required to follow Domestic/Foreign mail schedule as listed above for that portion of the order.

**NOTE- (Variance to Mailing Schedule):** On any order, at the request of the Government, the contractor maybe required to mail a specified quantity on specific days through day 10. On occasion, a print order may require mailings to occur over multiple months, not to exceed six separate mail drops over three months. The Government will provide a schedule, stating mail dates and anticipated volumes for each day on orders requiring multiple mailing dates.

For all orders, the contractor shall furnish samples after the completion of each mailing. (**See DISTRIBUTION on page 28 of 40 for details**).

**NOTE:** The contractor must notify the Government of the date and time the imaging/bindery/insertion inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workdays prior to the inspection. Notify the U.S. Government Printing Office, Contract Administrator, Term Contracts Division (PPC), at telephone area code (202) 512-2044. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 06/01)). When supplies are not ready at the time

specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified and the date products mailing f.o.b. contractor's city must be delivered to the Post Office.

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.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

**INVOICING:** One (1) copy of billing payment voucher form 1034 for each print order showing amount of billing invoice must be sent within 5 days of mailing date to: SSA, Printing Management Team, Attn: Kenneth Wetzelberger, 1352 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. The original voucher will be sent to the Comptroller- FMCE, U.S. Government Printing Office.

**PAYMENTS ON PURCHASE ORDER:** Processing vouchers for payment, FAX the completed invoice to GPO by utilizing the GPO barcode coversheet program application. Access the hyperlink below and follow the instructions as indicated:

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

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

ALL voucher packages and envelopes **MUST** be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

**Note: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.**

**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 the first 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 offered for a like period of time.

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

The following item designations correspond to those listed in the “**SCHEDULE OF PRICES**”.

- I. (a) 80
- II. (a) 20
- III. (a) 20  
(b) 6,000  
(c) 2,000  
(d) 2,000  
(e) 40  
(f) 40
- IV. (a) 4,000  
(b) 2,000  
(c) 40  
(d) 40
- V. (a) 2,000
- VI. (a) 15
- VII (a) 1

**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination within the commercial zone of Baltimore, MD., and f.o.b. contractor's city for all mailing.

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

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

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

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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.

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

- I. **COMPOSITION** (English and/or Spanish): Bidder is cautioned to refer Exhibits and to all applicable paragraphs under "Section 2.- Specifications", pertaining to "Composition", "Proofs", and "Tests" before entering prices. The bidder shall take into consideration all factors commonly charged under trade practices. The prices offered must be all inclusive, and must include the cost of all materials, operations, proofs, and a second set of proofs and negatives if required in accordance with the terms of the specifications. Claims for additional allowances under "commonly accepted trade practices" will not be considered.

(a) Per Page 8-1/2x11" .....\$\_\_\_\_\_

- II. **VALIDATION:** Prices offered must include all costs incurred in performing the Validation Test for each print order as specified in these specifications. These costs shall cover but are not limited to: machine time, personnel, all required materials, wire transmissions, films, plates, paper, printing, imaging, collating, inserting, mail preparation, and any other operations necessary to produce the required quantities of the product in the time specified and in accordance with specifications.

(a) Per Print Order .....\$\_\_\_\_\_

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

III. **PRINTING/IMAGING AND BINDING:** Prices offered shall be all-inclusive for printing and/or imaging in accordance with these specifications, and shall include the cost of all required materials (except paper), proofs and operations, as defined in Section 2.-Specifications. The price offered for makeready includes makereadies for English, Spanish, Domestic/Foreign and Certified/Registered notices. Separate makeready charges for English, Spanish, Domestic/Foreign and Certified/Registered notices will not be allowed. The cost of collating multiple items together and insertion into envelopes must be charged under Item V. GATHERING, INSERTING, AND MAILING. The cost of all required paper must be charged under Item IV. PAPER.

(a) \*Makeready/setup charge.....\$ \_\_\_\_\_  
\*Contractor will be allowed only one (1) makeready/setup charge per order.

**Notices/ Instruction/Information Sheets- Printing in English and/or Spanish**

(b) Black ink .....per 1,000 pages..... \$ \_\_\_\_\_

(c) Black ink and one PMS color .....per 1,000 pages..... \$ \_\_\_\_\_

**Envelopes**

(d) Mail out Envelope (6-1/8" x 9-1/2")..... per 1,000 envelopes..... \$ \_\_\_\_\_

(e) BRM and CRM envelopes (3-7/8 x 8-3/4).....per 1,000 envelopes ..... \$ \_\_\_\_\_

(f) BRM and CRM envelopes (5-3/4 x 8-7/8).....per 1,000 envelopes ..... \$ \_\_\_\_\_

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

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

**Notices/ Instruction/Information Sheets -(8-1/2 x 11")** page-size leaf.

**Mail Out Envelopes (6-1/8 x 9-1/2"):** One page-size leaf will be allowed per envelope.

**BRM and CRM (3-7/8 x 8-7/8"):** One page-size leaf will be allowed for each envelope.

**BRM and CRM (5-3/4 x 8-3/4"):** One page-size leaf will be allowed for each envelope.

**Per 1000**

**Leaves**

**Notices/ Instruction/Information Sheets**

(a) White Wove 20 lbs. or  
White Offset Book 50 lbs..... \$ \_\_\_\_\_

**Envelope (6-1/8 x 9-1/2")**

(b) White Wove 24 lbs. or  
White Offset Book 60 lbs..... \$ \_\_\_\_\_

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

**Per 1000 Leaves**

**BRM and CRM (3-7/8 x 8-7/8")**

(c) White Wove 20 lbs. or

White Offset Book 50lbs. .... \$ \_\_\_\_\_

**BRM and CRM (5-3/4 x 8-3/4")**

(d) White Wove 20 lbs. or

White Offset Book 50lbs. .... \$ \_\_\_\_\_

V. **GATHERING, INSERTING AND MAILING:** Prices offered must include the cost of all required materials and operations necessary for the mailing of the notice including cost of gathering notice(s) (single or multiple leaves) in proper sequence, folding and inserting notice(s) and appropriate inserts as required into mail-out envelope and provide to USPS.

**Per 1,000  
Complete  
Mailers**

(a) Complete Mailer:..... \$ \_\_\_\_\_

VI. **CERTIFIED/REGISTERED MAIL:** Prices offered must include the cost of any and all additional materials (i.e. paper, envelopes, printing, labels, etc.) and operations necessary to complete the Certified/Registered mail and provide to USPS. This price is in addition to the schedule of pricing for items I-V listed above.

**Per 1,000  
Complete  
Mailers**

(a) Certified/Registered mailing..... \$ \_\_\_\_\_

VII. **PRE-PRODUCTION TESTS:** Price offered must include all costs incurred in performing the Wire Transmission Test as specified in these specifications. These costs shall cover but are not limited to: machine time, personnel, all required materials, wire transmissions, films, plates, paper, printing, imaging, collating, inserting, mail preparation, and any other operations necessary to produce the required quantities of the product in the time specified and in accordance with specifications.

(a) Wire Transmission Test ..... \$ \_\_\_\_\_

\_\_\_\_\_

(Initials)

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_.

**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)