

A	B	C	D	E	F	G	H	I	J	K	L	M		
1	Program No 0272s Term Date of Award To 05/31/2017													
2	TITLE: MEDICARE (Part D Subsidy) NOTICES													
3														
4														
5														
6														
7	Item No.	Description	Basis of Award											
8	I.	PROCESSING/FORMATTING FILES:												
9		Processing/Formatting Files.....Per mailer.....	14	\$ 300.00	4,200.00	\$ 3.50	49.00	\$ 50.00	700.00	NC	-	\$ 275.00	3,850.00	
10	II.	COMPOSITION:												
11		Envelopes.....per envelope.....	21	\$ 100.00	2,100.00	\$ 75.00	1,575.00	\$ 50.00	1,050.00	NC	-	\$ 150.00	3,150.00	
12	III.	Wire Transmission Test:												
13	(a)	Wire Transmission Test.....	1	NC	-	\$ 5,000.00	5,000.00	\$ 300.00	300.00	\$ 10,000.00	10,000.00	\$ 2,600.00	2,600.00	
14	IV.	PRINTING/IMAGING, BINDING AND CONSTRUCTION:												
15	(a)	*Daily make ready/setup charge.....	252	\$ 115.00	28,980.00	\$ 100.00	25,200.00	\$ 180.00	45,360.00	NC	-	\$ 320.00	80,640.00	
16	(b)	Notices/Scannable Forms: Mailers 1-6 and Mailers 8-10 including printing and the imaging of personalized variable information												
17	per 1000 pages.....	25,932	\$ 9.60	248,947.20	\$ 11.00	285,252.00	\$ 11.06	286,807.92	\$ 9.00	233,388.00	\$ 6.50	168,558.00	
18	©	Personalized Summary Sheets and CMS Letter: Mailers 3-7, 9, & 10 including printing and the imaging of personalized variable information.....per 1,000 pages.....	1,706	\$ 12.00	20,472.00	\$ 11.00	18,766.00	\$ 5.28	9,007.68	\$ 9.00	15,354.00	\$ 6.50	11,089.00	
19	(d)	Notices/Scannable Forms: Bulk Mailers 1BL through 4BL, and Mailer 7 form including 2-D barcoding.....per 1,000 pages.....	17,488	\$ 4.00	69,952.00	\$ 11.00	192,368.00	\$ 3.30	57,710.40	\$ 9.00	157,392.00	\$ 6.50	113,672.00	
20	€	Summary Sheet: Bulk Mailers 3BL and 4BL.....per 1,000 pages.....	12	\$ 15.00	180.00	\$ 11.00	132.00	\$ 5.28	63.36	\$ 9.00	108.00	\$ 6.50	78.00	
21	(f)	BRM Return Envelopes (5-3/4 x 8-3/4").....per 1,000 envelopes.....	4,634	NC	-	\$ 6.00	27,804.00	\$ 10.38	48,100.92	NC	-	\$ 7.73	35,820.82	
22	(g)	Mail out envelopes with window (6-1/8 x 9-1/4"per 1,000 envelopes.....	3,028	NC	-	\$ 8.00	24,224.00	\$ 15.24	46,146.72	NC	-	\$ 9.89	29,946.92	
23	(h)	Mail out envelopes without window (6-1/8 x 9-1/4"per 1,000 envelopes.....	1,606	NC	-	\$ 7.00	11,242.00	\$ 15.24	24,475.44	NC	-	\$ 10.01	16,076.06	
24	V.	PAPER: (PER 1,000 LEAVES)												
25	(a)	Notices/Scannable Forms and Inserts: White OCR Bond (20-lb.).....	25,853	\$ 7.50	193,897.50	\$ 6.00	155,118.00	\$ 6.72	173,732.16	\$ 6.50	168,044.50	\$ 14.62	377,970.86	
26	(b)	CMS Letter: International Paper, Springhill, Opaque Offset Gray (50-lb.).....	580	\$ 8.00	4,640.00	\$ 10.00	5,800.00	\$ 9.55	5,539.00	\$ 11.00	6,380.00	\$ 18.31	10,619.80	
27	©	BRM Return Envelope: White Writing (20-lb.).....	4,634	\$ 18.00	83,412.00	\$ 12.00	55,608.00	\$ 10.38	48,100.92	\$ 13.00	60,242.00	\$ 9.22	42,725.48	
28	(d)	Mail out Envelope with window: White Kraft Envelope (24-lb.), or at contractor's option, White Offset Book (50-lb.).....	3,028	\$ 22.00	66,616.00	\$ 16.00	48,448.00	\$ 15.24	46,146.72	\$ 23.00	69,644.00	\$ 14.36	43,482.08	
29	€	Mail out Envelope without window: White Kraft Envelope (24-lb.), or at contractor's option, White Offset Book (50-lb.).....	1,606	\$ 22.00	35,332.00	\$ 15.00	24,090.00	\$ 15.24	24,475.44	\$ 23.00	36,938.00	\$ 14.36	23,062.16	
30	VI.	INSERTING AND MAILING:												
31	(a)	Inserting all required materials into window mail-out envelope (Mailers 1-10).....per 1000 mailers.....	3,028	\$ 48.00	145,344.00	\$ 35.00	105,980.00	\$ 45.88	138,924.64	\$ 50.00	151,400.00	\$ 53.57	162,209.96	
32	VII.	INSERTING, PACKING AND DISTRIBUTION:												
33	(a)	Inserting all required materials into mail-out envelope and packaging (1BL-4BL).....per 1000 mailers.....	1,606	\$ 37.00	59,422.00	\$ 42.00	67,452.00	\$ 26.71	42,896.26	\$ 50.00	80,300.00	\$ 65.02	104,422.12	
34	VIII.	CERTIFIED/REGISTERED MAIL:												
35	(a)	Certified/Registered mailing.....per 100 mailers.....	6	\$ 100.00	600.00	\$ 185.00	1,110.00	\$ 138.41	830.46	\$ 100.00	600.00	\$ 5,868.00	35,208.00	
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46		CONTRACTOR TOTALS			\$964,094.70		\$1,055,218.00		\$1,000,368.04		\$989,790.50		\$1,265,181.26	
47		DISCOUNT		0.00%	\$0.00		2.00%	\$21,104.36	0.25%	\$2,500.92	1.00%	\$9,897.91	1.00%	\$12,651.81
48		DISCOUNTED TOTALS			\$964,094.70		\$1,034,113.64		\$997,867.12		\$979,892.59		\$1,252,529.45	



January 12, 2016

AMENDMENT NO. 3

RE: PROGRAM 272-S

SPECIFICATIONS AMENDED

Bid opening date remains January 13, 2016.

Program 272-S is hereby amended to the extent that on page 48 of 49 of the contract specification, under the "Schedule of Prices," the mailers specified for line item IV.(b) is changed *from* Mailers 1, 2, and 8 *to* Mailers 1 through 6 and 8 through 10, as follows:

DELETE:

IV.(b) Notices/Scannable Forms: Mailers 1, 2, and 8
including printing and the imaging of personalized
variable information.....per 1,000 pages\$ _____

INSERT:

IV.(b) Notices/Scannable Forms: Mailers 1 - 6 and Mailers 8 - 10
including printing and the imaging of personalized
variable information.....per 1,000 pages\$ _____

Balance of specifications remains the same.

Acknowledge on bid or amend bid by letter to the U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, Washington, DC 20401, M/F: Program number, bid opening date and time. Facsimile amended bids/letters in response to this amendment are permitted. Facsimile bids/letters may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date and time must be specified with the amended bid/letter. Refer to Amendments to Solicitations in the Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered amended bids/letters are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening date and time, may be reason for bid being judged nonresponsive.

Authorized by:

JAMES A. MCWILLIAMS
Contracting Officer
Customer Services, DC Team 1

Written by: mrn



January 12, 2016

AMENDMENT NO. 2

RE: PROGRAM 272-S

SPECIFICATIONS AMENDED

Bid opening date remains January 13, 2016.

Program 272-S is hereby amended to the extent that the schedule for the contractor submission and Government review of the System Security Plan and the Security Assessment Package is added as specified below.

On page 5 of 49 of the contract specification, under the section for the External Service Providers (ESP), paragraph (e), add the following language:

The *prospective* contractor is to furnish the System Security Plan within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative.

This plan is subject to review and approval by the Government and award will not be made prior to approval of same. The Government reserves the right to waive some or all of this plan. If the Government requests additional information after review of the System Security Plan, the contractor must submit updated plans within two (2) workdays of request.

Once the System Security Plan has been approved and contract award is made, the *awarded* contractor is to furnish the Security Assessment Package within 10 workdays of contract award.

The Government will approve, conditionally approve, or disapprove the Security Assessment Package within 10 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 therefore.

If the Security Assessment Package is disapproved by the Government, the Government, at its option, may require the contractor to submit an updated package for review, within five (5) workdays of notification to do so and under the terms and conditions specified in the notice of rejection. Such additional packages shall be furnished, and necessary changes made, at no additional cost to the Government. The Government will require the time specified above to review any updated packages.

In the event that the updated package is disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default.

CO Initials

Balance of specifications remains the same.

Acknowledge on bid or amend bid by letter to the U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, Washington, DC 20401, M/F: Program number, bid opening date and time. Facsimile amended bids/letters in response to this amendment are permitted. Facsimile bids/letters may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date and time must be specified with the amended bid/letter. Refer to Amendments to Solicitations in the Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered amended bids/letters are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC time, Monday through Friday. Follow the instructions in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

Failure to acknowledge receipt of this amendment, by amendment number, prior to bid opening date and time, may be reason for bid being judged nonresponsive.

Authorized by:

JAMES A. MCWILLIAMS
Contracting Officer
Customer Services, DC Team 1

Written by: mrn



December 22, 2015

AMENDMENT NO. 1

RE: PROGRAM 0272-S

SPECIFICATIONS AMENDED

Bid opening date remains January 13, 2016.

On page 1 of 49, under NOTE:

DELETE:

Exhibits J and L and all references within the contract.

ADD:

Exhibit K to the remaining exhibits.

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

Authorized by:

BRIAN T. COLEMAN
Customer Services

Written by: lp

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
MEDICARE (Part D Subsidy) NOTICES:

Application for Help with Medicare Prescription Drug Plan Costs Notices
(SSA-1020-OCR-SM, SSA-1020-OCR-SM-CERTIFIED, SSA-1020-OCR-SM-SP, SSA-1020-OCR-SM-SP-CERTIFIED, SSA-1020B-OCR-SM, and SSA-1020B-OCR-SM-SP)

Reporting A Change That May Affect Your Extra Help with Medicare Prescription Drug Plan Costs
(SSA-1026-OCR-SM-SCE, SSA-1026-OCR-SM-SCE-CERTIFIED, SSA-1026-OCR-SM-SCE-SP, SSA-1026-OCR-SM-SP-CERTIFIED, SSA-1026B-OCR-SM, and SSA-1026B-OCR-SM-SP)

Review of Your Eligibility for Extra Help with Medicare Prescription Drug Plan Costs
(SSA-1026-OCR-SM-REDE, SSA-1026-OCR-SM-REDE-CERTIFIED, SSA-1026-OCR-SM-REDE-SP, and SSA-1026-OCR-SM-REDE-SP CERTIFIED)

CMS Redeeming Letter and Application for Help with Medicare Prescription Drug Plan Costs
(SSA-1020B-OCR-SM or SSA-1020B-OCR-SM-SP)

as requisitioned from the U.S. Government Publishing Office (GPO)
by the
Social Security Administration (SSA)
Single Award

TERM OF CONTRACT: The base term of this contract is for approximately 15 months for the period beginning Date of Award and ending May 31, 2017, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in Section 1 of this contract.

Contractor interfacing with SSA's National File Transfer Management System (FTMS) for electronic transmission of files from SSA to the production facility commence immediately after Award and must be completed no later than 90 workdays prior to start of live production. Transmission of live production files will commence on June 1, 2016. (Orders for bulk material will be available from Date of Award).

BID OPENING: Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, January 13, 2016.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: PPSGB, 732 North Capitol Street NW, 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, PLEASE NOTE: This program was formerly Program 212-S. These specifications include matched mailing language (personalized notices imaged with recipients name (and other personal information) will be matched with the scannable forms (which contain 2-D barcodes with personalized data) for the same recipient). In addition, special attention is directed to the "Public Trust Security" and "100% Accountability of Production and Mailing" language requirements.

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 placed on the Internet. A complete copy of the specifications, including Exhibit pages (A through M), may be obtained from the GPO Bid Room, by request, at (800) 368-5762 or (202) 512-0526. For information of a technical nature call **Linda Paddy** (202) 512-0310 (No collect calls) or email lpaddy@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. 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 laser / ion deposition imaging of variable data at a minimum of 600 x 600 dpi for notices, folding, and inserting. Any bidder who cannot perform the predominant functions will be declared non-responsive. Contract Clause 6, “Subcontracts,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.6-01), is modified to permit subcontracting of the printing of the envelopes and the static portion of the forms. The contractor will be limited to using only one subcontractor to print the static portion of the forms.

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

If the contractor needs 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 subcontractor is not approved by the Government, then the contractor must submit new subcontractor information to the Government for approval 60 calendar days prior to the start of production at that facility.

If the contractor plans to enter into a “Contractor Team Arrangement”, or Joint Venture, to fulfill any requirements of this contract, all parties 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 Attributes -- Level III.
- (b) Finishing 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.
- (c) Transparent, low gloss, poly-type window material, covering the envelope window, must pass a readability test with a rejection rate of less than 1/4% when run through a USPS OCR scanner.
- (d) Exception: ANSIX3.17 “Character Set for Optical Character Recognition (OCR-A)” shall apply to these specifications. The revisions of this standard are effective as of the date of this contract are those which shall apply.
- (e) Exception: The PDF417 2-D barcodes must be in accordance with the requirements of ANSI MH 10.8.3M unless otherwise specified.

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	O.K. Press Sheets

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

ANSI Standards may be obtained from the American National Standards Institute, 25 West 43rd Street, 4th Floor, New York, NY 10036.

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication Camera Copy/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

IMPORTANT INFORMATION: The scannable forms produced under these specifications must be guaranteed to function properly when processed through the High Speed Scanner equipment at SSA. SSA will be using Top Image Systems scanning software to process the images and OCR engines to do the OCR/ICR recognition. The 2-D barcodes will be read during scanning by proprietary software from the scanner manufacturer.

Forms require precision, spacing, printing, trimming and folding to guarantee proper processing.

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 no 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 this contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to May 31, 2017 (approximately 15 months) and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending November 30, 2015 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.

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

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

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

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

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor’s bid price(s) for line items V. (a) through (d) in the “SCHEDULE OF PRICES” and will be effective on the first day of any month for which prices are to be adjusted.

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

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

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 post award 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, Form SSA-301 (See Exhibit A). A copy of this signed certification must be forwarded to: SSA, Division of Printing Management (Exhibit K).
- (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.

The following general security requirements apply to all External Service Providers (ESP).

- (a) The solution must be located in the United States¹, its territories or possessions.
- (b) Upon request from the SSA Printing Management Branch (Exhibit K), the vendor shall provide access to the hosting facility to the US Government or authorized agents for inspection and facilitate an on-site security risk and vulnerability assessment.
- (c) The solution must meet Federal Information Processing Standards (FIPS) and guidance developed by the National Institute of Science and Technology (NIST) under its authority provided by the Federal Information Security Management Act (FISMA) to develop security standards for federal information processing systems, and Office of Management and Budget's (OMB) Circular A-130 Appendix III.
- (d) Solutions classified as Cloud Service Providers (CSP) must adhere to additional FedRAMP security control requirements. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements CSPs must have a security control assessment performed by a Third Party Assessment Organization².
- (e) Before SSA provides data to the vendor, the vendor shall submit a System Security Plan (SSP) which documents how the solution implements security controls in accordance with the designated FIPS 199 security categorization and the Minimum Security Requirements for Federal Information and Information Systems which requires the use of NIST SP 800-53 or the vendor shall provide a Security Assessment Package (SAP) completed by either an independent assessor³ or another federal agency.
- (f) SSA will consider a self-assessment of security controls for solutions that do not involve sensitive information or PII⁴.

“United States” means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, and Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act (43 U.S.C. 1331, et seq.), but does not include any other place subject to U.S. jurisdiction or any U.S. base or possession within a foreign country (29 CFR 4.112).

A Third Party Assessment organization is an organization that has been certified to help cloud service providers and government agencies meet FedRAMP compliance regulations.

Independent assessor is any individual or group capable of conducting an impartial assessment of security controls employed within or inherited by an information system.

PII is any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

NOTE: See EXHIBIT J for References for External Service Providers (ESP).

Physical Security: Contractor’s facilities storing SSA assets and information are required to meet the Interagency Security Committee’s standard for federal facilities. This information can be found in the “Facility Security Plan: An Interagency Security Committee Guide,” dated February 2015, 1st Edition. SSA reserves the right to inspect Contractor facilities to ensure compliance with the ISC guidelines. If facilities are found deficient, the Contractor must implement corrective actions within 60 days of notification. Requirements can include but not limited to the following physical security countermeasures; such as access control systems, closed circuit television systems, intrusion detection systems, and barriers.

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 is “any information which can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc., alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.”.

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.
- Prohibited from having any mobile devices or cameras in sensitive areas that contain any confidential materials. This includes areas where shredding and waste management occurs.

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 and Suitability Requirements."

NOTE: "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.

Upon award, the contractor must provide to SSA an applicant listing of all individuals for whom the contractor is requesting a suitability determination (i.e., background investigation).

This listing should include the following:

- the contractor's name
- the contract number
- the contractor's point of contact (CPOC) name
- the CPOC's contact information including email address
- each applicant's full name
- each applicant's Social Security Number (SSN)
- each applicant's date of birth
- each applicant's place of birth (must show city and state if born in the United States (U.S.) OR city and country if born outside of the U.S.)

The contractor should submit the applicant listing upon contract award. The background investigation process will not start until the applicant listing is submitted.

Send the applicant listing via Fax to CPSPM Suitability Team (410)-966-0640 or via U.S. Mail to: SSA, CPSPM Suitability Team, 2601 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235.

Once SSA receives and reviews the applicant listing, SSA will initiate the Electronic Questionnaire for Investigations Process (eQIP). SSA will email notification to the CPOC that applicants have been invited into the eQIP website to electronically complete their background investigation form. The CPOC will provide the website to the applicants to complete their eQIP form. **The applicant will have up to fourteen (14) calendar days to complete the eQIP form.** The fourteen (14) day timeframe begins once SSA notifies the CPOC of the eQIP invitation(s). The applicant must print the signature pages of the form (pages 7 through 9 of SF 85P), (Sample Form SF85P, Exhibit C), sign the signature pages, and then provide the signed originals to the CPOC.

The following is a list of forms each contractor employee is responsible to for completing:

- Original signed and dated eQIP signature pages (pages 7 through 9 of SF 85P) as specified in the above paragraph.
- Two (2) "Fingerprint Cards" (FD-258, Exhibit D) (**NOTE:** The contractor will absorb the costs for obtaining fingerprints).
- One (1) "Declaration for Federal Employment" (Optional Form 306, Exhibit E).
- One (1) "Fair Credit Reporting Act Authorization Form (FCRA)" (Exhibit F).
- For a non-U.S. citizen, one (1) legible photocopy of the work authorization permit and social security card

The CPOC must ensure all paper forms are fully completed and signed prior to submission to SSA. For new contract employees hired during the contract term, forms must be submitted at least 15 workdays prior to working under the contract. The fingerprint cards and all paper forms must be legible or typed in black ink and all signatures must be in black ink. There must be no "breaks" in residences or employment. SSA requires complete addresses, including zip codes and phone numbers. It is the responsibility of the contractor to ensure fingerprint cards are processed through their local police departments or other authorized finger printers. SSA must receive forms within 30 calendar days of signature and date. SSA will return forms not fully completed back to the contractor.

Forms may be obtained by calling SSA Personnel Security Suitability Program Officer (SPO) Vernon Collins at 410-965-3329.

The CPOC shall submit one cover sheet to SSA containing the names of all of the individuals for whom the contractor is submitting completed paperwork. This cover sheet should include the contract number, each applicant's full name, each applicant's SSN, each applicant's date of birth, and each applicant's place of birth. Submit this cover sheet along with the completed paper forms and two FD-258 fingerprint charts for each applicant to: SSA, CPSPM Suitability Team, 2601 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235.

Simultaneously, the CPOC must submit a copy of the cover sheet **ONLY** to the SSA Printing Management Branch (Exhibit K).

Suitability Determination

A Federal Bureau of Investigation fingerprint check will be used as part of the basis for making a suitability determination. This determination is final unless information obtained during the remainder of the full background investigation, conducted by the Office of Personnel Management, is such that SSA would find the contractor personnel unsuitable to continue performing under this contract. CPSPM will notify the CPOC and SSA's Printing Management Branch (Exhibit K), of the results of these determinations.

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 pre-award survey of all of the contractor's computer, printing, and mailing equipment utilized 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.

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

If award is predicated on the purchase of production and/or systems equipment, the contractor must provide purchase order(s) with delivery date(s) of equipment to arrive, be installed and fully functional at least 45 calendar days prior to the start of live production.

PRODUCTION PLANS:

The contractor shall present, in writing, to the Contracting Officer within **ten (10) 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. If the government request additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

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

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

Backup Facility – The failure to deliver these notices/forms/publications 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 locations for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing the notices/forms/publications.

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

Part of the plan must also include the transportation of Government materials from one facility to another. SSA has the option to install a data connection into the contractor's backup facility.

NOTE: All terms and conditions of this contract 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 inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance, inspection and acceptance provisions specified 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.

The quality control plan must account for the number of pieces mailed daily, also cover the security over the postage meters as well as the controls for the setting of the meters.

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, provide for back-up and re-running in the event of an unsatisfactory sample and contain control systems that will detect defective, missing, or mutilated pieces.

The plan should include the sampling interval (minimum pull- first from each file and then one every 4,000 notices) the contractor intends to utilize. The contractor will perform programming to create 2 duplicate notices (Q.C. Documents) at set intervals throughout production and diverted samples at the insertion stage to complete the following:

- One (1) sample will be, inspected and tested by both the press crew and an independent Quality Assurance

Technician who will evaluate compliance of diverted product to contract specifications for the duration of the job.

- One (1) sample will be drawn for the Social Security Administration and will be packed with associated pieces from each print order and shipped weekly, within 3 workdays of completion of each print order, to the Social Security Administration. (address to be supplied at the post award meeting).

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.

This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

The contractor must maintain quality control samples, inspection reports and records for a period of no less than 120 calendar 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.

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 Medicare 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 system plan shall demonstrate the contractor's ability to provide complete hardware and software compatibility with SSA's existing network (see "WIRE TRANSMISSION" for additional information). The contractor must complete a System Plan (see Exhibit G).

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(s) plans to use a consultant for either print, a resume must still be included. This plan must show that the programmer(s) is skilled in the handling and programming of 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 and International Mail Manuals in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin. The contractor must also disclose how they will achieve multi-level USPS automated presort postal discounts as outlined in the contract.

Material Handling and Inventory Control – 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. If a subcontractor will be handling SSA 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 subcontractors 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 – The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractors are cautioned that no Government provided information shall be used for non-Government business. Specifically, no Government information shall be used for the benefit of a third party.

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

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party.
- (2) How the disposal of waste materials will be handled.
- (3) How all applicable Government- mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and / or subcontractor(s).
- (4) Contractors classified as Cloud Service Providers (CSP) must adhere to additional FedRAMP security control requirements. CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO) (see Exhibit M), additional information is also available at <http://www.gsa.gov/portal/category/102371>.
- (5) The contractor shall submit a System Security Plan which documents how the solution implements security controls in accordance with the designated FIPS 199 security categorization and the Minimum Security Requirements for Federal Information and Information Systems which requires the use of NIST SP 800-53 or the vendor shall provide a Security Assessment Package (SAP) completed by either an independent assessor or another federal agency. (See Exhibit M).

Materials: How all accountable materials will be handled throughout all phases of production?

Production Area – The contractor must provide a secure area(s) dedicated to the processing and storage of data for notices, 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 notices.

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.

Contractor must have, in place, a building security system that is monitored 24 hours a day, seven (7) days a week, and a badging/keypunch system that limits access to Government materials (data processing center/production facility and other areas where Government materials with PII are stored or are accessible) that is only accessible by approved personnel. Contractor must present this information, in detail, in the production plans.

Disposal of Waste Materials – The contractor is required to demonstrate how all waste materials used in the production of sensitive SSA records will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. Definitively *destroying* the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

The contractor, at a minimum, must crosscut shred all documents into squares not to exceed one-quarter inch. All documents to be destroyed cannot leave the security of the building and must be destroyed at contractor's printing site. The contractor must specify the method planned to dispose of the material.

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.

NOTE: SSA-1020 series forms, the sequential number should be placed in the right bottom corner of page 1 and 3 of the constructed notice/application forms. SSA-1026 series forms, the sequential number should be placed in the right bottom corner of the Summary Sheet, page 1 and page 3 of the constructed notice/application forms.

Recovery System: A recovery system will be required to ensure that all defective, missing and/or mutilated pieces detected are identified, reprinted and replaced. The contractor's recovery system must use the unique alpha/numeric identifiers assigned to each piece (including quality control samples) to aid in the recovery and replacement of any defective, missing, and/or 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 must 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: Contractor must have all hardware, programming and finalized reports in place to meet this requirement arrive at least 90 calendar days prior to the start of live production, on or near June 1, 2017. Contractor must submit a sample of their proposed Audit and Summary reports with the required Pre-Award production plans for approval. 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 identifies, remove and reprint all effected notices.

Mailing integrity shall be defined as follows:

- All notices received from SSA for each file date 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 the following:

- (a) Uniquely identifying each notice and corresponding notice leaves within each individual file by mailer number and file date.
- (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- due to inserting equipment limitations, the contractor can divert and insert by hand notices over 50 leaves. These notices, to ensure notice integrity, are to be scanned and collated by an automated process prior to manual handling for inserting. The completed mail package must then be processed through exit scanning. The event log report must show these as "50+ Manual".
- (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 individual file by mailer number and file date. 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 and 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 mailer number, file date, and for each notice (manual inputs are not allowed). This audit report will contain detailed information for each notice as outlined above for each individual file by mailer number and file date. Contractor must maintain this information for a six-month period after mailing.
- (i) Audit report must contain the following information:
1. Job name
 2. Mailer number, file date 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 mailer number and file date are accounted for.
- (j) Contractor must generate a **final automated 100% accountability summary report** for each individual file by mailer number and file date. This information must be generated directly from the audit report, manual inputs are not allowed. The summary report must contain the following:
1. Job information - Job name, file date, Mailer #, piece quantity, sequence start and end number, if multiple batches for a single file include number of batches and batch number, i.e. 1 of 4, due date, etc.
 2. Volume of sequence numbers associated with an individual file by mailer number and file date that were inserted and date completed.
 3. Volume of reprints that were inserted for each file date and when completed.
 4. Total volume inserted for each file date and final date that each batch was completed.

NOTE: A PDF copy of the summary report(s) and matching USPS 3607R and/or GPO 712 form(s) must be submitted to SSA, Printing Management Branch, Baltimore, MD, (Exhibit K) for each file date within 24 hours of mailing.

NOTE: Contractor must submit a sample of their Audit and Summary reports (Exhibit H) 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 210 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 Foreign Notices Pulls from File Prior to Production: The contractor is to remove foreign notices from files transmitted prior to production of the files.

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 private office of not less than 150 square feet, furnished with at least one desk, two swivel arm chairs, secure internet access for Government laptop computers, a work table, and two four-drawer letter-size files with combination padlock, pendaflex file folders, or equal.

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, imaging, folding, inserting, 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 coordinators 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 at the Social Security Administration, Baltimore, MD, immediately after award.

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

PREPRODUCTION MEETING: A preproduction meeting covering the printing, imaging, folding, inserting, 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. The contractor shall present and explain their final plan for the printing, imaging, folding, inserting, 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.

In addition, the contractor shall be prepared to present detailed production plans, including such items as quality assurance, projected commencement dates, equipment loading, pallet needs, etc. The contractor is to provide the name of the representative responsible for the mailing operation and that individual's backup.

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

ASSIGNMENT OF JACKETS, PURCHASE, TASK ORDERS, 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 daily electronic "Task Order" for each job placed with the contractor. A print order will be issued weekly and will indicate the total number of task orders placed and the total number of notices produced that week. The print order will also indicate any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of weekly print orders supplemented by daily electronic task orders. Orders may be issued under the contract from Date of Award through May 31, 2017, plus for such additional period(s) as the contract is extended. All print orders and task 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 or task order. Task orders will be "issued" daily for purposes of the contract and shall detail the

daily volume of notices required. A Print Order (GPO Form 2511) will be used for billing purposes, will be issued weekly, and will cover all daily task orders issued that week.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby.

Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

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

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date, that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders, which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein, which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

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 imaging for ten mailers. Mailers 1, 2 and 8 (English and Spanish language mailers) consisting of a personalized notice/scannable form, a Business Reply Mail (BRM) return envelope, and a mail out envelope; produce keyline over mailing address. Mailers 3, 4, 5, 6, 9, & 10 (English and Spanish language mailers) consisting of a personalized notice/scannable form, a personalized Summary Sheet, a Business Reply Mail (BRM) return envelope, and a mail out envelope; produce keyline over mailing address (*Mailers 3, 4, 5, 6, 9, & 10 are matched mailers.*) Mailer 7 (English language mailer) consist of a personalized notice, non-personalized notice/scannable form (containing 2-D barcode) a Business Reply Mail (BRM) return envelope, and a mail out envelope; produce keyline over mailing address. All mailers requiring such operations as the receipt and processing of wire transmitted data; receipt and processing of CD(s); composition; printing in three ink colors; imaging in black ink (computerized printing); folding; inserting; metering or manifesting; presorting; and mailing.

In addition, these specifications cover the production of bulk mailers 1BL and 2BL (English and Spanish language mailers) consisting of a non-personalized notice/scannable form (containing 2-D barcode), a Business Reply Mail (BRM) return envelope, and a mail out envelope. 3BL and 4BL (English and Spanish language mailers) consisting of a non- personalized notice/scannable form (containing 2-D barcode), a non-personalized Summary Sheet, a Business Reply Mail (BRM) return envelope, and a mail out envelope requiring such operations as composition; printing in three ink colors; folding; inserting, and bulk shipment delivery.

****Note;** contractor is to produce a keyline that appears above the mailing address and shows through the OE window. The keyline must contain the following information, workload (1020 SM, 1020 SM RRB, 1020 SM-SP, 1020 Cert, 1026 SCE, 1026 SCE RRB, 1026 SCE-SP, 1026 SCE Cert, 1026 REDE SM, 1026 REDE SM RRB, 1026 REDE-SM-SP, 1026 REDE Cert), Mailer number, file date (mm/dd) i.e. 1020 SM M1 10-30.

QUANTITY: Mailers 1 through 10: The combined total annual quantity for Personalized Medicare Notices mailers will be approximately 3,028,300 mailers. A breakdown for each mailer follows:

Mailers	Title	Form Number	Quantity
1	<i>Application for Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (English) (Computerized imaging of variable data required) Mailing Package</i>	<i>SSA-1020-OCR-SM</i>	<i>2,078,000</i>
2	<i>Application for Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (Spanish) (Computerized imaging of variable data required) Mailing Package</i>	<i>SSA-1020-OCR-SM-SP</i>	<i>97,000</i>
3	<i>Reporting A Change That May Affect Your Extra Help with Medicare Prescription Drug Plan Costs Summary Notice and Scannable Form (English) (Computerized imaging of variable data required) Mailing Package</i>	<i>SSA-1026 -OCR-SM-SCE</i>	<i>12,000</i>
4	<i>Reporting A Change That May Affect Your Extra Help with Medicare Prescription Drug Plan Costs Summery Notice and Scannable Form (Spanish) (Computerized imaging of variable data required) Mailing Package</i>	<i>SSA-1026-OCR-SM-SCE-SP</i>	<i>600</i>

5	<i>Review of Your Eligibility for Extra Help with Medicare Prescription Drug Plan Costs Summary Notice and Scannable Form (English) (Computerized imaging of variable data required) Mailing Package</i>	<i>SSA-1026-OCR-SM-REDE</i>	<i>250,000</i>
6	<i>Review of Your Eligibility for Extra Help with Medicare Prescription Drug Plan Costs Summary Notice and Scannable Form (Spanish) (Computerized imaging of variable data required) Mailing Package</i>	<i>SSA-1026 -OCR-SM-REDE-SP</i>	<i>10,000</i>
7	<i>CMS Redeeming Letter (English / Spanish) with Application for Help with Medicare Prescription Drug Plan Costs Scannable Form (English) Mail out and return Envelopes)</i>	<i>SSA-1020B-OCR-SM SSA-1020B-OCR-SM-SP</i>	<i>550,000 30,000</i>
8	<i>Application for Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (English or Spanish) (Computerized imaging of variable data required) Certified Mailing Package (M8 = Mailer 1 & 2 Certified Mail)</i>	<i>SSA-1020B-OCR-SM or SSA-1020B-OCR-SM-SP</i>	<i>500</i>
9	<i>Reporting A Change That May Affect Your Extra Help with Medicare Prescription Drug Plan Costs Summary Notice and Scannable Form (English or Spanish) (Computerized imaging of variable data required) Certified Mailing Package(M9= Mailer 3 & 4 Certified Mail)</i>	<i>SSA-1026 -OCR-SM-SCE or SSA 1026-OCR-SM-SCE-SP</i>	<i>50</i>
10	<i>Review of Your Eligibility for Extra Help with Medicare Prescription Drug Plan Costs Summary Notice and Scannable Form (English & Spanish) (Computerized imaging of variable data required) Certified Mailing Package(M10= M5& M6 Certified Mail)</i>	<i>SSA-1026-OCR-SM-REDE or SSA-1026-OCR-SM-REDE -SP</i>	<i>150</i>

Bulk shipment mailers, shown below, **DO NOT** require computerized imaging of variable data. All bulk shipment mailers must contain the 2-D barcode (See “PRINTING” for additional information).

Bulk Mailers: The combined total annual quantity for the bulk mailers (Mailers 1BL through 4BL) will be approximately 1,606,000 mailers. A nationwide distribution may be required; when the Government revises the bulk mailers (see DISTRIBUTION for additional information). A breakdown for each bulk mailer follows:

Bulk Mailer	Title	Form Number	Quantity
1BL	<i>Application for Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (English) Mail out and Return Envelopes (Bulk Shipment)</i>	<i>SSA-1020B-OCR-SM</i>	<i>1,500,000</i>
2BL	<i>Application for Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (Spanish) Mail out and Return Envelopes (Bulk Shipment)</i>	<i>SSA-1020B-OCR-SM-SP</i>	<i>100,000</i>
3BL	<i>Review of Your Eligibility for Extra Help with Medicare Prescription Drug Plan Costs Summary Notice and Scannable Form (English) Mail out and Return Envelopes (Bulk Shipment)</i>	<i>SSA-1026B-OCR-SM</i>	<i>5,000</i>

4BL	<i>Review of Your Eligibility For Extra Help with Medicare Prescription Drug Plan Costs Summary Notice and Scannable Form (Spanish) Mail out and Return Envelopes (Bulk Shipment)</i>	<i>SSA-1026B-OCR-SM-SP</i>	<i>1,000</i>
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NOTE: The bulk shipment quantities are approximate and the Government reserves the right to increase or decrease the combined annual (total) quantity by 20%. Exact quantities will be furnished with bulk shipment distribution lists.

NOTE: During the term of this contract, the Government expects to develop new notice workloads with the same requirements as the ten (10) notice workloads with computerized imaging of variable data described by these specifications. All terms and conditions in this specification will apply to these future notice workloads. It is estimated that approximately one (1) to four (4) new notice workloads may be added during the term of this contract.

Personalized Medicare notice mailers are English and Spanish represented by the following data set names:

DATA SET NAMES*

Mailer 1 (SSA-1020-OCR-SM)	MMAPPNOT.VEND101.RTST1116
Mailer 2 (SSA-1020-OCR-SM-SP)	MMAPPNOT.VEND1SP.RTST1116
Mailer 3 (SSA-1026-OCR-SM-SCE)	MMAPPNOT.VEND101.RTST1116
Mailer 4 (SSA-1026-OCR-SM-SCE-SP)	MMAPPNOT.VEND1SP.RTST1116
Mailer 5 (SSA-1026-OCR-SM-REDE)	MMAPPNOT.VEND101.RTST1116
Mailer 6 (SSA-1026-OCR-SM-REDE-SP)	MMAPPNOT.VEND1SP.RTST1116
Mailer 7 (CMS-Letter/SSA-1020B-OCR-SM / SSA-1020B-OCR-SM-SP)	MMAPPNOT.VEND101.RTST1116
Mailer 8 (SSA-1020-OCR-SM) / (SSA-1020-OCR-SM-SP) Certified	MMAPPNOT.MEDCRTEN.RTST1116
Mailer 9 (SSA-1026-OCR-SM-SCE) / (SSA-1026-OCR-SM-SCE-SP) Certified	MMAPPNOT.MEDCRTEN.RTST1116
Mailer 10 (SSA-1026-OCR-SM-REDE) / (SSA-1026-OCR-SM-REDE-SP) Certified	MMAPPNOT.MEDCRTEN.RTST1116

***The data set names listed throughout these specifications are not the final data set names that will be transmitted to the contractor. The actual data set names will be provided to the contractor at the post award meeting.**

GOVERNMENT TO FURNISH:

Manuscript copy for eleven (11) Mail out envelopes and eleven (11) BRM return envelopes

Manuscript for the recycled paper logo and legend (English)

Manuscript for all notices

Camera Copy, TIF, JPEG, or PDF for SSA and CMS logos

PS Form 3615, Mailing Permit Application and Customer Profile (1 for SSA 1 for CMS)

GPO Form 712 (Certificate of Conformance)

CASS certificate and NCOA certificate (Except for RRB Files and CASS for CMS files)

Instruction form for Small Package Common Carrier Billing

Social Security Administration (SSA) will transmit all distribution data electronically.

NOTE: The distribution files can be, Comma Quote Delimited (with this format you will receive a distribution summary sheet) and CSV formats. In some instances, you could receive both formats for one job.

Distribution files will consist of address data and quantity requirements for each address. Some files may include a summary.

TALLY

A tally of address quantities will be furnished with the print order.

The compressed files can open using any modern Zip program. There will be separate spreadsheets for domestic and international mail.

Government has the option to incorporate the Intelligent Mail Barcode (IMB) for zip codes into the distribution.

It is the contractor's responsibility to write a program to produce labels

NOTE: The contractor will no longer receive the SSA-813 form.

Exhibit A, Contractor Personnel Security Certification (SSA-301 form)

Exhibit B, Security and Suitability Requirements

Exhibit C, Questionnaire for Public Trust Positions (Standard Form 85P)

Exhibit D, Fingerprint Cards (FD-258)

Exhibit E, Declaration for Federal Employment (Optional Form 306)

Exhibit F, Fair Credit Reporting Act Authorization Form

Exhibit G, System Plan

Exhibit H, Audit and Summary Report

Exhibit I, Record Layout Specifications(will be provided at time of award)

Exhibit J, References for External Service Providers (ESP)

Exhibit K, SSA and GPO Personnel Contact Information Key

Exhibit L: Daily Meter Activity Report

Exhibit M: Third Party Assessment Organization (3PAO) Documents

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

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 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 the Government selects a VPN Internet connection method, 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 the Government selects a dedicated circuit transmission, 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.

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.

Secure File Transfer Protocols (SFTP) Site: Contractor is required to set up, establish and maintain an SFTP site that multiple users at SSA can access for passing PDF notice validation samples containing PII to SSA and back. Contractor cannot send PDF notices with PII via email.

FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS: The contractor shall provide the capability to interface with SSA’s National File Transfer Management System (FTMS) for electronic transmission of notice 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, Managed File Transfer (formerly known as Cyberfusion Integration Suite) software from TIBCO. The Contractor may implement the Managed File Transfer Platform Server that has embedded software encryption capable of being enabled. The personal computers/servers must have the capability to run Managed File Transfer 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 Managed File Transfer 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 Managed File Transfer 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 per day, 7 days per 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.

It is the contractor's responsibility to notify SSA in the event that any transmissions cannot be processed due to media problems, link problems or data transmission circuit/connection outages, the contractor shall immediately notify SSA's HELP DESK operations (available 24/7) at 877-697-4889 and report required observations and findings.

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

MAKE-UP OF MAILERS:

A record will be transmitted for each mailing address. The records will contain all the data relevant for the mailing of an associated mail piece.

Personalized and Bulk Shipment Medicare notice mailers page count and make-up below:

Personalized Mailers:

Mailer 1 - 8 printed pages – 8 page Personalized English Notice/Scannable English Form (SSA-1020-OCR-SM), BRM Envelope and Mail out Window Envelope

Mailer 2 - 8 printed pages – 8 page Personalized Spanish Notice/Scannable Spanish Form (SSA-1020-OCR-SM-SP), BRM Envelope and Mail out Window Envelope

Mailer 3 - 10 printed pages – 2 page Personalized English Summary Notice, 8 page Personalized Scannable English Form (SSA-1026-OCR-SM-SCE), BRM Envelope and Mail out Window Envelope

Mailer 4 - 10 printed pages – 2 page Personalized Spanish Summary Notice, 8 page Personalized Scannable Spanish Form (SSA-1026-OCR-SM-SCE-SP), BRM Envelope and Mail out Window Envelope

Mailer 5 - 10 printed pages – 2 page Personalized English Summary Notice, 8 page Personalized Scannable English Form (SSA-1026-OCR-SM-REDE), BRM Envelope and Mail out Window Envelope

Mailer 6 - 10 printed pages – 2 page Personalized Spanish Summary Notice, 8 page Personalized Scannable Spanish Form (SSA-1026-OCR-SM-REDE-SP), BRM Envelope and Mail out Window Envelope

Mailer 7 - 10 printed pages – 2 page Personalized English Letter, 2 Page Personalized Spanish Letter, 8 Non-Personalized English Notice/Scannable English Form (SSA-1020B-OCR-SM), 8 Non-Personalized Spanish Notice/Scannable English Form (SSA-1020B-OCR-SM-SP), BRM Envelope and Mail out Window Envelope

Mailer 8 - 8 printed pages – 8 page CERTIFIED - Personalized English or Spanish Notices/Scannable English Form (SSA-1020-OCR-SM), or Scannable English Form (SSA-1020-OCR-SM-SP), BRM Envelope and Mail out Window Envelope

Mailer 9 - 10 printed pages – 2 page CERTIFIED - Personalized English or Spanish Summary Notices, 8 page Personalized Scannable English Form (SSA-1026-OCR-SM-SCE), or (SSA-1026-OCR-SM-SCE-SP), BRM Envelope and Mail out Window Envelope

Mailer 10 - 10 printed pages – 2 page CERTIFIED-Personalized English or Spanish Summary Notice, 8 page Personalized Scannable English Form (SSA-1026-OCR-SM-REDE), or (SSA-1026-OCR-SM-REDE-SP), BRM Envelope and Mail out Window Envelope

NOTE: Mailer 7 English (ONLY) uses the same bulk form as 1BL .Mailer 7 Spanish (ONLY) uses the same bulk form as 2BL.

Non-Personalized Bulk Mailers:

1BL -8 printed pages – 8 page Non-Personalized English Notice, Scannable English Form (SSA-1020B-OCR-SM), BRM Envelope and Mail out Envelope

2BL -8 printed pages – 8 page **Non-Personalized Spanish Notice/Scannable** English Form (SSA-1020B-OCR-SM-SP), BRM Envelope and Mail out Envelope

3BL -10 printed pages – 2 page **Non-Personalized English Summary Notice**, 8 page **Non-Personalized Scannable English Form (SSA-1026B-OCR-SM)**, BRM Envelope and Mail out Envelope

4BL -10 printed pages – 2 page Non-Personalized Spanish Summary Notice, 8 page Non-Personalized Scannable, Spanish Form (**SSA-1026B-OCR-SM-SP**), BRM Envelope and Mail out Envelope

FOR QUALITY CONTROL AND AUDITING PURPOSES:

The contractor must not merge File dates and mailers during processing, printing and mailing.

All files transmitted by SSA will be physical sequential. Any alteration of the notice content in the file is not permitted.

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, film, or in electronic files must not print on finished product.

FREQUENCY OF ORDERS: Files for the Medicare Notices (Mailers 1,2,3,4,5,6,8,9 & 10) will be electronically transmitted daily.

SPIKE files for Mailers 1, 2, and 8 will be transmitted approximately the 25th of each month, however the transmission could begin as early as the 22nd calendar day of each month or as late as the 27th.

Each year, SSA determines the quantities for **Mailers 5, 6, & 10** (Redetermination Notices), which are processed in August. The majority of the annual quantity is transmitted in one session for processing in August. The quantities will decline during the months of September through January and from February through July the quantities for Mailers 5, 6 and 10 will be minimal. (For additional information, see “PRODUCTION SCHEDULE”.)

In addition, the majority of the quantities for Mailers 5, 6 and 10 will be processed in August. The quantities will decline during the months of September through January. During the months from February through July the quantities for Mailers 5, 6, and 10 will be minimal. (For additional information, see “PRODUCTION SCHEDULE”.)

Files for Mailer 7 are transmitted electronically. Mailer 7 includes an English or Spanish CMS Letter and the SSA-1020B-OCR-SM or SSA-1020B-OCR-SM-SP. The record layout provided for Mailer 7 contains information associated only with this mailer. A separate Excel spreadsheet will be provided for CMS Toll-free numbers for each State to be included in the CMS letter.

The figures indicated below are estimates. The figures show the minimum and maximum quantities required daily for the Medicare Notices, the number of printed pages in a notice and how the notice is to be folded. Exact quantities will not be known until each run is electronically transmitted to the contractor. **NO SHORTAGES WILL BE ALLOWED.**

NOTE: The quantities for Mailers 1 through 10 (and SPIKE runs) are approximate and the Government reserves the right to increase or decrease the combined annual total mailer quantity by 20%. Exact quantities will be furnished with the electronic file.

NOTE: The bulk shipment quantities are approximate and the Government reserves the right to increase or decrease the combined annual (total) quantity by 20%. Exact quantities will be furnished with bulk shipment distribution lists.

Medicare Mailers:

1. SSA-1020-OCR-SM

Daily Minimum: 0
Daily Maximum: 7,400
Printed Pages: 8 pages
Folding: Bi-fold

SSA-1020-OCR-SM

SPIKE Minimum: 80,000
SPIKE Maximum: 150,000
Printed Pages: 8 pages
Folding: Bi-fold

2. SSA-1020-OCR-SM-SP

Daily Minimum: 0
Daily Maximum: 425
Printed Pages: 8 pages
Folding: Bi-fold

SSA-1020-OCR-SM-SP

SPIKE Minimum: 2,000
SPIKE Maximum: 8,000
Printed Pages: 8 pages
Folding: Bi-fold

3. SSA-1026-OCR-SM-SCE

Daily Minimum: 0
Daily Maximum: 125
Printed Pages: 10 pages
Folding: Bi-fold

4. SSA-1026-OCR-SM-SCE-SP

Daily Minimum: 0
Daily Maximum: 25
Printed Pages: 10 pages
Folding: Bi-fold

5. SSA-1026-OCR-SM-REDE*

Daily Minimum: 0
Daily Maximum: 20
Printed Pages: 10 pages
Folding: Bi-fold

SSA-1026-OCR-SM-REDE*

SPIKE Minimum: 88,700
SPIKE Maximum: 450,000
Printed Pages: 10 pages
Folding: Bi-fold

6. SSA-1026-OCR-SM-REDE-SP

Daily Minimum: 0
Daily Maximum: 10
Printed Pages: 10 pages
Folding: Bi-fold

SSA-1026-OCR-SM-REDE-SP*

SPIKE Minimum: 1500
SPIKE Maximum: 15,000
Printed Pages: 10 pages
Folding: Bi-fold

*REDE SPIKE: Represents the bulk of the quantity for **Mailers 5 and 6**, which will be transmitted approximately August 20th in one session. Contractor must process, print and mail the entire quantity within the contract production schedule (see schedule on page 39 for additional information).

7. CMS LETTER and SSA-1020-OCR-SM or SSA-1020-OCR-SM-SP

Annual Minimum: 300,000
Annual Maximum: 580,000
Printed Pages: 10 pages (2 page CMS Letter and 8 page SSA-1020B-OCR-SM)
Folding: Bi-fold

8. SSA-1020-OCR-SM or SSA-1020-OCR-SM-SP CERTIFIED

Annual Minimum: 0
Annual Maximum: 500
Printed Pages: 8 pages - Personalized English or Spanish Notices/Scannable English Form (SSA-1020-OCR- SM), or Scannable Spanish Form (SSA-1020-OCR- SM-SP)
Folding: Bi-fold

9. SSA-1026-OCR-SM-SCE or SSA-1026-OCR-SM-SCE-SP CERTIFIED

Annual Minimum: 0
Annual Maximum: 50
Printed Pages: 2 pages CERTIFIED - Personalized English or Spanish Summary Notices, 8 page Personalized Scannable English Form (**SSA-1026-OCR-SM-SCE**), or (**SSA-1026-OCR-SM-SCE-SP**)
Folding: Bi-fold

10. SSA-1026-OCR-SM-REDE or SSA-1026-OCR-SM-REDE-SP CERTIFIED

Annual Minimum: 0
Annual Maximum: 150
Printed Pages: 2 pages CERTIFIED - Personalized English or Spanish Summary Notices, 8 page Personalized Scannable English Form (**SSA-1026-OCR-SM-REDE**), or (**SSA-1026-OCR-SM-REDE-SP**)
Folding: Bi-fold

****Files for Mailer 7 will be transmitted no later than the Monday following Labor Day. Exact quantities will not be known until live files are produced. No estimated quantities will be provided each year prior to actual live run.**

TRIM SIZES:

Notice/Scannable Forms: 16-3/4 X 10-3/4" flat, folded to 8-3/8 x 10-3/4", with an additional fold down to 8-3/4 x 5-3/8" (two 16-3/4 x 10-3/4" sheets nested together to create an 8-page form). (**NOTE: Forms require precision trimming to guarantee proper processing.**)

Letter and Summary Sheet: 8-1/2 x 11" flat, folded down to 8-1/2 x 5-1/2".

Business Reply Mail (BRM) envelopes: 5-3/4 x 8-3/4"

Mail out Envelopes
(window): 6-1/8 x 9-1/4". (NOTE: Mailers 1 through 7 (personalized) will require a window mail out envelope.)

Mail out Envelopes
(non-window): 6-1/8 x 9-1/4". (NOTE: Bulk Mailers (non-personalized) will require non-window mail out envelope.)

PRIOR TO PRODUCTION TESTS:

Prior to receiving wire transmission of live production data files, the contractor will be required to perform the following tests:

WIRE TRANSMISSION TEST: After the appropriate bandwidth data connection has been installed, the contractor will be required to receive within one (1) workday, data for 580,000 notices (multiple pages). The contractor will be required to perform a record count verification broken down by dataset name within one (1) workday after the complete transmission of the test files.

When the count verification has been successfully completed, the contractor will be required to provide SSA within five (5) workdays, 250 sample documents (25 notices from each of the ten mailers (Mailers 1 through 10). The samples will be produced using the data from each of the files that were transmitted during the wire transmission test.

Samples may be imaged on white paper and contain only variable information. Wire transmission test samples do not require envelopes.

Submit test samples to SSA, Printing Management Branch (See Exhibit K).

(NOTE: The wire transmission test will begin after the Government is notified of the availability of the system.)

PREPRODUCTION PRESS AND MAIL RUN TEST:

The contractor will be required to demonstrate their ability to perform this contract by performing a 12-hour press and mail run test on their equipment and using their personnel. This test is to be completed after the contractor receives materials necessary to perform the tests (envelopes, notices/scannable forms, and Summary Notices).

The government will issue a Print Order to the contractor for the Preproduction 12- hour press and mail run test. Upon successful completion of all test requirements the contractor will be reimbursed for all applicable costs for a production run, according to SECTION 4: SCHEDULE OF PRICES. If the contractor fails to meet all test requirements they will not be reimbursed for any associated costs.

NOTE: The contractor will be required to have all composition, proofing, envelopes, pamphlets, scanning equipment and reports for 100% accountability of production and mailing, completed, available and ready for production prior to the beginning of the test.

The contractor will be required to print and prepare for mailing 15,580 notices. The mailers will be produced in accordance with all contract specifications and USPS regulations. The Government will furnish electronic files for this test if an adequate data connection does not already exist between the contractor's location and the nearest available SSA network interface. (For additional information, see "PREPRODUCTION PRESS AND MAIL RUN TEST".)

During the 12-hour period, the contractor will be required to print and prepare for mailing 15,580 notices as follows :

<u>Mailer</u>	<u>Form/Notices</u>	<u>Quantity</u>
1	SSA-1020-OCR-SM -- Application for Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (English)	10,714
2	SSA-1020-OCR-SM-SP -- Application for Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (Spanish)	571
3	SSA-1026-OCR-SM-SCE -- Statement for Continuing Eligibility for Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (Subsidy Changing Event) (English)	9
4	SSA-1026-OCR-SM-SCE SP -- Statement for Continuing Eligibility for Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (Subsidy Changing Event) Spanish)	1
5	SSA-1026-OCR-SM-REDE -- Review of Your Eligibility for Extra Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (Redetermination) (English)	3,214
6	SSA-1026-OCR-SM-REDE-SP -- Review of Your Eligibility for Extra Help with Medicare Prescription Drug Plan Costs Notice/Scannable Form (Redetermination) (Spanish)	1,071

The contractor must perform the preproduction press and mail run test on their equipment and using their personnel. The test run will incorporate all aspects of the program consisting of processing the electronically transmitted test files; the duplex/simplex imaging of notices/forms; personalized Summary Sheet matched with scannable form; gathering; folding; inserting; metering or manifesting; presorting; and, preparing finished notices for delivery to the USPS. To simulate actual production conditions, the product to be produced must be in accordance with all contract specifications and all USPS regulations. Prior to the beginning of the test, the contractor will be required to have all composition, proofing, film making, and envelopes (necessary for the test) completed. Mailers are to be completed in accordance with contract requirements, inserted into envelopes and prepared for mailing.

Contractor is required to provide the necessary audit and summary reports for 100% accountability of production and mailing within one hour after the test is complete. (For additional information, refer to **“PRIOR TO PRODUCTION TESTS”** under **SCHEDULE.**)

The contractor must produce a minimum of 15,580 notices/forms 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 12-hour period for the printing process will begin when an “O.K. to Print” is given by the Government representative on site. The inserting and mail process will begin when the contractor has sufficient materials printed to begin the inserting process. (For additional information, refer to **“PREPRODUCTION PRESS AND MAIL RUN TEST”** under **SCHEDULE.**)

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

Samples of the preproduction press and mail run test will be brought back to SSA for validation. The Government will approve, conditionally approve, or disapprove the validation output within five (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 any of the tests (Preproduction Press and Mail Run Test or Wire Transmission Test) satisfactorily may be cause for default. The Government reserves the right to waive the requirements of any of these tests. The contractor will be notified at the post award conference if any test(s) is to be waived.

PRESS SAMPLES (WITH AND WITHOUT VARIABLE DATA): Prior to commencement of production of orders placed under this contract, the contractor shall produce press samples for each mailer. (For additional information, refer to “**PRESS SAMPLES WITHOUT VARIABLE DATA**” and “**PRESS SAMPLES WITH VARIABLE DATA**” under **PRESS SAMPLES**.)

QUALITY CONTROL SAMPLES: The contractor will be required to create two quality control samples to be drawn from the production stream at the same time. For smaller quantities, the contractor-sampling rate must be adjusted as necessary to generate samples *in the middle* of each version. One 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 task order and shipped to the Social Security Administration, Printing Management (Exhibit K).

COMPOSITION: Contractor will be required to set type for 22 envelopes. Helvetica or similar typeface will be utilized.

PROOFS: Six (6) sets of digital content proofs for **each of the mail out envelope and the BRM return envelope**. At contractor’s option, a film-based composite blueline may be submitted. Proofs must be created using the same

Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Three (3) sets of digital color content proofs for **each form**. At contractor’s option, a film-based composite blueline may be submitted. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product.

Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product. **With prior Government approval, PDF proofs are acceptable.**

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press.

Pantone colors (when ordered) may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. When ordered, contractor is required to submit ink drawdowns on actual production stock for the Pantone colors used in a job.

SSA reserves the right to make changes to all proofs. The Government may require one (1) or more sets of revised proofs before rendering an “O.K. to print”.

NOTE: Proofs will be required with the initial order and any time that a copy change is required during the term of the contract.

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

The contractor must not print prior to receipt of an “O.K. to print.”

CONSTRUCTION SAMPLES:

The sample requirement for this contract is not less than two (2) construction samples each of the mail out envelope (with window and without window) and the BRM return envelope. Each sample shall be constructed as specified and must be of the size, kind, and quality that the contractor will furnish.

Send directly to SSA Printing Management Team (Exhibit K)

PRESS SAMPLES:

NOTE: Press samples will be required with the initial order and any time that a copy change is required during the term of the contract.

PRESS SAMPLES WITHOUT VARIABLE DATA: The contractor is required to furnish 100 sets of press samples (English and Spanish) for each of Mailers 1 through 10 and Bulk Mailers BL1 through BL4. Mailer 7 and Bulk Mailers (BL1 through BL4) samples must include the static 2-D barcodes. **No envelopes will be required.** The contractor must produce these press samples on their equipment (that will be used in production), and with their personnel. The press samples are to be printed on the paper required by these specifications, trimmed and folded. *(NOTE: The Government reserves the right to waive the Press Samples without Variable Data. The contractor will be notified if these samples are waived.)*

NEW WORKLOAD NOTE: If new workloads are required, press samples with variable data (validation) will be required prior to the commencement of production. The contractor will be required to furnish 200 press samples (English and Spanish) for each new workload. The contractor must produce these press samples on their equipment (that will be used in production), and with their personnel. The press samples are to be printed on the paper required by these specifications, trimmed and folded. These press samples must be complete and include all variable fill-ins.

These press samples will incorporate all aspects of the program except inserting and mailing (i.e., printing, gathering, binding, folding, and preparing finished forms for the inserting operation), unless otherwise specified. These press samples are to be completed in accordance with contract requirements. (For additional information, see “**SCHEDULE FOR PRESS SAMPLES WITH AND WITHOUT VARIABLE DATA**”.)

If any contractor’s errors are serious enough in the opinion of the GPO to require revised samples of the press samples without variable data and/or the press samples with variable data, the revised samples are to be provided at no additional expense to the Government. No extra time can be allowed for this operation; such operations must be accomplished within the original production schedule allotted in the specifications.

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/customers/vol11.htm>

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

All text paper used in each copy must be of a uniform shade.

Notices/Scannable Forms and Insert/Summary Sheet: White OCR Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code O-25.

CMS Letter: Contractor must match color of International Paper, Springhill, Opaque offset Gray, basis weight: 50 lbs. per 500 sheets, 25 x 38”.

BRM Return Envelopes: White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

Mailout Envelopes: White Kraft Envelopes, basis weight: 24 lbs. per 500 sheets, 17 x 22", or at contractor's option, White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING/IMAGING: NOTE: The Government reserves the right to make changes to the envelopes or the format(s)/text of the notice/scannable form and/or Summary Sheet 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. **Therefore, the contractor is not to preprint or maintain more than a 90-calendar day surplus/inventory of any of the components required on this contract.** The Government shall not be required to purchase from the contractor the surplus/inventory of any component remaining on hand in excess of what was authorized when an envelope or format/text change is implemented.

Notices/Scannable Forms: Print face and back, head-to-head, in PMS 289U (blue) and Flint Ink J-6983 (Red OCR drop-out ink).

Letters: Print face and back in black ink.

Bulk Forms: Static 2-D barcode prints in black.

Summary Sheet: Print face and back, head-to-head, in PMS 289U (blue).

NOTE - SSA-1026 Series Mailers: Contractor must ensure that personalized Summary Sheet imaged with recipients name (and other personal information) will be matched with the scannable form (containing 2-D barcodes with that recipients personalized data) for the same recipient and be inserted into the same envelope.

Variable imaging: Either laser or ion deposition printing, in black ink, with a minimum resolution of 300 x 300 dpi, utilizing a 13-point Times New Roman or similar serif typeface on page 1 (face of notice) and a 12-point OCR-A font on page 3 for imaging the application form and the contractor's sequential number. A 2-D barcode will print on pages 3 through 8 of the constructed notice scannable form.

Mailout and BRM Return Envelopes:

Print face and back (after manufacture) in black ink. Printing shall be in accordance with the requirements for the style of envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

Print or tint envelopes on the inside (back - before manufacture) in black ink (lining is acceptable). The 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.

For the BRM return envelope, the contractor is responsible for the placement of the Facing Identification Mark (FIM) and the ZIP Code barcode using the camera ready positives provided (envelope) to comply with current USPS standards.

NOTE: Inside of BRM return 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.

An identifier will be printed on the mail out and BRM return envelopes to identify the workload.

RECYCLED PAPER LOGO/LEGEND:

The recycled paper logo/legend must be printed in PMS 289U (blue) on each notice/scannable form and insert in the lower left hand corner on the face of the notice/scannable form and insert.

The recycled paper English logo/legend must print in black ink on envelopes (if recycled paper is used) in the lower left hand corner on the seam side of the envelope. The Spanish logo/legend must print in the lower right hand corner on the seam side of the envelope.

PDF417 (Portable Data File) 2-D Barcodes: A 2-D barcode will be required on all scannable forms (pages 3 through 8 of the constructed notice/scannable form) located 1” from the left edge. at least 1/4” margins (quiet zone) is required top, bottom, left, and right of each 2-D barcode. Maximum resolution of 300 dpi, with 4.41 code words per inch. Height is 1/2”, plus or minus 1/16”; length/width is 1-1/4”, plus or minus 1/16”.

NOTE: 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.

Data columns are to be preceded and followed by the standard PDF417 stop/start patterns, left row indicator and right row indicator.

The 2-D barcodes to be imaged on the **SSA-1020-OCR-SM and SSA-1020-OCR-SM-SP & Medicare CMS Mailer 7**, personalized notices/scannable forms should contain the following data elements:

<u>Field Name</u>	<u>Field Size</u>
Form Number	20
Page Number	2 (contractor to insert)
Vendor Name	4
Applicant Last Name	20
Applicant Suffix	4
Applicant First Name	15
Applicant Middle Initial	1
Applicant SSN	9
Spouse Last Name	20
Spouse Suffix	4
Spouse First Name	15
Spouse Middle Initial	1
Spouse SSN	9
Address Street 1	22
Address Street 2	22
Address City	19
Address State	2
Address ZIP 1	5
Address ZIP 2	4
Address ZIP Delivery Point Code	3
Edition Date (Month)	2
Edition Date (Year)	4
Language Indicator	1
File Creation Date	8
Applicant Date of Birth	8
Spouse Date of Birth	8
Miscellaneous Data	18
Record Length	250

The 2-D barcodes to be imaged on the SSA-1026-OCR-SM-REDE, SSA-1026-OCR-SM-REDE-SP, SSA-1026-OCR-SM-SCE and SSA-1026-OCR-SM-SCE-SP, personalized notices/scannable forms, should contain the following data elements:

<u>Field Name</u>	<u>Field Size</u>
Form Number	23
Page Number	2 (contractor to insert)
Vendor Name	4
Applicant Last Name	20
Applicant Suffix	4
Applicant First Name	15
Applicant Middle Initial	1
Applicant Date of Birth	8
Applicant Medicare Claim Number	12
Applicant SSN	9
Spouse Last Name	20
Spouse Suffix	4
Spouse First Name	15
Spouse Middle Initial	1
Spouse Date of Birth	8
Spouse Medicare Claim Number	12
Spouse SSN	9
Address Street 1	22
Address Street 2	22
Address City	19
Address State	2
Address ZIP 1	5
Address ZIP 2	4
Address ZIP Delivery Point Code	3
Edition Date (Month)	2
Edition Date (Year)	4
Language Indicator	1
File Creation Date	8
Miscellaneous Data	16
Record Length	275

Final record and block lengths to be provided at the postaward conference. The PDF417 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.

NOTE: Data for personalized forms to be included in the 2-D barcode will be contained on the SSA-furnished files via the network circuit. See the SSA furnished Vendor/Record Specifications for details.

BULK SHIPMENT PRINTING: The non-personalized bulk shipment forms (Bulk Mailers 1BL through 4BL) also require 2-D barcodes on pages 3 through 8 of the constructed notice/scannable form. The contractor will be required to perform the necessary programming in order to print the 2-D barcodes on these forms.

The 2-D barcodes to be printed on the bulk shipment notices/scannable forms should contain the following data elements:

<u>Field Name</u>	<u>Field Size</u>
Form Number	20
Page Number	2
Language	1
Edition Date (Month)	2
Edition Date (Year)	4
Vendor Name	4

PRESS SHEET INSPECTION: Final make ready press sheets will be inspected and approved at the contractor's plant for establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding, all make ready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) dated August 2002.

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

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

NOTE: A press sheet inspection(s) may be required, at the contractor's plant, before production begins on any new or existing workloads. At the Government's option, the Press Sheet Inspection may be waived.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government Printing Office, Quality Control for Procured Printing, Washington, DC 20401, at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time, Monday through Friday. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

NOTE: 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.

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/forms and/or envelopes, the imaging, 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.

****NOTE:** *A production inspection(s) may be required at the contractor's/subcontractor's plant, before production begins on any new workloads.*

MARGINS: Margins will be indicated on print order, sample, or electronic file. Follow manuscript copy for envelopes, and disc instructions for notices/scannable forms and Summary Sheet for proper margins.

BINDING:

Mailers 1, 2 & 8: Notices/Scannable forms will fold from 16-3/4 x 10-3/4" down to 8-3/8 x 10-3/4" with an additional fold down to 8-3/8 x 5-3/8" (two 16-3/4 x 10-3/4" sheets nested together to create an 8-page form). The recipient's name and address should be visible through the window envelope.

Mailers 3,4,5,6,9 & 10: Summary Notice will fold from 8-1/2 x 11" down to 8-1/2 x 5-1/2". Scannable forms will fold from 16-3/4 x 10-3/4" down to 8-3/8 x 10-3/4" with an additional fold down to 8-3/8 x 5-3/8" (two 16-3/4 x 10-3/4" sheets nested together to create an 8-page form). Summary Notice matched with correct scannable form and nested together. The recipient's name and address on the Summary Notice should be visible through the window envelope. **NOTE: It is the contractor's responsibility to assure that the correct package material is inserted into each envelope. Summary Notice imaged with recipients name must be matched with the personalized scannable form for that recipient.**

Mailer 7: Letter will fold from 8-1/2 x 11", down to 8-1/2 x 5-1/2. Scannable form folds from 16-3/4 x 10-3/4" down to 8-3/8 x 10-3/4" with an additional fold down to 8-3/8 x 5-3/8" (two 16-3/4 x 10-3/4" sheets nested together to create an 8-page form). Letter and scannable form will be nested together.

Bulk Mailers 1BL and 2BL: Notices/Scannable Forms: Fold from 16-3/4 x 10-3/4" down to 8-3/8 x 10-3/4" with an additional fold down to 8-3/8 x 5-3/8" (two 16-3/4 x 10-3/4" sheets nested together to create an 8-page form).

Bulk Mailers 3BL and 4BL: Summary Notice will fold from 8-1/2 x 11" down to 8-1/2 x 5-1/2". Scannable forms will fold from 16-6/8 x 10-3/4" down to 8-3/8 x 10-3/4" with an additional fold down to 8-3/8 x 5-3/8" (two 16-3/4 x 10-3/4" sheets nested together to create an 8-page form). Summary Notice and scannable form will be nested together.

CONSTRUCTION:

White BRM Return Envelopes (5-3/4 x 8-3/4"): 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.

White Kraft Mail out Envelopes for Mailers 1 through 7 (6-1/8 x 9-1/4"): Envelopes must be open side, with suitable seams and an industry standard gummed flap. Flap must be coated with suitable remoistenable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient. Face of envelope to contain a 1-3/4 x 4-1/4" die-cut window with four rounded corners (the long dimension of the window is to be parallel to the long dimension of the envelope). Window is to be located 2" from bottom edge of the envelope and 3/4" from the left edge of the envelope. The contractor has the option to adjust the size of the window opening (subject to Government approval), providing the visibility of the computer generated mailing address and postnet barcode on the notice is not obscured, and other extraneous information is not visible when material is inserted into the envelope. Window is to be covered with a suitable poly-type, transparent, low-gloss material that must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's readability standard/requirements. Address image must meet USPS reflectance standards when viewed through the window material.

It is the contractor's responsibility to assure that only the computer-generated address and Intelligent Mail barcode (if available) on the notice/scannable form will be visible through the window envelope and that only one notice/scannable form is inserted into each envelope.

White Kraft Mail out Envelopes for Bulk Mailers 1BL through 4BL (6-1/8 x 9-1/4"): Envelopes must be open side, with suitable seams and an industry standard gummed flap. Flap must be coated with suitable remoistenable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient.

ASSEMBLY:

Mailers 1, 2 & 8: Insert Notice/Scannable Form and a BRM return envelope into a mail out envelope (recipient's name and address must be visible in the window) and securely seal each mail out envelope.

Mailers 3, 4, 5, 6, 9 & 10: Nest together Summary Notice, Scannable Form and insert with a BRM return envelope into a mail out envelope (recipient's name and address shown on notice must be visible in the window) and securely seal each mail out envelope. **NOTE: It is the contractor's responsibility to assure that the correct package material is inserted into each envelope. Personalized Summary Notice imaged with recipient's name and address must be matched with the personalized notices/scannable forms for that recipient and must be inserted into the same envelope in the order specified above.**

Mailer 7: Insert folded Scannable form and BRM return envelope behind folded letter into a mail out envelope (recipient's name and address must be visible in the window) and securely seal in each mail-out envelope.

Bulk Mailers 1BL and 2BL: Insert Notice/Scannable Form and a BRM return envelope into a non-window mail-out envelope.

Bulk Mailers 3BL and 4BL: Nest together Summary Notice, Scannable Form, and insert with a BRM return envelope into a non-window mail-out envelope.

PACKING: It is the contractor's responsibility to assure that only the computer-generated address and Intelligent Mail barcode (IMB) on the personalized mailers will be visible through the window in the envelope and that only one notice is inserted into each envelope. In addition, it is the contractor's responsibility to ensure that the personalized Summary Sheet imaged with recipient's name (and other personal information) will be matched with the scannable form (which contain 2-D barcodes with personalized data) for the same recipient and be inserted correctly into the envelope.

Bulk Shipment Mailers (1BL through 4BL): Shrink-film wrap in units of 25 or 50 assembled bulk mailers. Packing must not cause bowing of products.

Pack suitably in shipping containers.

LABELING AND MARKING (Package and/or Container label):

The following must be completed for all truck shipments:

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

BARCODE MARKINGS: Labels must be barcoded on shipping containers, using Uniform Symbology Specifications-Code 39 (new standard) bar code system, for non-contact reading, in accordance with ANSI/AIM BCI-1995. The bar code must be positioned in accordance with Fed. Std. 123.

BARCODE: Appropriate information that will be barcoded is as follows: Inventory Control Number (ICN), National Stock Number (NSN), Quantity per Container, Unit of Issue, Form Revision Date, Department Requisition Number and GPO Jacket Number. The barcode must be a 3 of 9 barcode, with an x-dimension of 10 millimeters. The barcode must have a human-readable interpretation (HRI) printed above or below the 3 of 9 barcode.

NOTE: The destination address in the "TO" box does not have to be filled in on the individual shipping container labels when packed on pallets. In lieu thereof, complete filled in labels, including the destination address must be attached to all four sides of each pallet. In addition to regular markings, include the "ICN (fill in number)" on all labels.

DISTRIBUTION:

NOTE: All f.o.b. destination shipments/bulk mailers must ship as a full truckload/complete.

Deliver f.o.b. destination (with the first order and whenever SSA makes a significant change to the language, format, or appearance of a notice) 10 complete sample copies of each type of notice, inserted into mail out envelopes but not sealed and whenever copy change is made to any envelope. Samples shall be printed and constructed in accordance with these specifications. Deliver to SSA, Printing Management Team Exhibit K

Deliver f.o.b. destination (all Bulk Mailers 1BL through 4BL) per print order to SSA, Warehouse, 6301 Security Blvd. Baltimore, MD 21235 or 1415 Magellan Drive, Bldg. B, Hanover, MD 21076.

Mail balance of order f.o.b. contractor's city. The contractor is responsible for all costs incurred in transporting this product to the U.S. Postal Service facility.

Reimbursable Freight- All shipments to one address weighing 500 pounds or more. The contractor will be responsible for the selection of carrier, and shall ship by the most reasonable method to insure prompt delivery and safe arrival at all destinations for shipments requiring reimbursable freight. All costs will bill to the contractor's vouchers at the actual cost the contractor paid for these services. Shipments are to be delivered to the point of destination(s) stated on the print order. Unless otherwise indicated, truck deliveries must be made at the point of destination between the hours of 8:30 a.m. and 3:30 p.m. local time, on normal Government workdays. Materials shipped to 6301 Security Blvd., Baltimore, MD and 1415 Magellan Drive, Building B, Hanover, MD 21076, must have Bar Code Markings on the following items:

- Inventory Control Number (ICN)
- National Stock Number
- Quantity per Container
- Unit of Issue
- Revision Date
- Department Requisition Number
- Print Order Number (if applicable)

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

The contractor is required to prepare domestic First-Class letter-size mail and obtain the maximum postage discount allowed by USPS in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual, and Postal Bulletins on Automation Compatible First Class Domestic Mail (automated and non-automated) 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).

NATIONAL CHANGE-OF-ADDRESS (NCOA) AND CODING ACCURACY SUPPORT SYSTEM (CASS):

Addresses for the Medicare Notices will come from SSA's MBR and RRB. SSA will provide a certificate indicating that, within the last 180 days, the addresses have been matched against USPS certified Coding Accuracy Support System (CASS) certified ZIP Code software. New CASS certificates will be provided to the Contractor as required by the USPS Domestic Mail Manual.

SSA will not supply a CASS or NCOA certificate for the RRB addresses contained in these mailers. The contractor will be required to run all RRB files through CASS and NCOA, perform address corrections, and provide certificates for the USPS.

The contractor shall process all RRB addresses supplied by SSA through the required Postal address quality standards listed in the Domestic Mail Manual to qualify for automation discounts.

SSA will not supply a CASS certificate for the CMS address for Mailer 7. The contractor will be required to run all CMS files through CASS and provide certificates to USPS.

NOTE: The contractor is not to, at any time change the addresses supplied by SSA.

MAILING REQUIREMENTS FOR ALL NOTICES: All versions mailed will have the "Postage and Fees Paid" First-Class Mail permit imprint G-11 mailing indicia. Permit imprint may be printed directly on mail pieces. Permit imprint mailings must contain at least 200 pieces or 50 pounds.

The contractor is required 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. The Contractor must have a Manifest Mailing System (MMS) for First-Class Mail, which has been approved by the U.S. Postal Service to document postage charges for this mailing. Requirements for MMS are contained in USPS Publication 401, Guide to the Manifest Mailing System. Each mail piece must be identified either with a unique identification number or with a keyline containing a unique identification number and rate information about the piece. The mail pieces being sent under Manifesting will have a printed "Postage and Fees Paid First-Class Mail" permit imprint mailing indicia. The Contractor is cautioned to use the permit imprint only for mailing material produced under this contract. ***A copy of the USPS approval for the MMS must be presented at the post-award conference.***

NOTE: Permit imprint may not be used if the mailing is less than 200 pieces. Instead, the mail must be metered and any permit imprint must be covered/concealed by a meter strip. All meter supplies must be borne by the contractor.

"If postage meters are used, the Contractor must use mail metering equipment that can support the use of official federal postage meters capable of connecting to a CPU/ or telephone line to upload postage. The Contractor is required to upload \$5.00 on each meter on the first workday of the month. This upload provides the Government with monthly usage activity reports from the prior month. Please note in addition to the monthly upload, the government reserves the right to request the Contractor to upload funds at any time."

"If postage meters are used the Contractor must complete Daily Meter Activity Report (Exhibit L) "

Intelligent Mail barcoding (IMb), 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.

NOTE: Each notice provided on this contract will transmit with an IMb and coded for the full service option. The contractor will be required to use the provided USPS Intelligent Mail Barcode (IMb), meet the 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.

In addition, USPS has instituted 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" between the left and right edges of the window, and at least 0.028" 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 ordering 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.

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.

NOTE: Permit imprint may not be used if the mailing is less than 200 pieces or pieces that are not identical. Instead, the mail must be metered.

NOTE: The Government reserves the right to make changes to the size and position of mail-out envelope window openings during the term of the contract to comply with the USPS new Intelligent Mail Barcode. Notification of a proposed change will be given sufficient time for the contractor to allow for the change and submit proofs to the Government. Therefore, the contractor should not preprint or maintain more than a 90-day surplus/inventory of any of the mail-out envelopes required on this contract. The Government shall not be required to purchase from the contractor the surplus/inventory of any of the mail-out envelopes remaining on hand in excess of what was authorized when an envelope change is implemented.

MAILING DOCUMENTATION: The contractor shall provide SSA with complete copies of all documents used by USPS to verify and accept the mail (e.g., computer records of presort ZIP+4, barcode breakdown, press runs, etc.) including USPS 3607R and/or GPO's Form 712 (Certificate of Conformance) and/or Certificate of Bulk mailing, etc. each noted with file date and mailer number. The contractor will use Federal Agency Cost Code 276-00070 on all mailing documents for Mailers 1-6,8,9 & 10. The contractor will use Federal Agency Cost Code 271-09800 on all mailing documents for Mailer 7.

Within three (3) workdays of completion of each print order the contractor shall provide PDF copies of all mailing documentation and matching 100% Accountability Summary reports to; SSA, Printing Management Branch, Baltimore, MD, (Exhibit K) all copies must be legible and include required information to disseminate the file date and Mailer documentation is for.

Furnished material, proofs, and USPS validated copies of postal documentation must be delivered (via overnight carrier or PDF copies via email) to the SSA, Printing Management Branch, Baltimore, MD, (Exhibit K).

Upon completion of this contract, the contractor must return all camera copy/PDF files made for each product to Social Security Administration, Printing Management Team.

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

PAYMENTS ON PURCHASE ORDER: Upon completion of mailing contractor must invoice within 72 hours. 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

Contractor must provide PDF copies of the billing payment voucher form 1034 showing amount of billing invoice to SSA, Printing Management Branch, Baltimore, MD, (Exhibit K).

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

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the daily electronic task order.

In the event that it becomes necessary for the contractor to deviate from the specified mail out date or the quantity to be mailed, **SSA must be notified immediately.**

Furnished material and proofs must be picked up from and delivered to SSA Printing Management Team (Exhibit K)

Manuscript, CD-ROM and/or camera copy for envelopes, notices/scannable forms, letter and Summary Notice must be returned with proofs.

NOTE: CD and camera copy of CMS Letter will be available in July/August of each year.

SCHEDULE FOR PROOF AND CONSTRUCTION SAMPLES:

The contractor must submit all proofs for the envelopes, notice/scannable forms, letter and Summary Notice (construction samples - without printing) within seven (7) workdays after receipt of furnished materials.

NOTE: Contractor must provide Mailer 7 samples (CMS Letter) on required paper, for Government approval.

The Government will hold proofs for five (5) workdays from receipt thereof until made available for pickup.

The Government will approve, conditionally approve or disapprove the construction samples within five (5) workdays from receipt thereof.

The contractor must submit revised proofs, if necessary due to author's alterations, within five (5) workdays of notification.

The Government will hold revised proofs for three (3) workdays from receipt thereof until made available for pickup.

The Government reserves the right to request PDF proofs, when PDF proofs are requested the contractor must submit PDF's within 48 hours.

SCHEDULE FOR PRESS SAMPLES (WITHOUT AND WITH VARIABLE DATA):

PRESS SAMPLES WITHOUT VARIABLE DATA:

The contractor shall submit the press samples *without* variable data within seven (7) workdays after receipt of furnished materials. Submit the Press Samples without Variable Data as follows:

Submit 50 Press Samples without Variable Data, for Mailers 1 through 10 and 1BL through 4BL, directly to the SSA, Printing Management (Exhibit K). (**NOTE: Bulk mailer (1BL through 4BL) samples must contain static 2-D barcodes.**)

Submit 50 Press Samples without Variable Data, for Mailers 7, directly to the SSA, Printing Management (Exhibit K). (**NOTE: Bulk mailer (SSA-1020B-OCR-SM) samples must contain static 2-D barcodes.**)

Submit 50 Press Samples without Variable Data, for Mailers 1 through 10 and 1BL through 4BL, directly to the SSA, Wilkes-Barre Data Operations Center, Center for Program Support, Attn: Debra Martin Room 341, 1150 E. Mountain Drive, Wilkes-Barre, PA 18702-7997. (**NOTE: Bulk mailer (1BL through 4BL) samples must contain static 2-D barcodes.**)

The Government will approve, conditionally approve, or disapprove the press samples without variable data within five (5) workdays of receipt thereof.

If necessary, the contractor must submit revised press samples without variable data within five (5) workdays of notification.

The Government will approve, conditionally approve or disapprove the revised press samples without variable data within three (3) 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 reasons thereof.

***NOTE:** The Government reserves the right to waive the Press Samples without Variable Data. The contractor will be notified if these samples are waived.*

PRESS SAMPLES WITH VARIABLE DATA:

The contractor shall submit the samples *with* the variable data within five (5) workdays after Government approval of press samples without variable data.

Submit Press Samples with Variable Data Validation for Mailers 1 through 10 as follows:

Submit 50 Press Samples with Variable Data Validation directly to the SSA, Attn: Jamey Cunningham, Division of Printing Management.

Submit duplicate 50 Press Samples with Variable Data Validation directly to the SSA, Wilkes-Barre Data Operations Center, Center for Program Support, Attn: Debra Martin Room 341, 1150 E. Mountain Drive, Wilkes-Barre, PA 18702-7997.

Submit Validation Samples with Variable Data for Mailer 7 (**CMS Letter only**), as follows:

Submit 50 Press Samples with Variable Data Validation directly to the SSA, Attn: Jamey Cunningham, Division of Printing Management, 1340 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. (**NOTE: Contractor must produce validation samples on paper required for production.**)

The Government will approve, conditionally approve, or disapprove the press samples with variable data validation output within five (5) workdays of receipt thereof.

If necessary, the contractor must submit revised press samples without variable data within five (5) workdays of notification.

The Government will approve, conditionally approve or disapprove the revised press samples without variable data within three (3) 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 reasons thereof.

PRODUCTION SCHEDULE:

NOTE: The first task order for actual production will be issued in June 2016.

Workday - The term "workday" is defined as Monday through Friday* each week, exclusive of the days on which Federal Government holidays are observed. **NOTE:** The contractor is not to wait for task/print order to start their schedule.

***NOTE:** The contractor's FTMS software shall be operational for the receipt of data files 24 hours per day, 7 days per week, unless otherwise specified by the Government. (See "WIRE TRANSMISSIONS" for additional information.)

Daily Medicare Notices (Mailers 1 thru 10): Production files will be transmitted on a daily basis Monday through Saturday for Medicare Notices except for Federal holidays in which case the data will be transmitted on the next day (i.e., when a Federal holiday falls on a Friday, production files will be transmitted on Saturday).

SPIKE Medicare Notices (Mailers 1 and 2): Production files for SPIKE runs will be transmitted approximately the 25th of each month throughout the term of the contract. (NOTE: Files could be transmitted as early as the 22nd calendar day of each month or as late as the 27th.)

REDE Medicare Notices (Mailers 5 and 6): August production files will be transmitted approximately the 20th of August (in one session) throughout the term of the contract. They contain the majority of the annual quantity for these mailers.

CMS Redeeming Letter (Mailer 7): Production files are transmitted electronically (one session) or made available on CD for contractor pick-up no later than the Friday following Labor Day.

Bulk Shipment - During the term of the contract, the Government will place an occasional order for bulk shipment mailers.

Contractor must verify counts within 24 hours of receipt of task order.

REGULAR SCHEDULE:

Complete production and mailing of all Medicare Notices must adhere to the following schedule:

Mailers 1, 2, and 8 : Complete production and mailing of these notices must be made within five (5) workdays after receipt of each complete wire transmission (e.g., transmissions received on Monday must be mailed by the close of business the following Monday, transmissions received on Saturday must be mailed by the close of business Friday).

Mailers 1, 2, and 8 (SPIKE): Complete production and mailing of these notices must be made within seven (7) workdays after receipt of each complete wire transmission (e.g., transmissions received on Monday must be mailed by the close of business the following Wednesday; transmissions received on Saturday must be mailed by the close of business Tuesday).

Mailers 3, 4, 5, 6, 9 and 10: Complete production and mailing of these notices must be made within seven (7) workdays after receipt of each complete wire transmission (e.g., transmissions received on Monday must be mailed by the close of business the following Wednesday, transmissions received on Saturday must be mailed by the close of business Tuesday).

Mailers 5, 6 and 10 (SPIKE): Complete production and mailing of these notices must be made within seven (7) workdays after receipt of each complete wire transmission (e.g., transmissions received on Monday must be mailed by the close of business the following Wednesday, transmissions received on Saturday must be mailed by the close of business Tuesday).

Mailers 7: Complete mailing of these notices must be made over a maximum of four (4) workdays starting the third Monday in September of each contract year. Contractor will be required to mail a minimum of 145,000 notices per day until completed.

Bulk shipments mailers 1BL, 2BL, 3BL and 4BL: Complete production and mailing must be made within 10 workdays after notification of the availability of print order for orders up to 500,000 copies. Contractor will be allowed one additional workday for each additional 500,000 copies, or portion thereof.

Sample copies of envelopes, notices, scannable forms, letter and Summary Notice (with first order or whenever SSA makes a significant change) delivering to SSA on regular schedules must be delivered within 10 workdays after completion of the order. (See "DISTRIBUTION" for details.)

The contractor must notify the GPO of the date and time that *press sheet and/or production inspections* can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection for orders placed on the regular schedule. Notify the U.S. Government Printing Office, Quality Control for Procured Printing, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. Note: See contract clauses, paragraph 14(e) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). **NOTE:** 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(s) specified, and products ordered for 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, and labels will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

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

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 under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract for a like period of time.

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

- I.** 14

- II.** 21

- III. (a)** 1

- IV. (a)** 252
(b) 25,932
(c) 1,706
(d) 17,488
(e) 12
(f) 4,634
(g) 3,028
(h) 1,606

- V. (a)** 25,853
(b) 580
(c) 4,634
(d) 3,028
(e) 1,606

- VI. (a)** 3,028

- VII. (a)** 1,606

- VIII. (a)** 6

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Baltimore, Maryland and f.o.b. contractor's city for all mailing.

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

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

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

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

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

Cost of all required paper must be charged under Item V. "PAPER".

NOTE: All costs associated with processing of supplied mailing lists to obtain the necessary certifications and mail discounts for USPS should be included in costs under item VI."INSERTING AND MAILING" and VII." INSERTING, PACKING AND DISTRIBUTION".

I. PROCESSING/FORMATING FILES: The contractor will be allowed only one (1) charge per notice workload for the term of the contract to process and/or format the files supplied necessary to print and mail the notices each notice workload.

Processing/Formatting Files..... Per mailer..... \$ _____

II. COMPOSITION: Prices offered must include the cost of all materials and operations necessary in accordance with the terms of these specifications for each of the ten (10) mail out envelopes and each of the ten (10) BRM return envelopes.

Envelopes per envelope..... \$ _____

III. Wire Transmission Test: Prices offered must include all costs incurred in performing the Wire Transmission Test as stated in these specifications. These costs shall cover but are not limited to, machine time, personnel, all required materials, wire transmissions, 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

IV. PRINTING/IMAGING, BINDING AND CONSTRUCTION: Prices offered must include the cost of all proofs, samples, materials and operations necessary for the complete production of the product listed in accordance with these specifications.

(a) *Daily make ready/setup charge..... \$ _____

*Contractor will be allowed only one (1) make ready/setup charge per workday. This combined charge shall include all materials and operations necessary to make ready and/or setup the contractor’s equipment. Invoices submitted with more than one make ready/setup charge per workday will be disallowed.

(b) Notices/Scannable Forms: Mailers 1,2, and 8 including printing and the imaging of personalized, variable information per 1,000 pages..... \$ _____

(c) Personalized Summary Sheets and CMS Letter: Mailers 3-7,9, & 10 including printing and the imaging of personalized, variable information per 1,000 pages..... \$ _____

(d) Notices/Scannable Forms: Bulk Mailers 1BL through 4BL, and Mailer 7 form including 2-D barcoding per 1,000 pages..... \$ _____

(e) Summary Sheet: Bulk Mailers 3BL and 4BL..... per 1,000 pages..... \$ _____

(f) BRM Return Envelopes (5-3/4 x 8-3/4”) per 1,000 envelopes..... \$ _____

(g) Mail out envelopes with window (6-1/8 x 9-1/4”)..... per 1,000 envelopes..... \$ _____

(h) Mail out envelopes without window (6-1/8 x 9-1/4”) per 1,000 envelopes..... \$ _____

V. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual task order, will be based on the net number of leaves furnished for the product(s) ordered in the applicable “Trim Size” group. The cost of any paper required for make ready or running spoilage must be included in the prices offered.

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

Notices/Scannable Forms, Letters and Inserts (8-1/2 x 11”): A charge will be allowed for each page-size leaf.

BRM Return Envelopes (5-3/4 x 8-3/4”): One leaf will be allowed for each envelope.

Mail out Envelopes (6-1/8 x 9-1/4”): One leaf will be allowed for each envelope.

Per 1,000 Leaves

(a) Notices/Scannable Forms and Inserts: White OCR Bond (20-lb.) \$ _____

(b) CMS Letter: International Paper, Springhill, Opaque Offset Gray (50-lb.)..... \$ _____

(c) BRM Return Envelope: White Writing (20-lb.)..... \$ _____

(d) Mail out Envelope with window: White Kraft Envelope (24-lb.), or at contractor’s option, White Offset Book (50-lb.)..... \$ _____

(e) Mail out Envelope without window: White Kraft Envelope (24-lb.), or at contractor’s option, White Offset Book (50-lb.)..... \$ _____

 Initials

VI. INSERTING AND MAILING: Prices offered must include the cost of all required materials and operations necessary for the mailing of Mailers 1 through 10, including cost of collating notice(s) (single or multiple leaves) in proper sequence and folding to required size in accordance with these specifications, insertion of all items into mail-out envelope and delivery of the mailers to the post office in accordance with these specifications.

Per 1,000 Mailers

(a) Inserting all required materials into window mail-out envelope (Mailers 1-10) \$ _____

VII. INSERTING, PACKING AND DISTRIBUTION: Prices offered must include the cost of all required materials and operations necessary for the distribution of the Bulk Mailers 1BL through 4BL including cost of collating notices/scannable forms (single or multiple leaves) in proper sequence and folding to required size in accordance with these specifications, insertion of all items into mail out envelope, shrink-film wrapping, all packing materials and delivery of the bulk shipments in accordance with these specifications.

Per 1,000 Mailers

(a) Inserting all required materials into mail-out envelope and packaging (1BL – 4BL).... \$ _

VIII. 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-VI listed above.

Per 100 Mailers

(b) Certified/ Registered mailing..... \$ _____

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

Bidder _____

(City - State)

By _____

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

(Person to be contacted)

(Telephone Number)