



<b>Program No. 379-S Term Date of Award To December 31, 2013</b>				
<b>Title: SECTION 1144 OUTREACH NOTICES</b>				
<b>formerly 413s</b>				
<b>Current Contractor</b>				
NPC, INC				
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST
<b>I. COMPOSITION:</b>				
(a)	Envelopes.....per envelope	1	125.00	<b>125.00</b>
(b)	Notices.....per page	12	125.00	<b>1,500.00</b>
<b>II. VALIDATION SAMPLES:</b>				
(a)	Validation Samples.....per Mailer	12	21.00	<b>252.00</b>
<b>III. PRINTING/IMAGING AND BINDING:</b>				
(a)	Makeready/setup charge*.....	6	500.00	<b>3,000.00</b>
(b)	Static information and Logo on notices.....per 100 pages	74,450	0.14	<b>10,423.00</b>
(c)	Personalized variable information (prtg/imaging per page).....per 100 pages	37,225	0.80	<b>29,780.00</b>
(d)	Mail-out Envelope (4-1/8 x 9-1/4"...)per 100 envelopes	37,225	0.75	<b>27,918.75</b>
<b>IV. PAPER: Per 100 Leaves</b>				
(a)	Notices: White Offset Book (50-lb) or White Writing, (20-lb)	37,225	0.62	<b>23,079.50</b>
(b)	Mail-out Envelopes: White Wove (24-lb.) or White Offset Book (60-lb).....	37,225	1.12	<b>41,692.00</b>
<b>V. INSERTING AND MAILING:</b>				
<b>Per 100 Complete Mailers</b>				
	All Mailers.....	37,225	1.30	<b>48,392.50</b>
<b>VI. PREPRODUCTION TESTS:</b>				
(a)	Wire Transmission Test.....per test	1	0.62	<b>0.62</b>
<b>CONTRACTOR TOTALS</b>				<b>\$186,163.37</b>
<b>DISCOUNT</b>				<b>\$465.41</b>
<b>DISCOUNTED TOTALS</b>				<b>\$185,697.96</b>



October 24, 2012

AMENDMENT NO. 1

RE: PROGRAM 379-S

SPECIFICATIONS AMENDED

Bid opening date remains October 24, 2012.

On page 30 of 33 Under Section 3 – DETERMINATION OF AWARD

DELETE:

III. (a) 37,225  
(b) 37,225

INSERT:

IV. (a) 37,225  
(b) 37,225

Remainder of specifications same. Acknowledge on bid or amend bid by letter to U.S. Government Printing Office -- Bid Section, -- Room C-161, Stop: PPSB, -- Washington, DC 20404-0001, 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:

ROLAND WHITEHURST  
Customer Services

Written by: lr

U.S. GOVERNMENT PRINTING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*Section 1144 Outreach Notices*

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

**Social Security Administration (SSA)**

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending December 31, 2013, plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the “**Option to Extend the Term of the Contract**”, and “**Economic Price Adjustment**” clause in SECTION 1 of this contract.

Contractor interfacing with SSA’s National File Transfer Management System (FTMS) for electronic transmission of files from SSA to the production facility will take place from Date of Award through March 31, 2013; first production order will be issued on or after April 1, 2013. The first contract year will be approximately 13 months.

**BID OPENING** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on : **October 24, 2012.**

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Printing Office, Bid Section, 36 H Street, NW, Bid Room C-161, STOP: PPSB, Washington, DC 20401-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

**BIDDER’S NOTE:** **This program was formerly Program 413-S.** The specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

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

**For information of a technical nature call Linda Rodano at (202) 512-0310 (No collect calls) or via e-mail: lrodano@gpo.gov**

## SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

**SUBCONTRACTING:** The predominant production function is the laser imaging, inserting of data from electronically transmitted files. Any bidder who cannot perform the programming to layout the text, logos and variable data as instructed, imaging of variable data, inserting portions of the notice will be declared non-responsible.

**Note:** Contractor may subcontract the printing of the base form notices (static information) and envelopes.

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

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

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

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

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	OK Press Sheets/OK Proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System

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

P-7. Average type dimension, electronic media, camera copy, manuscript copy.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years and four (4) months as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “**EXTENSION OF CONTRACT TERM**” clause. See also “**ECONOMIC PRICE ADJUSTMENT**” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to March 31, 2013, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

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

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

**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 **October 2012**, 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.



A copy of this signed certification must be forwarded to: Social Security Administration (SSA), Printing Management Branch, ATTN: Jamey Cunningham or Cheryl Tarver 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401, and a copy must also be forwarded to

U.S. Government Printing Office, 732 North Capitol and H St., NW, STOP: CSAPS, Room C-838, Attn: Linda Rodano, Washington, DC 20401.

- (f) All confidential information obtained from SSA for use in the performance of this contract must, 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 must 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 rights to conduct on-site visits to review the Contractor's documentation and in-house procedures for protection of confidential information.

**SECURITY WARNING:** It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information is "any information includes but not limited to a person's name, date of birth, Social Security, address or payment benefit data.

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

- Be familiar with current information on security, privacy and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.

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

- Monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
- Ensure that employee screening for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact the SSA, Printing Management Branch, 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 working on-site at either 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, Room 1260 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 each applicant has 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 seven (7) calendar days to complete the eQIP form. The seven-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 SF 85P, 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. (Exhibit C)
- 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" (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. All forms and fingerprinting cards must be submitted at least 15 workdays prior to the date work is to begin on the contract. 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) Leslie Herman at 410-965-4426 or Joan DeAngelis at (410) 965-6845.

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, Room 1260 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235.

SSA will send a pre-screening notification within 15 workdays of receipt of properly completed forms and fingerprinting cards. Once a contractor employee is approved to work via the pre-screen notification, they are permitted to perform work under the contract. A final suitability determination can take up to 45 workdays.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey of all of the contractor's and subcontractor's computer, printing, inserting and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

Attending the preaward survey will be representatives from the Government Printing Office and/or the Social Security Administration. The Preaward Survey will include a review of: all subcontractors involved, along with their specific functions; and the contractor's/subcontractor's mail, material, personnel, production, quality control/recovery program, security and backup facility plans as required by this specification.

***Note: If a subcontractor for any operation is added 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 has 15 calendar days prior to production to submit to the Government the new subcontractor's information.***

If award is predicated on the purchase of production and/or systems equipment to meet the file transmission requirements, the contractor must provide purchase order(s) with delivery date(s) at least 90 calendar days prior to the issuance of the first production order, scheduled for April 1, 2013.

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

**PRODUCTION PLANS:** The contractor shall present in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities (pages 8-13): The workday after notification to submit will be the first day of the schedule.

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

**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. 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 herein are met. The contractor must 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 must 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, and must also cover the security over the postage meters as well as the controls for the setting of the meters (if meters will be used).

**Quality Control Sample Plans:** The plans must provide a description of how the contractor will create quality control samples for periodic samplings to be taken during the production run, and must contain control systems that will detect defective or missing/mutilated pieces.

The plan should include the sampling interval the contractor intends to utilize. The contractor will be required to create two (2) quality control sample every 4,000 notices. Mailers with low volumes will require at least one set of samples to be produced. The sample will be drawn, inspected and retained as part of the contractor's quality assurance records.

The plans must 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 Pub. 310.2, effective December 1, 1987, Rev. 6-01).

The plan must 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.

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, Attn: Jamey Cunningham, Printing Management Branch, 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

**Unique Identification Number Plans:** 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 may create their own sequence number and run date to facilitate their presorting and inserting process.

**Sequential Number Plan:** An explanation of the contractor's sequential numbering system is required to understand the audit trail required for each piece. The sequential numbers will be used to track each individual notice, thereby providing 100% process.

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

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

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

**NOTE:** Contractor must have all hardware, programming and finalized reports in place to meet this at least 90 calendar days prior to the issuance of the first production order, scheduled for April 1, 2013. 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 must be defined as follows:

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

Mailing integrity must be defined as follows:

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

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

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

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

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

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

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 (j) above. Contractor is required to provide any requested Summary and/or Audit reports within an hour of a request via email in MS word, MS Excel or PDF.

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

The contractor must maintain quality control samples, inspection reports and records for a period of no less than 180 days subsequent to the date of the check tendered for final payment by the Government Printing Office.

**NOTE:** 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.*

**Recovery Plan:** A recovery system will be required to ensure that all defective, missing 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 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.

**NOTE:** The Government will not, as a routine matter, request that the contractor produce individual pieces in transit within the plan, 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.

**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 the electronic transmission of 1144 Outreach files from SSA. The plan must also include the media type of which files from SSA will be received to the extent that operator intervention (e.g., a tape mount) is not requested at SSA or the contractor's production facility. The Computer System Plan (Exhibit H) must demonstrate the contractor's ability to provide complete hardware and software compatibility with SSA's existing network.

Included with the Computer System Plan must be a resume for each employee responsible for the monitoring and the programming of contractor's computer system and file transmissions. If the contractor(s) plans to use a consultant for either task, a resume must still be included.

**Mail Plan:** This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic Mail Manual in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin. The contractor must also disclose how they will achieve multi-level USPS 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.

**Personal 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:** This plan should include items such as a detailed listing of all production equipment and equipment capacities to be utilized on this contract. If new equipment is to be utilized, documentation for the source, delivery schedule and installation dates are required.

**Security Control Plan:** The proposed Security Control Plan must address, at a minimum, the following:

**Material:** How all accountable materials will be handled throughout all phases of production. This plan must also include the method of disposal of all production waste materials.

**Production Area:** The contractor must provide a secure area(s) dedicated to the processing and storage of data for Section 1144 Outreach 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) must be limited to security-trained employees involved in the production of Section 1144 Outreach Notices.

Part of the Security Control Plan must include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and printing and finishing locations.

**Disposal of Waste Material:** The contractor is required to demonstrate how all waste materials used in the production of sensitive SSA records (records containing PII information as identified in "Security Warning" on page 5) 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 and records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

If the contractor selects shredding as a means of disposal, a cross cut shredder must be used, shredding all documents into squares not to exceed one-quarter inch. The contractor must provide the location and method planned to dispose of the material. When a subcontractor is used, the same information is required, as well as how the material will be transported from the contractor's plant to the subcontractor. The plan must include the names of all contract officials responsible for the plan and describe their duties in relationship to the waste material plan.

*Note: 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 REQUIREMENT" and "PREAWARD SURVEY". If the subcontractor is added after award, contractor must submit the subcontractors proposed plans, which are then subject to review and approval by the Government.*

**ON-SITE REPRESENTATIVES:** One or two 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 one desk, one swivel arm chair, two telephone lines (one for a PC and one for a telephone) and one facsimile machine (the Government will supply hookups and cover the cost of the telephone/facsimile machine service), two work tables, and two four-drawer letter-size files with combination padlock and 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, 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.

**POST-AWARD 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.

**PREPRODUCTION MEETING:** A preproduction meeting covering printing and mailing shall be held at the contractor's facility after award of the contract to review the contractor's production plan and to establish coordination of all operations. Attending this meeting will be representatives from the Government Printing Office, Social Security Administration and the U.S. Postal Service (USPS). The contractor must present and explain their final plan for both printing and mailing the Section 1144 Outreach Notices.

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.

SSA may conduct unscheduled visits during the term of this contract at the contractor's mailing facility. In addition, sample postage documentation must be submitted to SSA at the meeting that will detail the amount of mail submitted to USPS verifying the date released and detailing the cost and volume of 1 and 2-ounce mail.

In addition, the contractor must be prepared to present detailed production plans, including such items as quality assurance, projected commencement dates, equipment loading, pallet needs, etc. The contractor shall present documentation of the plant loading agreement and either a copy of the optional procedure, which has been negotiated with the USPS or a draft of the original procedure that the contractor intends to negotiate with the USPS for SSA approval. The contractor also needs to present SSA with a copy or a draft of the manifest (tracking system) to be used to accomplish the above.

The contractor is to provide the name of the representative responsible for the mailing operation and that individual's backup.

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

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award, through December 31, 2013, plus any option periods. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order will be "issued" for purposes of the contract and shall detail the volume of notices required.

**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 mailing packages from six (6) workloads\*, consisting of either a English personalized notice or a Spanish personalized notices, printing in black and one PMS color, and one (1) mail-out envelope requiring such operations as composition; programming; printing and imaging; folding; inserting; elimination of International mail addresses from data files, follow mailing schedule, presorting, and mailing. All variable information shall be limited to page one only which consist of name and address from files transmitted and mail date. All other information for each notice type will consist of static information.

**TITLE: Section 1144 Outreach Notices**

\*The six (6) workloads identified thus far are as follows:

1. Medicare Savings Programs Eligible Letters (SSA-L447)
2. Medicare Savings Programs Eligible Letters (SSA-L447-SP)
3. Medicare Savings Programs Eligible Letters (SSA-L448)
4. Medicare Savings Programs Eligible Letters (SSA-L448-SP)
5. Qualified Disabled and Working Individuals Letters (SSA-L441)
6. Qualified Disabled and Working Individuals Letters (SSA-L441-SP)

Future workload:

7. New Notices (during term of contract\*)

**\*During the term of this contract, the Government expects to develop new notice workloads with the same requirements as the six (6) notice workloads 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 three (3) new notice workloads may be added during the term of this contract.**

Personalized Medicare Savings Programs Eligible Letters and Qualified Disabled and Working Individuals notice mailers are English and Spanish represented by the following data set names:

### DATA SET NAMES

Mailer 1(SSA-L447)	OLBG.BTI.vendor *.L44.L447E.Ryymmdd
Mailer 2(SSA-L447-SP)	OLBG.BTI.vendor *.L44.L447S.Ryymmdd
Mailer 3(SSA-L448)	OLBG.BTI.vendor *.L44.L448E.Ryymmdd
Mailer 4(SSA-L448-SP)	OLBG.BTI.vendor *.L44.L448S.Ryymmdd
Mailer 5(SSA-L441)	OLBG.BTI.vendor *.L44.L441E.Ryymmdd
Mailer 6(SSA-L441-SP)	OLBG.BTI.vendor *.L44.L441S.Ryymmdd

\* *Vendor* – is the vendor identifier. This is assigned after contract is awarded.

### **QUANTITY AND FREQUENCY OF ORDERS:**

Combined total for all Mailers for the Section 1144 Outreach Notices will be approximately **3,722,500** notices per year.

**Mailers 1 through 4** – Approximately 3,679,000 total copies of Mailers 1 through 4. (See breakdown of quantity for each mailer below.)

Mailers 1 through 4 will be ordered on the same print order. The mailings for Mailers 1 through 4 shall be made daily (Monday through Friday) and to commence six (6) workdays after files have been approved by SSA. The workload will mail over 25 consecutive workdays with the daily mailing volume determined by dividing the total number of notices to mail by 25 days.

**Mailers 5 and 6** – Approximately 43,500 total copies of Mailers 5 and 6. (See breakdown of quantity for each mailer below.) Mailers 5 and 6 will be ordered on the same print order. The mailing for Mailers 5 and 6 will take place on the Wednesday after Thanksgiving each year.

<b><u>Mailer</u></b>	<b><u>Notice</u></b>	<b><u>Quantity Per Mailer</u></b>
1	SSA-L447	800,000
2	SSA-L447-SP	36,000
3	SSA-L448	2,800,000
4	SSA-L448-SP	43,000
5	SSA-L441	43,000
6	SSA-L441-SP	500
7	New Notices	TBA

**NOTE:** The above quantities per mailer are approximates and are based on historical data and are for the purpose of establishing a basis of award. Exact quantities by mailer are not known in advance and will be furnished with live production files.

The Government reserves the right to increase or decrease by up to 25% the total number of notices ordered annually. **This 25% does not include the additional notices occasioned by the one (1) to three (3) new notice workloads developed during the term of this contract.**

The figures indicated below are combined totals for the Section 1144 Outreach Notices. These are estimates that are based on historical data of past production runs. Exact quantities will not be known until each run is electronically transmitted to the contractor.

**NO SHORTAGES WILL BE ALLOWED.**

**Section 1144 Outreach Mail-out Envelopes:**

The six (6) different Mailers for the Section 1144 Outreach Notices each utilize the same mail-out envelope.

**Mail-out Envelopes =**

<u>Address</u>	<u>First Mailing Volume (Mailers 1 – 4)</u>
Social Security Administration P.O. Box 17717 Baltimore, MD 21235-7717	<b>3,679,000</b>

<u>Address</u>	<u>Second Mailing Volume (Mailers 5 and 6)</u>
Social Security Administration P.O. Box 17717 Baltimore, MD 21235-7717	<b>43,500</b>

**NUMBER OF PAGES:** Each notice (mailer) will consist of 1 to 4 printed pages. Exact number of printed pages will not be known until copy is provided with each print order.

**TRIM SIZES:**

Notices: 8-1/2 x 11” flat size (tri-fold down to 8-1/2 x 3-11/16”.)

Mail-out Envelopes: 4-1/8 x 9-1/4” (with window).

**NEW NOTICE WORKLOADS:** The new Mailers could be English and/or Spanish notices. Notices will consist of 1 to 4 pages, up to 2 leaves. These mailers will consist of a personalized notice and mail-out envelope. All notices and envelopes requirements will match those described in Mailers 1 through 6.

**GOVERNMENT TO FURNISH:**

Manuscript for one Mail-out envelope

Manuscript for the recycled paper logo and legend (English)

Manuscript for six (6) notices, which SSA will provide Word documents for each notice.

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

PS Form 3615, Mailing Permit Application and Customer Profile

National Change of Address (NCOA) Certificate

Coding Accuracy Support System (CASS) Certificate

Postage and Fee Paid Mailing Indicia

Exhibit A, Form SSA-301, "Contractor Personnel Security Certification"

Exhibit B, Security and Suitability Requirements

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

Exhibit D, Fingerprint Cards

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

Exhibit F, Fair Credit Reporting Act Authorization Form

Exhibit G, Audit and Summary Report

Exhibit H, Computer System Plan

Exhibit I, Envelope (Sample Only)

Exhibit J, Record Layout Specifications

Exhibit K, Notice (Sample Only)

Exhibit L, Daily Production Report

Exhibit M, Postage Excel Spreadsheet

Test and Production files will be provided via T-1 or VPN transmissions. Production files will not be in Zip Code sequence. The Zip Codes will be in completely random order.

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

Mailers 1 through 4: SSA will supply each file to the contractor in a random zip code order. The contractor shall not presort the files provided but will extract the quantity needed for each daily mailing from the approximately **3,679,000** records contained in the production files. The contractor can then presort the records extracted for that day to obtain maximum postage discounts (see "DISTRIBUTION" herein for details). The remaining portion, of the approximately **3,679,000** records, must be maintained in random order.

**NOTE:** the contractor can mail Mailers 1 through 4 in any order but must complete each mailer before proceeding to the next mailer; contractor must disclose the order Mailers are to be mailed prior to start of production. The contractor will be provided with a excel spreadsheet log to track production throughout the run. An updated spreadsheet will be required to be completed and emailed each morning to [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov) from the start of production until the run is completed. (See **Exhibit M-Postage Excel Spreadsheet**).

Mailers 5 and 6: The contractor shall re-sequence the approximately **43,500** records in ZIP Code order to obtain maximum postage discounts (see "DISTRIBUTION" herein for details).

**NOTE:** All files provided by the Government or duplicates made by the contractor or their representatives and any resultant printouts must be kept accountable and under reasonable security to prevent their release to any unauthorized persons. Files may not be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicate files or resultant printouts shall be destroyed by the contractor pursuant to subsequent directions of the Contracting Officer or his authorized representative.

**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.

**FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS:** The contractor shall provide the capability to interface with SSA's National FTMS for electronic transmission of designated files from SSA to the production facility. SSA will provide the necessary data connection into the contractor's location. **At the discretion of SSA, the line speed may be either increased or decreased depending on utilization.** . The contractor must provide, at their expense, the equipment and operating software platform, and the file transfer software required at their location. The contractor assumes all responsibility for configuration, maintenance, and troubleshooting of their equipment and software. SSA utilizes, and the contractor must provide compatibility with, Cyberfusion Integration Suite software from Proginet Enterprise Software. The Contractor may implement the Cyberfusion Platform Server that has embedded software encryption capable of being enabled. The personal computers/servers must have the capability to run Cyberfusion software with encryption enabled using IP protocols on Windows, UNIX (i.e., IBM's AIX, SUN or HP), or z/OS platforms.

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

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

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

The contractor's FTMS software shall be operational for the receipt of data files 24 hours 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.

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

**WIRE 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 connectivity method will be either through the Internet using an encrypted VPN tunnel or an SSA installed T-1 line. The connection method is at the sole discretion of the Government. The Government shall not be responsible for installation delays of data connections due to any external influences such as employee strikes, weather, supplies, etc., which conditions are beyond the control of the Government.

If a T-1 line is installed, SSA will provide the necessary dedicated data connection, including a router, and firewall at the contractor's specified locations. The contractor shall provide adequate rack space for securing the router and firewall; the contractor shall provide a dedicated analog dial-up line within 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.

If a VPN Internet connection method is deemed necessary, the contractor must have an Internet ready VPN IP security (IPsec) capable device. The Government will not be responsible for any cost associated with the VPN Internet connection that the Contractor may incur.

Also, upon contract award, the contractor shall provide a complete delivery address with nearest cross-street, contact name and phone number for installation of data transmission services and equipment. The contractor's contact person shall 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 persons at the delivery site.

**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 3,679,000 notices. 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 complete programming required for variable data, following the record layout specifications (Exhibit J), and provide SSA within five (5) workdays, samples of variable data from 150 records on white paper (25 records from each of the six mailers (Mailers 1 through 6). The samples will be produced using the data from each of the files that were transmitted during the wire transmission test.

**Samples shall be provided as PDFs and emailed, in an encrypted zip file containing the variable information and marked with the correct Mailer, to [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov).**

**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 (for additional information, see "WIRE TRANSMISSIONS").

**PREPRODUCTION PRESS AND MAIL RUN TEST:** Prior to commencement of production of the contract, the contractor will be required to perform a 12-hour preproduction press and mail run test utilizing the test files transmitted electronically shortly after the postaward conference.

*NOTE: At the Government's option, the Government may delay the test until the data connection line is installed between the contractor's locations and SSA's network interface.*

<u>Mailer</u>	<u>Form/Notices</u>	<u>Quantity</u>
1	SSA-L447 -- Medicare Savings Program Eligible Letters (English)	16,188
2	SSA-L447-SP -- Medicare Savings Program Eligible Letters (Spanish)	736
3	SSA-L448 -- Medicare Savings Program Eligible Letters (English)	55,920
4	SSA-L448-SP -- Medicare Savings Program Eligible Letters (Spanish)	736

The contractor must produce a minimum of 73,580 complete mail packages from Mailers 1-4 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 12-hour period for the inserting and mail process will begin within 2-hours of the start of the printing process allowing the contractor sufficient time to produce printed materials to begin the inserting process. For this test, the contractor is required to mimic live production and use the same equipment as for the live run. The contractor will be allowed to pre-print logos and static base forms prior to test if it resembles their live production run. (For additional information, refer to "**PREPRODUCTION PRESS AND MAIL RUN TEST**" under **SCHEDULE**.)

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

The contractor must perform the 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; gathering; folding; inserting; manifesting and metering; 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. (For additional information, refer to "**PRIOR TO PRODUCTION TESTS**" under **SCHEDULE**.)

All samples must 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 must 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 postaward conference if any test(s) is to be waived.

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

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

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

Any duplicate data and any resultant printouts must be destroyed by the contractor. **Data provided to the contractor must be retained for 21 workdays after mailing.**

**COMPOSITION:** Contractor must typeset six (6) notices as follows:

Notices: Flush left, ragged right, made up into pages of approximately 40 x 52 picas each. Notice font will be in 12 or 13 point Bookman Old Style typeface, Century Schoolbook typeface or agency preferred typeface determined at the time manuscript copy is provided. (Exhibit K)

Mail-out Envelopes: Also set type for the mail-out window envelope in Helvetica typeface. (Exhibit I).

#### **PROOFS:**

*Notices* – Three (3) sets of digital color content proofs for all six (6) different notices. 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. When applicable, proofs shall be collated with all elements in proper position (not pasted up), show the type of "computerized" imaging to be used, trimmed and folded to the finished size of the product. With prior Government approval, PDF proofs are acceptable to Attn: Jamey.cunningham@ssa.gov

**NOTE:** A PDF copy of each Mailer, with all elements in correct position excluding variable information, is required after receipt of an "O.K. to print" is provided

*Envelopes* – PDF Proofs for typesetting and envelope layout with size of envelope and window positioning clearly marked and three (3) sets of construction samples once PDFs are approved.

**NOTE: 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".**

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no 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."

**NOTE: Notice Proofs will be required with each print order during the term of the contract.**

#### **VALIDATION SAMPLES**

**TEST FILE VALIDATION SAMPLES:** The contractor is required to furnish 50 sets of PDF validation samples (English and Spanish) for each of Mailers 1 through 6 when test files are provided, following the record layout

specifications (Exhibit J) . Notice samples must be sent via email with all elements of each notice in proper position and emailed in an encrypted zipped file.

**NOTE:** SSA can change the record layout specifications (Exhibit J) each year. If so SSA will provide a new exhibit with the print order.

Once PDF samples are approved the contractor must produce 10 complete samples for each mailer, inserted into envelopes. Mail samples to : SSA, Printing Management Team, Attn: Jamey Cunningham, 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

If the sample notices are disapproved by the Government due to printer's errors, the Government may require the contractor to submit additional samples for inspection, in the time and under the terms and conditions specified in the notice of disapproval. Such additional samples shall be furnished, and necessary changes made at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional test copies required.

In the event these additional sample notices are disapproved by the Government due to printer's errors, the contractor may 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.

In the event the Government fails to approve, conditionally approve, or disapprove the sample notices within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

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

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

**LIVE PRODUCTION VALIDATION SAMPLES: (Required with each print order, each year)**

**May/June run:** Within 24 HOURS after live files are transmitted for the May/June run the contractor shall furnish a total of 200 complete notice samples via PDF (50 samples for each of Mailers #1-#4) for programming validation. The Government will approve, conditionally approve, or disapprove PDF's within 24 hours of receipt thereof.

**November run:** Within 24 HOURS after live files are transmitted for the November run the contractor shall furnish a total of 100 complete notice samples via PDF (50 samples for each of Mailers #5-#6) for programming validation. The Government will approve, conditionally approve, or disapprove PDF's within 24 hours of receipt thereof.

**NOTE:** For each run, within five (5) workdays after approval of validation samples by the Government, the contractor shall furnish a total of 10 printed/imaged inserted notice samples for each Mailer. Notices must be complete and include all variable data furnished from live production files transmitted. Mail samples to : SSA, Printing Management Team, Attn: Jamey Cunningham, 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

**PRODUCTION INSPECTION:** Production inspection(s) are required at the contractor's/subcontractor's plant for the purpose of establishing that the receipt of transmitted files, the printing of notices 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.

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

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

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

**Personalized Notices** – White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60. or, at contractor’s option, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22”, equal to JCP Code D10.

**Mail-out Envelopes** – White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22”, or at contractor’s option, White Offset Book, basis weight: 60 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

#### **PRINTING/IMAGING:**

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

**Notices** – Notices print in black ink (text), and one PMS color. (SSA and CMS logos) on Page 1 only. All other pages print head- to-head in black ink only. (See manuscript or camera copy for color breaks).

**NOTE:** it is the contractor’s responsibility to ensure that the mailing address show through the envelope window correctly, any loss of mail discounts due to misalignment will be borne by the contractor and deducted from the final invoice.

**NOTE: The contractor is responsible for dating the notices with the actual mail date.**

Computerized imaging of variable data, using the supplied record layout specifications (Exhibit J), on page one only in black ink only. Imaging consists of a date and up to a 6-line name/address with Intelligent Mail bar code. Name and address data will be furnished from files transmitted to contractor.

#### **Mail-out Envelope:**

Envelopes print text matter face and back (after manufacture) in black ink. Imaging on the face (side opposite the seams) consists of type and line matter (Exhibit I).

Printing must be in accordance with the requirements for the style envelope ordered. All printing must comply with all applicable U.S. Postal Service regulations. The envelope must accept printing without feathering or penetrating to the reverse side.

Envelopes must have a security tint (lining is acceptable) printed on the inside (back before manufacture) in black ink. Contractor may use their own inside tint design but must be approved by SSA. Design must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein.

**NOTE:** The Government reserves the right to make changes to the envelopes and notices 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.

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

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

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

**MARGINS:** For text follow furnished manuscript copy.

**LOGO POSITIONS:** (see Exhibit K)

SSA Logo placement on Notice- ½” from top edge of paper to logo and 1-7/8” from left edge of paper to logo.

CMS Logo placement on Notice- 1” from top edge of paper to logo and 1” from right edge of paper to line under CMS logo.

**NEW WORKLOAD NOTE:** If new workloads are required, press samples without variable data will be required prior to the commencement of production. The contractor will be required to furnish 200 sets of press samples (English and Spanish) for each new workload. Initially the contractor must email encrypted zipped PDF samples. Once PDF samples are approved the contractor must produce these press samples on their equipment (that will be used in production), and with their personnel. The press samples must print on the paper required by these specifications.

**PRESS SHEET INSPECTION: PRESS SHEET INSPECTION:** Call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing eastern time, with 3 workdays notice. Press sheets will be inspected at the contractor’s plant for quality conformance. 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 one color bar for each color place parallel to the press’s ink rollers. The control bars must show areas consisting of 1/8 x 1/8” minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (GATF, BRUNNER, or GRETAG); and gray balance patches for process color, repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin lamination.

Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002.

**NOTE:** If the contractor uses a backup facility for the production of the static portion of the notices, the Government will require a press sheet inspection at that location.

**CONSTRUCTION: Mail-out Envelope (4-1/8 x 9-1/4”):** Envelope must be open side, with gummed fold-over flap for sealing. Flap is at contractor’s option, but must meet all USPS requirements. Flap must be coated with suitable 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 1-7/8 x 4- 1/2” die cut address window with slightly rounded corners. Die cut is to be located 1/2” from the bottom edge of the envelope and 3/4” from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope). **Contractor has the option to adjust the size of the window opening (subject to Government approval), providing the visibility of the computer generated mailing address and 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 clear of smudges, lines, and distortions. Poly-type material 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 (USPS) readability standards/requirements.

**PACKING:** Gather the appropriate number of leaves per notice in numerical sequence. Notices are to be nested together with all faces forward. Fold from a flat size of 8-1/2 x 11” down to 8-1/2 x 3-11/16”, title out, either wraparound or accordion folds will be acceptable, with the recipient’s name and address on the first page facing out for visibility through window envelope.

It is the contractor’s responsibility to assure that only the name, address and Intelligent Mail barcode on the notice will be visible through the window in the envelope and that only one notice is inserted into each envelope.

**DISTRIBUTION:** Mail f.o.b. contractor's city the balance of each order. (The contractor is responsible for all costs incurred in transporting this product to the USPS.

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

The contractor is to supply a Daily production report (Exhibit L) for each mailing showing the number of notices printed, folded, inserted, and delivered to the post office. These reports are to begin on the first day of printing and continue daily until the end of the term of the contract. The report is to be emailed to SSA, Printing Management Team, Attn: Jamey Cunningham at [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov).

The contractor is required to complete and email to SSA daily an MS EXCEL database/spreadsheet for each day of mailing using the supplied Postage Excel Spreadsheet (Exhibit M). The database/spreadsheet will have fields for the contractor to complete. These fields will include: Job Title, Jacket Number, Program Number, and Print Order Number, as well as the itemized breakdown of the postage computation found on the postal Form PS3600R. The contractor will be required to email the completed database/spreadsheet within two (2) workdays of each mail drop to: SSA, Printing Management Team, Attn: Jamey Cunningham at [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov).

**SPECIAL REQUIREMENT:** SSA requires the use of Permit Imprint. Orders may contain various weight pieces. The contractor must use SSA's "Postage and Fees Paid First Class Mail" permit imprint mailing indicia printed on each mail piece. Each mail piece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mail pieces. Permit imprint mailings must contain at least 200 pieces or 50 pounds. The contractor is cautioned to use the permit imprint only for mailing material produced under this contract.

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

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. The contractor will be reimbursed for the metered postage by submitting a properly completed Postal Service form (or equivalent) with voucher for billing or at the Government discretion, issue a meter for the use on this contract.

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

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

To achieve the maximum automation compatible postal discount, the contractor is required to either presort the notices prior to printing or sort the mail after the notices are inserted. The contractor may use a Presort subcontractor for the mailing portion of the contract. SSA has the right to inspect the subcontractor for the security of the mailing

operation and compliance with the contract. All of the pieces without a barcode must be separated and mailed as a non-automation rate single piece mailing.

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

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

In addition, USPS has a verification procedure called a “tap” test. This test is used to screen all mailings with barcoded inserts for proper barcode spacing within the envelope window. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125 (1/8) inch between the left and right edges of the window, and at least 0.028 inch clearance between the Intelligent Mail Barcode and the top and bottom edges of the window.

All letters in a mailing must pass the "tap" test in order to obtain the maximum postal discounts for the agency. The contractor will be responsible for payment of any additional postage resulting from a loss of postage discounts due to failure to pass the “tap” test because of inaccuracy or failure to conform to USPS specifications.

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

#### **INTERNATIONAL MAIL:**

If the contractor receives International mail addresses in the data files, the contractor is NOT to produce them. The contractor is to delete the information from the record and report to SSA the quantity deleted for each mailer.

**MAILING DOCUMENTATION:** The contractor must 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 GPO’s Form 712 (Certificate of Conformance), noted with file date and mailer number. The contractor must place the number that is on top of the GPO Form 712 (the number that starts with “A”) in the space provided on the USPS mailing statements. If no space is provided on the mailing statement, place the number in the upper right margin of the mailing statement. The contractor will also use SSA’s Federal **Agency Cost Code number (276-00045)** which is to be placed on all mailing documents.

The contractor must provide the copies to SSA’s Printing Management Team via overnight/next day delivery carrier (at contractor’s expense) or faxed to within 72 hours of being provided to USPS. All copies must be legible and include both front and back and should be addressed to the Social Security Administration, Printing Management Team, Attn: Jamey Cunningham, 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401, fax (410)965-6400.

SSA will supply an excel spreadsheet to the contractor that is to be updated daily for each mailing showing the number of notices printed, folded, inserted, and delivered to the post office. These reports are to begin on the day of printing and continue daily until mailing is completed. The report is to be emailed to SSA, Printing Management Team, Attn: Jamey Cunningham at [Jamey.cunningham@ssa.gov](mailto:Jamey.cunningham@ssa.gov) or faxed to on (410) 965-6400.

**NOTE:** One (1) copy of billing payment voucher form 1034 showing amount of billing invoice, automated summary reports and GPO 712s for each print order must be sent within 10 days of mailing date to: SSA, Attn: Jamey Cunningham 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401. The original voucher and GPO 712s will be sent to the Comptroller FMCE, U.S. Government Printing Office.

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

For the address for the Section 1144 Outreach Notices, SSA will provide certificates indicating that the addresses have been matched against both the USPS-certified Coding Accuracy Support System (CASS) software and the National Change of Address (NCOA) service database. Updated CASS and NCOA certificates will be provided to the contractor by SSA throughout the duration of the contract.

Upon termination of the contract, all furnished material, and all USPS validated copies of postal documentation must be delivered (via overnight carrier) to the Social Security Administration, Printing Management Team, Attn: Jamey Cunningham, 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

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

**PAYMENTS ON PURCHASE ORDER:** Processing vouchers for payment, FAX the completed invoice to GPO by utilizing the GPO barcode coversheet program application. Access the hyperlink below and follow the instructions as indicated: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

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

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

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

**SCHEDULE:** Adherence to this schedule must be maintained.

Furnished material and proofs must be picked up from and delivered to: SSA, Printing Management Team, Attn: Jamey Cunningham, 1356 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

Manuscript and/or camera copy for envelopes will be provided at the post-award meeting. Manuscript and/or camera copy for notices will be provided with the each print order placed.

Manuscript and/or camera copy must be returned with proofs.

The print order for Mailers 1 through 4 will be placed in May of each contract year. The print order for Mailers 5 and 6 will be placed in November of each contract year.

**Proof Schedule –**

Contractor must submit all proofs for envelopes and static notices within five (5) workdays after receipt of furnished materials.

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

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

The Government will either approve or mark for corrections within three (3) workdays of receipt from contractor.

**TEST FILE VALIDATION SCHEDULE:**

Contractor must submit test file PDF validation sample notices within three (3) workdays after receipt of test files.

The Government will either approve or mark for corrections within three (3) workdays from receipt.

The contractor must submit revised proofs, if necessary due to author's alterations, within three (3) workdays after receipt of author's alterations.

The Government will either approve or mark for corrections within two (2) workdays from receipt thereof until made available for pickup.

**LIVE PRODUCTION VALIDATION SCHEDULE:**

Contractor must submit PDF validation sample notices within 24 hours after receipt of live production files. The Government will approve, conditionally approve, or disapprove PDF's within 24 hours of receipt thereof.

NOTE: The contractor will not be given any additional time in the production schedule to complete this validation.

**PRODUCTION SCHEDULE:**

**Workday** - The term "workday" is defined as Monday through Friday each week, exclusive of the days on which Federal Government holidays are observed. Also excluded are those days on which the Government Printing Office is not open for the transaction of business, such as days of national mourning, hazardous weather, etc.

**May/June Schedule:** Files for Mailers 1-4 are to be transmitted to the contractor in the month of May of each year. Mailings of Mailer 1 through 4 must be made daily (Monday through Friday) starting eight (8) workdays after files have been provided by SSA (validation of files is to take place and be completed during this 8 day timeframe). The daily mailing volume will be determined by dividing the total number of notices to mail by 25 days. Contractor must be able to maintain an even distribution of mailing throughout the 25-day period. If the contractor is unable to meet this requirement they will be declared non-responsible.

**November Schedule:** Files for Mailers 5 and 6 are to be transmitted to the contractor on or before the Monday prior to Thanksgiving and mailed on the Wednesday following Thanksgiving of each year.

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

The contractor must notify the GPO of the date and time the production inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Printing Office, Quality Assurance Division, telephone area code (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. 9-88)). 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.

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

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 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 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 one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

- I. (a) 1  
(b) 12
  
- II. 12
  
- III. (a) 6  
(b) 74,450  
(c) 37,225  
(d) 37,225
  
- III. (a) 37,225  
(b) 37,225
  
- V. 37,225
  
- VI. 1

**SECTION 4 - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination to Baltimore, MD, 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 non-responsive.

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

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

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

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

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

Cost of all required paper must be charged under Item IV. “PAPER”.

**I. COMPOSITION/PROOFS:** Prices offered must be all-inclusive, and must include the cost of all operations necessary in accordance with the terms of these specifications for the mail-out envelope and each notice.

- (a) Envelopes .....per envelope .....\$ \_\_\_\_\_
- (b) Notices..... per page .....\$ \_\_\_\_\_

**II. VALIDATION SAMPLES (Test and Live production files):** Price offered must include all costs incurred in furnishing validation samples as specified 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, PDFs and any other operations necessary to produce the required quantities of the product in the time specified and in accordance with specifications.

Validation Samples .....per Mailer.....\$ \_\_\_\_\_

**III. PRINTING/IMAGING AND BINDING:** Prices offered must be all-inclusive and include the cost of all films, proofs, materials and operations necessary for the complete printing/imaging and binding listed in accordance with these specifications.

(a) Makeready/setup charge\* .....\$ \_\_\_\_\_

\*Contractor will be allowed only one (1) makeready/setup charge per Mailer. This combined charge shall include all materials and operations necessary to makeready and/or setup the contractor’s equipment for each of the six (6) mailers. Invoices submitted with more than one (1) makeready/setup charge per Mailer will be disallowed.

(b) Static information and Logos on notices..... per 100 pages .....\$ \_\_\_\_\_

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

(c) Personalized variable information  
(printing/imaging per page) ..... per 100 pages.....\$ \_\_\_\_\_

(d) Mail-out Envelope (4-1/8 x 9-1/4”) .....per 100 envelopes .....\$ \_\_\_\_\_

**IV. 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 makeready or running spoilage must be included in the prices offered.

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

Notices (8-1/2 x 11): A charge will be allowed for one page-size leaf.

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

Per 100 Leaves

(a) Notices: White Offset Book (50-lb.) or White Writing (20-lb.).....\$ \_\_\_\_\_

(b) Mail-out Envelopes: White Wove (24-lb.) or White Offset Book (60-lb.) .....\$ \_\_\_\_\_

**V. INSERTING AND MAILING:** Prices offered must include the cost of all required materials and operations necessary for the mailing of the notices including cost of collating notices (single or multiple leaves) in proper sequence and folding to required size in accordance with these specifications, insertion of notices into mail-out envelope and mailing in accordance with these specifications.

Per 100  
Complete  
Mailers

All Mailers..... \$ \_\_\_\_\_

**VI. PREPRODUCTION TESTS:** Price offered must include all costs incurred in performing the Wire Transmission test as specified in these specifications.

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

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

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

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

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

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

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_

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

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone number)