

Program: 0381-S						
Term: 08/01/21 To 07/31/22						
TITLE: Social Security Cards - Form SSA-3000						
					Current Contractor	
			Banknote Corporation of America		Banknote Corporation of America	
			Browns Summit, NC		Browns Summit, NC	
		Basis of				
Item No.	Description	Award	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:					
	Social Security Card - Form SSA-3000.....per form....					
(1)	Makeready and/or Setup	3	\$6,800.00	\$20,400.00	\$6,700.00	\$20,100.00
(2)	Running per 1,000 copies	17,640	\$125.84	\$2,219,817.60	\$122.41	\$2,159,312.40
II.	PAPER:					
	Required stock/paper..... per 1,000 forms.....	17,640	\$21.59	\$380,847.60	\$20.72	\$365,500.80
	CONTRACTOR TOTALS			\$2,621,065.20		\$2,544,913.20
	DISCOUNT		0.00%	\$0.00	0.00%	\$0.00
	DISCOUNTED TOTALS			\$2,621,065.20		\$2,544,913.20
				AWARDED		

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Social Security Cards - Form SSA-3000

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

Social Security Administration

Single Award

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

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Washington, DC Time, on March 9, 2021 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.***

BID ACCEPTANCE PERIOD: The minimum time period for acceptance of bids on Program 381-S (R-1) by the Government is 180 calendar days. To be responsive, a bidder must insert in the bid acceptance portion of bid submission a bid acceptance period of 180 days or more. It is cautioned that if the bidder makes no entry, a bid acceptance period of 60 calendar days will automatically be applied, and the bid will be rendered non-responsive. (Refer to “BID ACCEPTANCE PERIOD” in SECTION 4.)

BID RESTRICTION: Due to travel restrictions as a result of COVID-19, bidders must have an SSA pre-approved security clearance at the bidder’s physical location(s) that will be used in the production of products for this contract. NOTE: If bidder does not have these requirements completed prior to bid submission, the bidder will be declared non-responsible.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: Due to the security requirements set forth in these specifications, the product must be produced in the continental United States. The Federal Bureau of Investigation has limited jurisdiction outside of the United States and would not be able to oversee and enforce these requirements.

BIDDERS, PLEASE NOTE: *This program was formerly Program 831-S.* These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Rebecca Swan at rswan@gpo.gov or (202) 512-0307.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

SUBCONTRACTING: Subcontracting is NOT allowed. (NOTE: Contractor is allowed to dispose of materials at an off-site location. See “DISPOSAL” specified herein.)

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

Product Quality Levels:

- (a) Printing (page related) Attributes – Level II.
- (b) Finishing (item related) Attributes – Level II.
- (c) Exceptions:
 - (1) Type Quality and Uniformity (Attribute P-7) – Number of breaks and/or fill-ins in the micro print line (every 2-1/8”) shall not exceed 12. Any break and/or fill-in in excess of the 12 allowed (per 2-1/8”) will be considered a major defect.
 - (2) Trim size (Attribute F-1) – Margins and registration must be maintained within plus or minus 1/32” or less. A variance in excess of plus or minus 1/32” will be considered a major defect.
 - (3) All elements of manufacture of these continuous forms, such as printing, punching, perforation, registration, etc., shall be of such precision as to ensure continuous operation on the following printers and inserters (performance standards are container-related requirements): Pitney Bowes MPS22K (Model Y503) Inserters and Kodak Versamark VL 2000 inkjet printing system.

The following standards shall apply to containers of forms. Each container of forms shall be assigned a performance defect if it has more than one stoppage due to any manufacturing deficiency.

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

- (a) Form-related attributes and other form-related requirements: General Inspection Level I.
- (b) Container-related requirements (e.g., breaks, splices, warning signals, performance tests) and destructive tests: Special Inspection Level S-3.

Acceptable Quality Levels (AQL):

- (a) Form-related attributes and other form-related requirements: 1.0 critical defect per 100 forms and 6.5 total defects per 100 forms (total defects equal critical defects plus major defects). One form equals one unit of product.
- (b) Container-related requirements: 2.5 performance defects per 100 containers. One container of forms equals one unit of product.

NOTE: Form-related defects shall be accumulated separately from container-related defects. A lot may be unacceptable for form-related defects, for container-related defects, or for both.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

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

P-7. Average Type Dimension; Electronic Media.

P-9. Pantone Matching System.

GOVERNMENT TESTING: The Quality Control for Published Products Section of the U.S. Government Publishing Office will inspect all shipments (partial or complete) received at the Social Security Administration, Baltimore, MD, to ensure compliance to specifications. This inspection will determine the acceptability or non-acceptability of the shipment received. Testing will not relieve the contractor from compliance with the following items listed under “QUALITY ASSURANCE LEVELS AND STANDARDS: (1) Product Quality Levels: item (c)(3); (2) Inspection Levels (ANSI/ASQC Z1.4): item (b); and, (3) Acceptable Quality Levels (AQL): items (a) and (b).” Social Security Cards will be randomly selected from containers throughout the shipment. The cards selected will then be taken to the GPO for examination and testing.

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 actual production may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from August 1, 2021 to July 31, 2022, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 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 April 30, 2021, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “Table 9 - 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:

NOTE: For the purpose of this contract, the Paper Price Adjustment will be based on the date of actual production. Actual production begins February 1, 2022.

1. BLS code 0913-01 for Offset and Text will apply to all paper required under this contract.
2. The applicable index figures for the month of **January, 2022**, 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.

- $$\frac{\text{X - base index}}{\text{base index}} \times 100 = \underline{\hspace{1cm}} \%$$

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

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

The contractor shall submit in writing to the Contracting Officer the details of its Quality Control Program. The proposed Quality Control Program must be submitted within 10 workdays of the Government request. The workday after notification to submit will be the first workday of the schedule.

The proposed Quality Control Program shall contain at a minimum, the following:

- (1) How, when, where, and by whom process controls and inspections will be performed. Contractor shall state the number of Quality Control people that shall be permanently assigned to this program and shall list, in detail, the duties of each individual.
- (2) List the tests and/or reviews that will be conducted to ensure that the Social Security Cards produced will meet all requirements and specifications as stated herein.
- (3) Detail the procedures to be used to control/monitor and verify the proper sequence of the sequential number printed on the back of the Social Security Cards. **Under no condition will an order containing missing or duplicated numbers and/or numbers out of sequence be accepted by the Government.**

- (4) Detail the procedures that will be taken to ensure that samples will be taken from all phases of production.
- (5) Designate a lead person (by name) who shall be responsible for the operation of the Quality Control Program and for investigating and ascertaining the causes of deficiencies found.
- (6) Explain how requests by the Government for an updated or revised Quality Control Program, or, answers to questions pertaining to the Quality Control Program will be handled to ensure submission to the Government within five (5) workdays of request.

A signed Certificate of Inspection of each shipment, certifying that the product has been tested and inspected and found to comply with all requirements, shall be made available to the Contracting Officer upon request.

Failure to maintain the Quality Control Program in accordance with the plan submitted and approved by the Government may result in the Government terminating the contract for default.

GENERAL INSPECTIONS: In addition to the Government inspection that will be made upon receipt of the first print order (see “SCHEDULE”), quality assurance inspections by Government personnel may be made at the contractor’s plant during any phases of production.

SECURITY INSPECTIONS: A security inspection will be conducted by Government personnel upon receipt of each shipment. This inspection is to ensure that the contractor is conforming to the distribution and transportation security requirements of the specifications. As part of the inspection, the armed guards (see “DISTRIBUTION – Transportation”) will be required to show proof of identity (a current state issued driver’s license and/or a photo identification card issued by the secured carrier), and their current state-specific permit to carry a firearm.

DIGITAL FILE (ELECTRONIC MEDIA) SECURITY: The GPO will provide the contractor with a digital version of the form. The content of this material has been labeled with a Public Trust Position Designation Level 5C (see “SECURITY REQUIREMENTS”).

The contractor shall protect the digital file at all stages of the production process, from receipt, until all traces of the file have been removed from the contractor’s active files, backup files, and/or archival storage.

The digital file will be transmitted to the contractor with a full security characterization and specification of any special handling requirements (either explicitly or by reference to an approved source, such as a Digital File Security Plan, the contract, etc.) The contractor should not accept any digital file for which this controlling information is absent.

Electronic Media Protection:

- The contractor shall lock any electronic media received from the Government in a work area safe when not being used or reviewed.
- The electronic media will be logged in and out of the safe by designated users only.
- Material produced that could be used to create an original form, such as a master digital file, will be logged in and out by designated user only.
- The contractor shall ensure that the digital file has been removed from all systems across the contractor’s network. Within 10 workdays of notification to do so, the contractor must furnish an affidavit to the Contracting Officer confirming final cleanup.

Workstation Access:

- All persons entering or leaving the work area must log in and out with the time and date of entry and exit.
- The access log will remain in the work area and must be maintained by the person responsible for that area. The log may be subject to review and inspected by the Government at any time.
- Workstations must be password protected.

Securing Digital Files:

Digital files will be saved either to a removable hard drive or a secure server. Hard drives will be locked in the safe in the work area when the room is vacated and/or at the end of each workday. If the contractor intends to store files on a secure server, the contractor must submit their plans for secure file storage to the Contracting Officer (in addition to the plans required under “SECURITY REQUIREMENTS”) for their approval.

System and Communications Protection:

- The contractor shall specify how digital files provided by the Social Security Administration will be protected from change and/or theft.
- The contractor shall specify how electronic systems are protected from virus, malicious code, or unintended change.

PREAWARD SURVEY: In order to determine the responsibility of the contractor the Government reserves the right to conduct an on-site preaward survey at the contractor’s facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet(s)
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government.

Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

If award is predicated on the purchase of production and/or systems equipment, the contractor must provide purchase order(s) with delivery date(s) of equipment to arrive, be installed, and be fully functional at least 90 calendar days prior to the start of live production.

If the Government, during the preaward survey, concludes that the contractor does not or cannot meet all of the requirements as described in this contract, the contractor will be declared non-responsive.

SECURITY REQUIREMENTS: All security requirements required under this contract must be in place and operational by Date of Award (On or about August 1, 2021). Bidders unable to demonstrate that full security requirements will be in place by August 1, 2021 shall be declared non-responsible.

The contractor shall submit, in writing, to the Contracting Officer, the details of their Security Control Plan, as specified below. The Security Control Plan must be submitted within 10 workdays of the Government request. The workday after notification to submit will be the first workday of the schedule.

Requests by the Government for an updated or revised Security Control Plan, or, answers to questions pertaining to the Security Control Plan must be submitted within five (5) workdays of request.

The proposed Security Control Plan is subject to Government review and approval, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of the Security Control Plan.

The Security Control Plan shall address, at a minimum, the following.

- (1) *Work Area:* The contractor shall provide a secure area(s), dedicated to the manufacture and storage of Social Security Cards (either a separate facility dedicated to the Social Security Card Program or a walled-in limited access area within the contractor's existing facility). Access to the area(s) shall be limited to security-cleared employees involved in the production of Social Security Cards (see "SECURITY REQUIREMENTS"). The contractor shall furnish, with its Security Control Plan, a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, the printing and wrapping locations, and the location of, or proposed construction site of, a vault* storage area.

*NOTE: At a minimum, the vault must meet the requirements for a Class 1 vault, in accordance with the classifications of Underwriters Laboratories Inc. Contact the following address for additional information on construction specifications: Underwriters Laboratories Inc., 333 Pfingsten Road, Northbrook, IL 60062. (Telephone: (847) 272-8800)

If necessary, the construction/installation of a Class 1 vault must be completed by August 1, 2021. Contractors unable to meet this date will be declared non-responsible.

- (2) *Equipment:* Equipment to be used in the manufacture of Social Security Cards must be located within the previously defined secured area(s), unless a special waiver is given by the Government due to the nature of the equipment, and how it will be utilized in the operation.
- (3) *Supervision:* At least one supervisory employee must be permanently assigned to the secured area(s) to visually observe at all times (i.e., 24/7) the printing, packing, and/or storing of all cards/forms, as well as the destruction of any excess or spoiled materials.
- (4) *Storage Area:* All printed Social Security Cards and/or press or intaglio plates must be stored in a vault* that is equipped with appropriate security systems to detect unauthorized entry and/or theft. In addition, the contractor will be required to store all furnished material and reproducibles in the vault.
- (5) *Alarm and Security System:* The contractor shall maintain in operation an effective security system where products covered by these specifications are manufactured and/or stored (awaiting shipment or disposal) to assure against theft and/or the product falling into unauthorized hands. Upon request, a printout shall be provided to the Government (within five (5) workdays) which documents all facility alarm status changes and alarm conditions. The contractor shall also furnish with its Security Control Plan, a floor plan detailing the locations of intrusion detection systems, emergency lighting, and fire suppression equipment for review and approval by the Government. Closed-circuit television and video recording coverage will be required during printing, packing, storage, and destruction of any excess or spoiled materials. A minimum of six (6) months will be required for storage of historical media (e.g., DVD disk). Historical media must be kept in a secure location.

- (6) **Armed Guards:** The contractor must station armed guards where the numbered Social Security Cards are manufactured and/or stored, to ensure against theft. Access control to the secured area(s)/vault* must be maintained on a 24-hour round-the-clock basis. In addition, whenever Social Security Cards are transported from the contractor's facility to the Social Security Administration, they shall be escorted by an armed guard at all times. (See "DISTRIBUTION – *Transportation*.")
- (7) **Accountability:** The contractor shall provide upon request a record (master list) of accountability of all phases of production to include: 1) finished product; 2) the destruction of imperfect work; 3) reproduces; and, 4) raw materials.

The master list shall also identify all raw materials as explained under "PAPER AND INK REQUIREMENTS," showing the exact production trail and accounting for all waste by card number(s) (when applicable) in each phase of production.

Any theft or loss as defined in these specifications shall be reported immediately by the contractor to: Government Publishing Office, APS DC, (202) 512-0307.

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

Plates broken or worn out during the term of the contract and all plates in the possession of the contractor at the time of expiration of the contract shall be disposed of as directed by the Contracting Officer. When requested by the Government, the contractor must provide a copy of the log listing all Government material currently in their possession.

DISPOSAL: Prior to the destruction of any obsolete media, the contractor shall notify the U.S. Government Publishing Office so that Government representative(s) may be present to witness the destruction, if so desired. In addition, the contractor must furnish a sworn affidavit to Sherry.Leverett@ssa.gov and Matthew.Thomas@ssa.gov, certifying that every printed or partially printed sheet (excess or spoilage) not delivered has been destroyed at the contractor's plant by: burning; pulverizing; shredding; or other method agreed to by the Contracting Officer. The contractor must provide the location and method planned to transport and dispose of the material. Additionally, the contractor must include the names of all contract officials responsible for the destruction of excess or spoiled cards. A copy of this affidavit is also to be furnished to the Contracting Officer. In the event that off-site destruction services are to be utilized, the contractor shall be required to provide Government approved armed security during transporting, storing, and destruction. All costs incurred for off-site destruction shall be borne by the contractor. The contractor shall assure prompt destruction of excess or spoiled cards.

NOTE: The Government will require the contractor to use a "disintegration shred" if the shredding method is utilized to dispose of excess or spoiled cards.

REJECTED SHIPMENTS: The Government will dispose of rejected shipments with all costs incurred for the disposal being charged back to the contractor. In addition, the contractor will deduct from their billing invoice all charges billed to the Government for the rejected cards.

GOVERNMENT ACCESS: The Government shall have the right to have representatives inspect the contractor's plant: 1) prior to award; 2) prior to the beginning of production; and, 3) at any time(s) it may elect during the term of the contract, to ascertain whether Social Security Cards are being produced, stored, shipped, and delivered in accordance with these requirements, and that facilities are suitable, secure, and safe for storage of reproduces, raw materials, and/or cards. The Contracting Officer will supply the contractor with the names of the Government personnel authorized to be admitted to the facility. Inspections of the contractor's plant may be announced or unannounced.

SECURITY AND SUITABILITY REQUIREMENTS FOR GOVERNMENT PRINTING (NOV 2018):

NOTE: For the purposes of this contract, the Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) is the SSA representative/Program Lead. The terms "vendor" and "contractor" are used interchangeably throughout this contract. Additionally, the terms "business days" and "workdays" are used interchangeably throughout this contract.

(a) Suitability Process:

The background investigation and adjudication processes are compliant with 5 CFR 731 or equivalent. Any new vendor personnel (i.e., those who have not previously received a suitability determination under this contract) requiring access to a SSA facility, site, information, or system must complete and submit, through the COR-COTR, the documents listed in (a)(1) at least 30 workdays prior to the date vendor personnel are to begin work. The suitability process cannot begin until the vendor submits, and SSA receives, accurate and complete documents.

(1) Suitability Document Submission

- a. Immediately upon award, the Company Point of Contact (CPOC) must provide to the Center for Suitability and Personnel Security (CSPS) and a copy to the Contracting Officer's Representative (COR) for all vendor personnel requesting a suitability determination using a secured/encrypted email* with a password sent separately to DCHR.OPE.Suitability@ssa.gov:
 - (i) An e-QIP [applicant listing](#) including the names of all vendor personnel requesting suitability;
 - (ii) Completed [Optional Form \(OF\) 306, Declaration for Federal Employment](#) (see Exhibit A);
 - (iii) Work authorization for non-United States (U.S.) born applicants, if applicable.
- b. The e-QIP applicant listing must include the vendor's name, the Social Security Administration (SSA) vendor number, the CPOC's name, the CPOC's contact information, the COR's name, the COR's contact information, and the full name, Social Security Number, date of birth, place of birth (must show city and state if born in the U.S. OR city and country if born outside of the U.S.), and a valid email address for all vendor personnel requesting suitability. All spelling of names, email addresses, places, and numbers must be accurate and legible.

(2) e-QIP Application:

- a. Once SSA receives all completed documents, listed in (a)(1), the Center for Suitability and Personnel Security (CSPS) will initiate the e-QIP process using the e-QIP applicant listing. CSPS will email the e-QIP notification to the CPOC and COR inviting vendor personnel to the e-QIP website to electronically complete the background investigation form (Standard Form (SF) 85P, Questionnaire for Public Trust Positions.
- b. Vendor personnel will have up to 10 business days to complete the e-QIP application. The 10-day timeframe begins the day CSPS sends the invitation to the CPOC and COR. Vendor personnel must electronically sign the signature pages before releasing the application in e-QIP. Signature pages include the Certification, Release, and Medical Release pages for the SF85P. Find information about the e-QIP process in the e-QIP Quick Reference Guide for e-QIP Applicants at <https://nbib.opm.gov/e-qip-background-investigations/>.
- c. If vendor personnel need assistance with e-QIP logon and navigation, they can call the e-QIP Hotline at 1-844-874-9940.

(3) Fingerprinting:

- a. The e-QIP notification email also provides vendor personnel with instructions to obtain electronic fingerprinting services. Vendor personnel must report for fingerprint services immediately upon completion and release of the e-QIP application and within 10 business days from the day CSPS sends the invitation.
- b. If vendor personnel cannot report to the designated fingerprint locations (in the notification email), CSPS will accept completed Field Division (FD) 258 fingerprint cards (Exhibit B). The COR can provide the FD 258, if required. Vendor personnel must complete all fields on the FD 258. Incomplete fields may delay suitability processing.
- c. If the vendor needs to mail completed FD 258 fingerprint cards, the vendor can send them, via certified mail along with a completed Vendor Personnel Suitability Cover Sheet to: Social Security Administration, Center for Suitability and Personnel Security, Attn: Suitability Program Officer, 6401 Security Boulevard, 2246 Annex Building, Baltimore, MD 21235.

(4) Status Check:

- a. Per our Security and Suitability Team

If vendor personnel have completed each of the steps in (e) in their entirety and do not receive a suitability determination within 15 business days of their last submission, call 1-844-874-9940 to determine suitability status.

(b) Suitability Determination:

- (1) CSPS uses a Federal Bureau of Investigation fingerprint check as part of the basis for making a suitability determination. This determination is final unless information obtained during the remainder of the full background investigation, conducted by the Office of Personnel Management, is such that SSA would find the vendor personnel unsuitable to continue performing under this contract. CSPS will notify the CPOC and the COR of the results of these determinations.
- (2) SSA will not allow vendor personnel access to a facility, site, information, or system until CSPS issues a favorable suitability determination. A suitability determination letter issued by CSPS is valid only for performance on the vendor specified in the letter.
- (3) If personnel has been cleared at a previous contractor's facility and are to perform work under a new contractor, the CPOC must submit a fully completed, legible [Contractor Personnel Rollover Request Form](#) to the COR. CSPS will notify the CPOC, COR, and Contracting Officer (CO) of suitability to work under the new vendor.

(c) Vendor Personnel Previously Cleared by SSA or Another Federal Agency:

If vendor personnel previously received a suitability determination from SSA or another Federal agency, the CPOC should include this information next to the vendor personnel's name on the initial applicant listing (see paragraph (a)(1)b.) along with the OF306. CSPS will review the information. If CSPS determines another suitability determination is not required, it will provide a letter to the CPOC and the COR indicating the vendor personnel was previously cleared under another Federal contract and does not need to go through the suitability determination process again.

(d) Unsuitable Determinations:

- (1) The vendor must notify the contractor personnel of any unsuitable determinations as soon as possible after receipt of such a determination.
- (2) The vendor must submit requests for clarification for unsuitable determinations in writing within 30 calendar days of the date of the unsuitable determination to the email mailbox or address listed below. Vendor personnel must file their own requests; vendors may not file requests on behalf of vendor personnel.

dchr.ope.suitclarify@ssa.gov; or, Social Security Administration, Center for Suitability and Personnel Security, Attn: Suitability Program Officer, 6401 Security Boulevard, 2246 Annex Building, Baltimore, MD 21235

(e) Vendor Notification to Government:

The vendor shall notify the COR and CSPA within one (1) business day if any vendor personnel is arrested or charged with a crime, or if there is any other change in the status of vendor personnel (e.g., leaves the company, no longer works under the vendor, the alien status changes, etc.) that could affect their suitability determination. The vendor must provide in the notification as much detail as possible, including, but not limited to: name(s) of vendor personnel whose status has changed, SSA vendor number, the type of charge(s), if applicable, date of arrest, the court date, jurisdiction, and, if available, the disposition of the charge(s).

****Email Procedures:***

For the contractor's convenience, SSA has included the following instructions to send emails with sensitive documentation or messages containing personally identifiable information (e.g., SSNs, etc.) securely to an SSA email address. Contractor is to consult their local information technology staff for assistance. If the contractor utilizes an alternate secure method of transmission, it is recommended that the contractor contact the recipient to confirm receipt.

To Encrypt a File using WinZip:

- i. Save the file to contractor's hard drive
- ii. Open Windows Explorer and locate the file
- iii. Right click on the file
- iv. Select "WinZip"
- v. Select "Add to Zip File"
- vi. An Add box pops up. Near the bottom of the box is an "Options" area
- vii. Click the "Encrypt added files" checkbox
- viii. Click the "Add" button
- ix. Check the "Hide Password" checkbox if not already checked
 - a. Enter a string of characters as a password composed of letters, numbers, and special characters (minimum 8 characters – maximum 64)
 - b. Select the 256-Bit AES encryption radio button
 - c. Click "OK"
- x. The file has been successfully encrypted, and the new Zip file can now be attached to an email.

Providing the Recipient with the Password:

Send the password to the intended recipient in a separate email message prior to sending the encrypted file or after sending the encrypted file. Do not send the password in the same email message to which the encrypted file is attached.

If possible, it is recommended to provide the password to the COR-COTR by telephone or establish a predetermined

password between the contractor and the COR-COTR.

The COR-COTR should also submit the password in a separate email from the documentation when submitting to ^DCHR OPE Suitability. Due to the large volume of submissions, the COR-COTR must always provide the password to ^DCHR OPE Suitability in a separate email, even if it is a pre-established password for a contract.

Sending an encrypted Zip File via email:

1. Compose a new message
2. Attach the Zip File
3. Send message

MAINTENANCE PLAN: The contractor shall be covered by a maintenance agreement providing service on all equipment necessary for the production of the Social Security Cards, unless they have specifically trained employees that can provide this service.

PERFORMANCE BOND: The successful bidder will be required to execute and return to the GPO a performance bond on Standard Form 1418 in the penal sum of \$200,000.00, to insure performance of the contract in accordance with the specifications and conditions set forth herein. Such bond, with good and sufficient surety or sureties acceptable to the Government, must be provided within 10 workdays of the form being furnished to the contractor by the GPO.

ALTERING OF GOVERNMENT FURNISHED MATERIAL: Any alteration of Government furnished materials without written authorization from the Contracting Officer will result in an immediate default. In addition, all costs incurred by the Government to restore the furnished material back to its original condition will be charged back to the contractor.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the Social Security Administration, Baltimore, MD, immediately after award.

POSTAWARD TEST: After award, but prior to actual production, the contractor may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a postaward test. The Government reserves the right to waive the postaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor has the capability to successfully produce the items required.

NOTE: Prior to the postaward test, the contractor must be in compliance with all security requirements specified herein. (See "Security and Suitability Requirements for Government Printing")

Within 10 workdays of notification of award, the contractor must submit samples of the "COPY" pantograph, which is incorporated into the background, and the two (2) latent images, which will both be incorporated into the banner portion of the card. The "COPY" pantograph and latent images are subject to Government approval.

NOTE: After award, SSA will inform the contractor what the two (2) latent images consist of. The latent images must be created by the contractor. The latent images must conform to the standards for line weight, depth, and light refraction as specified by the Government.

The Government will provide the contractor a test file (that is representative of the files to be furnished under these specifications) which will contain portions of the Social Security Card digital file but will not be the final file for production. (See "DIGITAL FILE (ELECTRONIC MEDIA) SECURITY" for more information.)

The word “COPY” must not be visible on the printed card, but must appear when the card is reproduced by use of single or multi-color laser copiers or similar duplicating processes on the market at time of contract award. No additional time will be given in the contract schedule for incorporating the pantograph and/or performing any testing of the pantograph. If the contractor is unable to comply, they will be declared non-responsible.

The contractor must be ready to perform the postaward test within five (5)* workdays of notification to test. The contractor will be supplied electronic files (that are representative of the files to be furnished under these specifications) for the intaglio printing, except for the intaglio microline. The contractor will be responsible for creating the microline (subject to Government approval). The Government will provide the contractor with a sample of a previously printed microline to be used as a guide for producing the microline. The contractor will be responsible for whatever steps are necessary to create the microline (which consists of a repeat of the words “SOCIAL SECURITY ADMINISTRATION”) and incorporate it as an integral part of the product.

*Time required to make plates from Government furnished reproducibles will not be included in the 5-workday makeready period. Contractor will be granted a maximum of 10 workdays to make plates.

The contractor will then be required to produce 8,000 sample copies in accordance with all specifications stated herein, except paper. The paper (contractor to furnish) to be used for these postaward test samples must be White Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

These samples will be inspected and tested for compliance with the specifications as to printing and binding quality, construction, kind, and quality of materials.

Samples will be tested on the following printers and inserters: Pitney Bowes MPS22K (Model Y503) Inserters and Kodak Versamark VL 2000 inkjet printing system.

Samples are to be delivered f.o.b. destination to: SSA, Perimeter East Building, 6201 Security Boulevard, Baltimore, MD 21235-6201. *On the same day as delivery of the postaward test samples to SSA, the contractor MUST notify the GPO of the delivery of the samples.*

NOTE: The postaward test samples must be delivered by a secured carrier (inside delivery to the room number and person indicated will be required). The container and accompanying documentation shall be marked “SAMPLES” and shall include “GPO Program 381-S (R-1).”

Postaward test sample cards must be submitted to SSA within five (5) workdays after the makeready period.

The Government will approve, conditionally approve, or disapprove the samples within seven (7) workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to produce additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no cost to the Government.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

In the event compliance with the specifications cannot be demonstrated by the contractor, they shall be declared non-responsible. NOTE: If the contractor is found to be non-responsible, they will be required, under Government supervision, to destroy or return (at the Government's option) all plates or any other media that might be used to produce cards described in these specifications. *The cost of returning (by a secured carrier) Government-furnished materials for the test from the non-responsible contractor's plant will be borne by the Government.*

All operations necessary in the performance of this test shall be performed at the facilities and on the equipment in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this postaward test.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from August 1, 2022 through July 31, 2023, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

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

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of the contract.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Upon completion of each order, the contractor shall submit an itemized statement for billing to the ordering agency for examination and certification as to the correctness of the billing. Unless otherwise specified, contractor to submit billing to: Sherry Leverett at Sherry.Leverett@ssa.gov and Matthew Thomas at Matthew.Thomas@ssa.gov.

After agency verification, billing invoices must be submitted to the U.S. Government Publishing Office for payment.

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

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

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

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

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

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of one-part, marginally punched continuous forms requiring such operations as printing in multiple colors (including intaglio printing), perforating, sequential numbering, packing and distribution.

TITLE: Social Security Cards - Form SSA-3000.

FREQUENCY OF ORDERS: Approximately 1 to 5 orders per year.

QUANTITY: It is anticipated that most orders placed will be for either approximately 2,600,000 or approximately 15,000,000 forms.

NOTE: An occasional order may be placed for approximately 40,000 to 80,000 forms for internal testing purposes only.

TRIM SIZE: 9-7/8 x 4" (trim size includes marginal punching).

GOVERNMENT TO FURNISH:

A digital file for intaglio printing (except for intaglio microline), will be furnished. The Government will provide one or more 700 MB CD-R discs using encapsulated postscript (EPS) file format. *(NOTE: The digital file will be furnished at the beginning of the contract and is to be held for reuse throughout the term of the contract.)*

Form OF-306, Declaration for Federal Employment. (See Exhibit A.)

Form FD-258, Applicant Fingerprint Card. (See Exhibit B.)

Social Security Card Sample. (See Exhibit C.)

Pallet Specifications. (See Exhibit D.)

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on the finished product.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

Lithography: Minimal resolution of the lithography plates shall NOT be less than 4,000 dpi. The contractor must specify the resolution in which the lithography will be done.

Intaglio: Minimal resolution of the Intaglio plates shall NOT be less than 10,000 dpi. The contractor must specify the resolution in which the Intaglio will be done

All changes to the file will be made by the Government. Refer to "DIGITAL FILE (ELECTRONIC MEDIA) SECURITY" section for more information.

Upon completion of the first order, the contractor must furnish final production native application files (digital deliverables). The digital deliverables must be an exact representation of the final printed product (including the pantograph and microline) and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.) The digital deliverable must be returned to: U.S. Government Publishing Office, Attn: Contracting Officer, APS DC, 732 North Capitol Street, NW, Washington, DC 20401.

PRIOR TO PRODUCTION PAPER SAMPLES: Contractor must submit paper samples for testing every time the contractor receives a new lot of paper from the paper manufacturer. NOTE: Paper samples from each new lot must be tested and approved prior to paper from the lot being used in production.

The contractor shall submit to the Government, not less than 75 blank paper samples in original, unaltered condition to be used in the production of the contract requirements. Each sample shall be approximately 8-1/2 x 11” and must be of the kind and quality required by the specifications.

Sampling must be conducted in accordance with, and accompanied by, all information required under “SAMPLES AND TESTING” specified herein. Only one (1) set of samples shall be submitted at a time.

Contractor must submit samples to: U.S. Government Publishing Office, Publishing Support Operations, Stop: CSPS, QCPP, 732 North Capitol Street, NW, Washington, DC 20077-5496. The container and accompanying documentation shall be marked PAPER SAMPLES, and shall include the GPO jacket number, purchase order number, and program number.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials.

The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the schedule specified herein.

The Government will approve, conditionally approve, or disapprove the samples within 10 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

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

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with the procedures as indicated in Contract Clause 12, “Notice of Compliance with Schedules,” of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the samples submitted is NOT permitted. Violation of this restriction shall be considered a breach of security, and the contractor shall be subject to default.

Samples will not be returned to the contractor. All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

PAPER AND INK REQUIREMENTS: The contractor must furnish the following paper and ink specifications:

- *Paper* – Brand name; name, date, and location of manufacturer; number of rolls and mill roll numbers received in shipment; date of shipment; customer number (as it appears on shipping documents); and, order number.
- *Ink* – Name, date, and location of manufacturer; color (brand name); batch number; and, date of delivery.

Contractor must furnish the above information for the paper and ink with the prior to production paper samples.

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. 13” dated September 2019.

Government Paper Specification Standards No. 13 - https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf.

The paper used in this contract shall conform to the following requirements –

Stock: Not less than 50 percent cotton or linen fibers; the remainder bleached chemical woodpulp.

No fluorescent (optical) brighteners shall be added to the pulp or paper during manufacture. Fluorescence, due to residual white water, broke, or natural fibers, will be permissible provided that the increase in reflectance, measured with and without the ultraviolet component of a light source of 3100 kelvin in combination with a C.I.E. (International Commission on Illumination) Z (blue) filter, does not exceed 1.0 percent.

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

Acidity: pH value, average, not less than 5.0

Grammage: Average (g/m²) 165

Basis weight: 25-1/2 x 30-1/2 inches, 500 sheets (pounds) 90

A tolerance of ± 10 percent shall be allowed.

Wet tensile strength: Average, not less than –

Machine direction (kN/m) 1.5

Cross direction (kN/m) 0.8

Equivalent –

Machine direction (kg/in) 3.9

Cross direction (kg/in) 2.1

Bursting strength: Average, not less than--

Dry (kPa) 410

Wet (kPa) 110

Equivalent –

Dry (lb/in²) 60

Wet (lb/in²) 16

Tearing strength: Average, each direction, not less

than (mN).....1470

Equivalent (grams).....150

Thickness: Average (mm).....0.185

Equivalent (inch).....0.0073

A tolerance of ± 0.013 mm (0.0005 inch) shall be allowed.

Water resistance: Average, not less than (seconds).....45

Security Features: The paper shall contain the following features –

Chemical Sensitivity. The paper shall be surface treated or impregnated with chemicals so as to produce an obvious and permanent visual reaction when attempted alterations are made with the following classes of chemicals: Acids, bases, and bleaches (including sodium hypochlorite). (See “Test Method A” under “SAMPLES AND TESTING” for evaluation procedures.)

Planchettes. Paper must contain multicolor (yellow, pink, and blue) planchettes equal to the standard sample adopted by the Government (e.g., type, color, size, density, etc.). Additionally, the blue planchettes shall fluoresce and can be detected by short wavelength (254 nm) ultraviolet light using a Spectroline or equal equipment.

General Appearance: The color, formation, and cleanliness shall conform to the standard sample adopted by the Government. The color and formation of the paper in the order shall be uniform. The color variation in any manufacturing run and deviation from the **agreed upon** color standard shall not exceed $DE(CIELAB) = 1.0$.

Finish: The surface and texture of the paper shall show signs of being abraded when subjected to erasures of ink, typewritten, or print matter. Lines ruled and characters written with pen and ink shall be clear cut and free from excessive feathering.

SAMPLES AND TESTING:

Testing: Shall be conducted in accordance with standards in Parts 2 and 4, *Government Paper Specification Standards*, No. 13, dated September 2019, and “Test Method A” below. The precision requirements of the acceptance criteria (Part 4) shall apply.

Test Method A: Evaluation of Paper Sensitivity to Designated Chemicals. Visual reaction to the chemicals listed below shall be evaluated by placing one drop of each chemical on 5 separate, designated areas of a specimen. This procedure is replicated on five (5) consecutive specimens.

The reaction shall be judged as present (positive) or absent (critical defect) for each specimen after the chemical has dried between 18 and 36 hours after the test was made. A positive reaction is one where there is an obvious and permanent color change at the spot where the chemical came in contact with the paper surface. The contrast shall be distinct and visible when viewing the specimen at a 45-degree angle from the perpendicular of the surface in a well lit room. (It is not necessary to lift or rotate the specimen to see the reaction.)

The paper shall react to the following chemicals at the indicated concentrations which are prepared as a weight-volume solution.

5% Sodium hypochlorite solution

5% Hydrochloric acid

2% Potassium hydroxide

Samples: The contractor's paper manufacturer shall submit outturn samples and test data from each manufacturing run to GPO for evaluation. The sample set shall consist of 75 pieces of paper (25 sheets from the beginning of the run, 25 sheets from the middle of the run, and 25 sheets from the end of the run), approximately 8-1/2 x 11" in size, randomly taken and representing the entire manufacturing run. Sampling shall be conducted in accordance with the current edition of the standard method TAPPI T-400, *Sampling and accepting a single lot of paper, paperboard, containerboard, or related product*.

A covering document shall accompany the sample set with the following information: (A) the GPO Jacket Number and Program Number; (B) the mill or manufacturing run number; (C) the manufacturer's test data obtained at regular intervals **throughout** the manufacturing run (e.g., for each reel or for each manufacturing hour, as appropriate); (D) a description of the paper; and, (E) a statement certifying that sampling was conducted in accordance with TAPPI T-400. The document which includes the information requested for (B), (C), and (E) above shall be signed by the paper manufacture's official responsible for sampling, quality control, and quality assurance.

INK AND CARD SAMPLES: On each order, the contractor must furnish the following –

- Two (2) samplings of inks that will be used on the order along with the information outlined in "PAPER AND INK REQUIREMENTS," and the first 50 sequentially numbered cards of each print order. These cards shall be perforated in such a manner as to identify them as "samples" but without obliterating any of the printing on the front of the cards. The 50 cards, inks, and paper and ink specifications are to be furnished to: Social Security Administration, Office of the Inspector General, Office of Investigations, Attn: Special Agent in Charge, Strategic Research and Analysis Division, Room 300, Altmeyer Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.
- The next 20 sequentially numbered cards with each card marked "VOID," centered within the 4-1/16 x 2-3/16" card area (located on the right side of the form). The cards are to be furnished to: Social Security Administration, Division of Printing Management, Attn: Sherry Leverett, 3-B-9-C Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

These two lots are to be individually wrapped, identified, labeled, and then packaged together into a single package and shipped by armored carrier along with the first shipment of cards delivering to the Social Security Administration.

PRINTING: Print head to head.

Face of Form –

Print in Pantone Warm Red and Pantone 287 (Blue). All images printing in Pantone 287 within the 4-1/16 x 2-3/16" "card area," must be printed by intaglio method. All other images printing in Pantone 287 must be printed via the offset printing process. Pantone Warm Red printing consists of the SSA seal and the words "YOUR SOCIAL SECURITY CARD." (See Exhibit F.)

NOTE: The contractor must create the intaglio microline (which consists of a repeat of the words "SOCIAL SECURITY ADMINISTRATION") and incorporate it as an integral part of the product.

Surface print with crystal background in Pantone 308 (Blue) and Pantone 362 (Green) in the area on the right side of the form (approximately 3-13/16 x 2-3/8") that will be used to print the face of the Social Security Card (see Exhibit C). Surface print is to overlap top/bottom horizontal perforations and vertical perforation of detachable card by approximately 1/8". Surface tint must be applied in such a manner that any attempt of erasure on the card will result in removal of the surface tinting. The portion of the Social Security Card with the words "Social Security" reversed out **will not contain the crystal background**.

Printing will incorporate one split fountain multiple color “gradient” and have a subtle visual tonal range using the offset printing process in Pantone 308 (Blue) to Pantone 362 (Green) to Pantone 308 (Blue). Split fountain color gradient should be symmetrical around the SSA seal with 1-1/8” minimum and 1-3/8” maximum width for Pantone 362 (Green).

The two (2) contractor-created latent images will be printed in intaglio ink. One image will appear in the upper left corner of the banner and one will appear in the upper right corner of the banner. Each latent image will be 1/4 x 3/4” or smaller. After award, but prior to actual production, the contractor is required to create sample latent images incorporated into the banner for approval by the Government (see “POSTAWARD TEST”).

Intaglio ink is an approximate match to Pantone 287 (Blue). Intaglio ink is also SICPA’s Gold to Green OVI formulation #3181931A. The Gold to Green color shift image (“USA”) appears in the bottom center border on the face and is sized approximately 9/16 x 5/32”. (See Exhibit C.)

A “COPY” pantograph must be incorporated into the background crystal pattern. After award, but prior to actual production, the contractor is required to incorporate the pantograph into the background for approval by the Government (see “POSTAWARD TEST”).

Back of Form –

Print in Pantone 287 (Blue) (see Exhibit F), with the exception of a sequential 9-digit alphanumeric number and 2D bar code which will print in a red fluorescent ink. The fluorescent used must not decrease with age or exposure to natural or artificial lighting. The starting and ending numbers will be furnished with the print order. Numbers and bar code shall be positioned so that the baseline of the numbers line up exactly with the baseline of the final line of type on the back of the card, the right most edge of the final number must be exactly 1/4” from the vertical perforation. Missing or duplicated numbers and/or numbers out of sequence will NOT be allowed.

GPO imprint number consisting of GPO Jacket Number and Print Order Number (as indicated on GPO Form 2511) must print on the back of the card in the upper left marginal aligning strip, 3/8” in from the edge of the stock of each form.

INKS: The Pantone Warm Red shall exhibit visible fluorescence when exposed to long wave ultraviolet radiation (wavelength - approximately 366 nanometers). This fluorescence shall not decrease with age or exposure to natural or artificial lighting.

If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor’s plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all 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 January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

NOTE: Government representatives will furnish Government photo identification to the contractor representatives prior to each press inspection.

MARGINS: Margins will be as indicated on the print order or furnished electronic files. Registration between the red seal and the blue intaglio line cannot vary more than plus or minus 1/32".

REGISTRATION MARKS: Special attention should be paid to the tight registration tolerances required. Registration marks are required on the product and registration between the various offset processes cannot vary more than plus or minus 1/32". Registration of the offset and intaglio processes cannot vary more than plus or minus 1/32".

CONSTRUCTION:

Perforate a horizontal tearline across the entire 9-7/8" dimension every 8" utilizing a 0.918 2 PT 10T x 0.032 perforating rule to permit easy separation of forms. In addition, each 9-7/8 x 4" form will have a horizontal perforation 2-3/16" up from the bottom of the 4" form, beginning 5-13/16" in from the left edge, and extending to the right, ending 3/8" short of the right edge of the stock; and, a vertical perforation 4-1/16" in from the right edge and extending the entire 4" dimension (see Exhibit C).

NOTE: Perforating rules for folding perforations must be inspected every 10,000 impressions to avoid dull blade cuts that cause problems on SSA equipment (Pitney Bowes MPS22K (Model Y503) Inserters and Kodak Versamark VL 2000 inkjet printing system).

Horizontal and vertical perforations must be of sufficient strength to assure that they do not break away when forms are processed through printers or burst on tearline yet allow easy separation when separated by recipient. Horizontal perforation running across the full 9-7/8" dimension must meet a minimum tensile strength of 60 Newtons (N) as measured across an 8 x 4" sample where the perforation is centered on the 4" dimension.

MARGINAL PUNCHING: Punch forms in the right and left margins with 5/32" diameter round holes, spaced vertically 1/2" center-to-center, 1/4" from center of holes to sides of the form, spaced horizontally 9-3/8" across the carrier center-to-center, the full length of the form. Position holes so that a vertical line passing through the center of both rows of holes are parallel, and a horizontal line passing through the center of any two holes is at a 90-degree angle to the vertical marginal holes and parallel to the horizontal tearline perforation.

PACKING: Pack 4,000 forms per container. Forms are to be fan-folded every second form and two stacks of 2,000 forms are to be placed side by side in the container. NOTE: Containers must have exact quantities.

Number each container consecutively, i.e., 1 of 600, 2 of 600, etc. (NOTE: This number must reflect the total number of containers per print order, and NOT the number of containers for a partial delivery.) Lowest container number to contain lowest numbered card. All containers of cards delivered to the Social Security Administration on this contract are to be secured with security tape.

Forms shall be packed as unbroken strips. Up to two perforated splices per container will be acceptable (i.e., one per each stack of 2,000 forms), provided the splices are such that they will allow for unbroken passage through SSA's printers and inserters.

Packing must ensure delivery at destination in a satisfactory condition ready for free passage through the specified machines (Pitney Bowes MPS22K (Model Y503) Inserters and Kodak Versamark VL 2000 inkjet printing system).

PALLETS: Pallets are required. Pack each pallet with 50 containers. Containers must be stacked so that the lowest numbered carton is on top. Pallet shall be 53” in length and 34” in width with entry on the 34” side (see Exhibit D). Each pallet must be capped by a minimum 1/4” thick sheet of plywood able to withstand stacking of skids four high in storage, securely banded with 0.75” x 0.023” x 0.035” steel strapping, with no less than six bands per pallet. After strapping, stretch or shrink-film wrap each pallet to protect contents from the weather. Pallets must be consecutively numbered, i.e., 1 of 12, 2 of 12, etc. (NOTE: This number must reflect the total number of pallets per print order, and NOT the number of pallets for a partial delivery.) (See Exhibit D.)

LABELING AND MARKING: Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers. Labels are to be placed on the end of each shipping container and packed onto each pallet so that all labels are facing out and clearly visible through stretch or shrink-film wrap.

In addition to regular markings, contractor shall include the inventory control number and first and last sequential numbers contained within each container on all labels.

NOTE: The title, “Social Security Cards” and “Form Number SSA-3000” **MUST NOT** appear on shipping containers. Numeric information contained on the print order will be used as the identifying information on containers.

DISTRIBUTION:

- Deliver f.o.b. destination to one address in Baltimore, MD, or one address in Durham, NC, as specified on the print order.
- Deliver f.o.b. destination to the contractor’s vault for the quantities specified (see “SCHEDULE”).

Complete addresses will be furnished at the postaward conference. Complete addresses and quantities will be furnished with the print orders.

All deliveries will be transported using commercial bills of lading.

All shipping documents will contain the seal numbers, total number of forms, containers and pallets, but **MUST NOT** bear any reference to the type of material being shipped.

Transportation –

CONTRACTOR MUST SECURE APPROVAL OF PROPOSED CARRIER THROUGH THE CONTRACTING OFFICER PRIOR TO EACH SHIPMENT. CARRIERS USED ON THIS CONTRACT MUST MEET THE FOLLOWING CRITERIA –

- Exclusive use of vehicle will be required for all deliveries. All deliveries must be transported in full-size, high-security, armored, alarmed, padlocked, and sealed vehicles. The vehicle cab must be separate from the vehicle body.
- Security seals will be provided to the contractor by the Social Security Administration. The vehicle doors used for transporting the materials must be secured with the security seals. Transportation documents (manifest) shall include the seal numbers and the total number of containers or pallets, but will not bear any reference to the type of material transported. Contractor will submit duplicates of all shipping documents containing this information to the consignee.

- An armed driver and one armed guard escort will be required to transport the material. All guards must have a current state issued driver's license, be in uniform, be trained in firearm safety, have current weapon qualifications, and must carry a photo identification card issued by the secured carrier and also their state-specific permit to carry a firearm.
- All guards and drivers must be equipped with 2-way communication to the respective local law enforcement department and their dispatcher(s). Trucks may not stop in route except for fuel and restroom stops. In these instances, one (1) armed guard must remain with the truck at all times.
- The guard(s) must also be equipped with a voice-activated earpiece or small walkie-talkie microphones clipped to their shoulders and connected to a portable radio when they exit the truck to enable them to remain in constant communication with each other. A connection to a cell phone is not permitted to meet this requirement.
- **Carrier MUST:** Be bonded and insured; maintain storage, transfer, and accountability logs to assist if an audit trail is necessary on any particular delivery; conduct credit report checks to determine guards' financial status; check prior employment, former addresses, prior arrests and convictions, and have checked fingerprints of guards with an authority deemed to be appropriate by the Government.
- Contractor must instruct carrier as to the following –
 - Deliverer will be responsible to load and consignee to unload.
 - Do not break seals except in case of emergency with prior authority of the consignor or consignee. If seals are found broken or if broken for emergency reasons, apply carrier seals as soon as possible and immediately notify the consignee at (410) 965-2961.
 - Entire shipment must be loaded in one vehicle. If unable to comply, notify the U.S. Government Publishing Office, Agency Publishing Services, APS DC, (202) 512-0310.
 - Security requirements necessitate exclusive use of vehicle. No other mode of transportation will be accepted.

SSA will not accept SSN card shipments from the contractor if the following requirements are not met:

- Required documentation including the driver's names, driver's license number, state, gun permit number, gun permit expiration date, truck number, truck plate number, trailer number, and trailer plate number must arrive prior to the truck arriving to SSA for each shipment.
- The names, driver's licenses, states, and numbers must match the documentation submitted by the contractor for each shipment.
- The secure truck company's truck and trailer plate numbers and state of record must match the documentation submitted by the contractor for each shipment.
- The driver's state and number of their firearm permit must match the documentation submitted by the contractor for each shipment.
- Drivers must be dressed in their appropriate attire, along with required equipment and firearms prior to entering SSA for the shipment. Drivers should be alert and prepared to deliver the shipment.
- Cargo door seals must be present and not tampered with and the numbers must match the documentation submitted by the vendor for each shipment.
- The secured transport cargo door must have high security locks.
- Contractor must provide the departure time of the secured truck from the vendor's location for each shipment and the secured truck will have to wait to enter the facility until all necessary security requests are entered into SSA's system.

For Deliveries to the SSA Perimeter East Building (PEB) – Deliveries will be accepted between the hours of 7:00 a.m. to 9:00 a.m., local time only. The GPO must be notified no later than 24 hours prior to pickup of delivery of the estimated time of arrival at the SSA National Computer Center.

For Deliveries to the Second Support Center Facility (SSC) – Deliveries will be accepted between the hours of 9:30 a.m. and 11:00 a.m., local time only. The GPO must be notified no later than 24 hours prior to pickup of delivery of the estimated time of arrival at the Secondary Support Center facility.

NOTE: In the event that the Baltimore, MD, location is unable to accept their shipments for an extreme amount of time (over one week), the contractor must provide an emergency shipment to the Secondary Support Center facility so that SSA can continue processing the entire run at that location. In the event that the Secondary Support Center facility is unable to accept their shipments, then the contractor must deliver that entire shipment to the Baltimore, MD, location.

Upon completion of the first order, the contractor must deliver the digital deliverable to: U.S. Government Publishing Office, Attn: Contracting Officer, APS DC, 732 North Capitol Street, NW, Washington, DC 20401.

Within two (2) years of completion of the contract, all Government furnished material (including furnished digital files), plates, and other reproduction material listed on the inventory log must be destroyed, under Government supervision. All other security features outlined in these specifications must remain in force until such time.

Upon notification by the Government, the contractor shall secure specified materials in a locked container and return the container by a secured carrier to a designated address accompanied by an affidavit testifying that all specified materials have been returned. Other specified reproducibles shall be held in the contractor's vault until arrangements for destruction can be made and witnessed by Government representatives.

All expenses incidental to picking up and returning materials by a secured carrier, furnishing postaward test samples, submitting prior to production paper samples and ink/card samples, and furnishing sample copies must be borne by the contractor.

STORAGE: The contractor will be required to store on a rotating basis approximately 2,600,000 Social Security Cards at their facility in a Class 1 vault at all times throughout the term of the contract, as follows –

- When the first and second orders on the contract are issued, the contractor must store 2,600,000 forms in their facility's vault, as specified under "SCHEDULE."
- When each subsequent order is placed, the contractor must deliver the 2,600,000 forms stored in their vault (from the previous order) as the initial shipment on the new order, replace the 2,600,000 forms in the contractor's vault from the new order's quantity, and then complete the distribution of the balance of the new order in accordance with the "SCHEDULE."

NOTE: Numerical sequences must be strictly adhered to.

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

Furnished digital file must be picked up from and returned to: U.S. Government Publishing Office, 732 North Capitol Street, NW, Washington, DC 20401.

All other furnished materials and print orders must be picked up from: Social Security Administration, Division of Printing Management, Room 1351 Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.

No definite schedule for the placement of orders can be predetermined. It is possible that the Government may place the first order immediately after award.

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

NOTE: The first two orders may be placed at the same time. The first order will be for approximately 2,600,000 forms; the second order for approximately 15,000,000 forms.

- Contractor must complete production and distribution of the first two orders (for a total of approximately 17,600,000 forms) within 90 workdays of notification of availability of print orders, as follows –
 - Contractor must deliver the first order's quantity of approximately 2,600,000 forms to the Baltimore, MD, or Durham, NC, address, as specified under "DISTRIBUTION."
 - Contractor must deliver 2,600,000 forms (of the second order's quantity of 15,000,000) to the contractor's vault at the same time as delivery of the first order's quantity.
 - The balance of the second order will be delivered in increments of 400,000 to 2,000,000 forms (or fraction thereof) every 30 workdays thereafter until the total quantity for that order is delivered. The increments will be divided between the Baltimore, MD, and Durham, NC, addresses.
- For any additional orders placed, the contractor must complete production and distribution within 90 workdays of notification of availability of print order. Contractor must follow the distribution and rotation of the second order.

The contractor must always have 2,600,000 forms stored in their facility's vault at all times throughout the term of the contract in accordance with "STORAGE" above.

NOTE: For orders placed for internal testing copies only, the contractor must complete production and distribution within 15 workdays of notification of availability of print order and deliver the entire quantity to SSA as specified. (No vault copies are required.)

The contractor must notify the U.S. GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least three (3) workdays prior to the inspection. Notify the U.S. Government Publishing Office, Quality Control for Published Products, Washington, DC 20401 at (202) 512-0542. Telephone calls will only be accepted between the hours of 8:00 a.m. and 2:00 p.m., prevailing Eastern Time, Monday through Friday. NOTE: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

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

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov, via telephone at (202) 512-0520, or via facsimile at (202) 512-1364. Personnel receiving the email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (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.

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

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

	(1)	(2)
I.	3	17,640
II.	17,640	

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

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

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

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

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

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

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

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

- I. COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials (excluding paper) and operations (including required storage) necessary for the complete production and distribution of the product listed in accordance with these specifications.

<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
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Social Security Card – Form SSA-3000	per form.....\$	_____	\$	_____
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- II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

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

Forms - Each 9-7/8 x 4" form.

Required Stock/Paper.....	per 1,000 forms	\$	_____
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(Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Signature and Title of Person Authorized to Sign this Bid) (Date)

(Printed Name) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

GENERAL INFORMATION

1. FULL NAME <i>(First, middle, last)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	2. SOCIAL SECURITY NUMBER <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
3. PLACE OF BIRTH <i>(Include city and state or country)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	4. DATE OF BIRTH <i>(MM/DD/YYYY)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
5. OTHER NAMES EVER USED <i>(For example, maiden name, nickname, etc)</i> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	6. PHONE NUMBERS <i>(Include area codes)</i> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

- 7a. Are you a male born after December 31, 1959? ☐ YES ☐ NO *If "NO" skip 7b and 7c. If "YES" go to 7b.*
- 7b. Have you registered with the Selective Service System? ☐ YES ☐ NO *If "NO" go to 7c.*
- 7c. If "NO," describe your reason(s) in item #16.

Military Service

8. Have you ever served in the United States military? ☐ YES *Provide information below* ☐ NO
- If you answered "YES," list the branch, dates, and type of discharge for all active duty.*
- If your only active duty was training in the Reserves or National Guard, answer "NO."*

Branch	From MM/DD/YYYY	To MM/DD/YYYY	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

9. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? <i>(Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i>	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you been convicted by a military court-martial in the past 10 years? <i>(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.</i>	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you now under charges for any violation of law? <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i>	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? <i>If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.</i>	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
13. Are you delinquent on any Federal debt? <i>(Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.</i>	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

Declaration for Federal Employment

Form Approved:
OMB No. 3206-0182

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) *If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.*
- YES ☐ NO ☐

15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service?
- YES ☐ NO ☐

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (*these questions are specific to your position and your agency is authorized to ask them*).

Certifications / Additional Questions

APPLICANT: *If you are applying for a position and have not yet been selected,* carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: *If you are being appointed,* carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I **understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment.** I **understand** that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I **consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. I **understand** that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature: _____ Date: _____
(Sign in ink)

17b. Appointee's Signature: _____ Date: _____
(Sign in ink)

Appointing Officer: Enter Date of Appointment or Conversion MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: MM / DD / YYYY

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance?

YES ☐ NO ☐ Do Not Know ☐

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled.

YES ☐ NO ☐ Do Not Know ☐

EXHIBIT B
Sample of Applicant Fingerprint Card

Page 1 of 1

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK										FBI		LEAVE BLANK			
				LAST NAME		FIRST NAME		MIDDLE NAME											
SIGNATURE OF PERSON FINGERPRINTED				ALIASES <u>AKA</u>		OR						DATE OF BIRTH <u>DOB</u> Month Day Year							
RESIDENCE OF PERSON FINGERPRINTED				CITIZENSHIP <u>QTY</u>		SEX		RACE		HAIR		EYES		PLACE OF BIRTH <u>POB</u>					
ATY SIGNATURE OF OFFICIAL TAKING FINGERPRINTS				YOUR NO. <u>OCA</u>		FBI NO. <u>FBI</u>		ARMED FORCES NO. <u>MNU</u>		SOCIAL SECURITY NO. <u>SOC</u>		MISCELLANEOUS NO. <u>MNU</u>		CLASS					
EMPLOYEE AND ADDRESS				REF.		REF.		REF.		REF.		REF.		REF.					
LEAVE BLANK																			
SAMPLE																			
1. THUMB				2. INDEX				3. MIDDLE				4. RING				5. R. LITTLE			
1. THUMB				2. INDEX				3. MIDDLE				4. RING				5. R. LITTLE			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				1. THUMB				2. THUMB				RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY							

EXHIBIT C
Social Security Card Sample - Face

Page 1 of 2

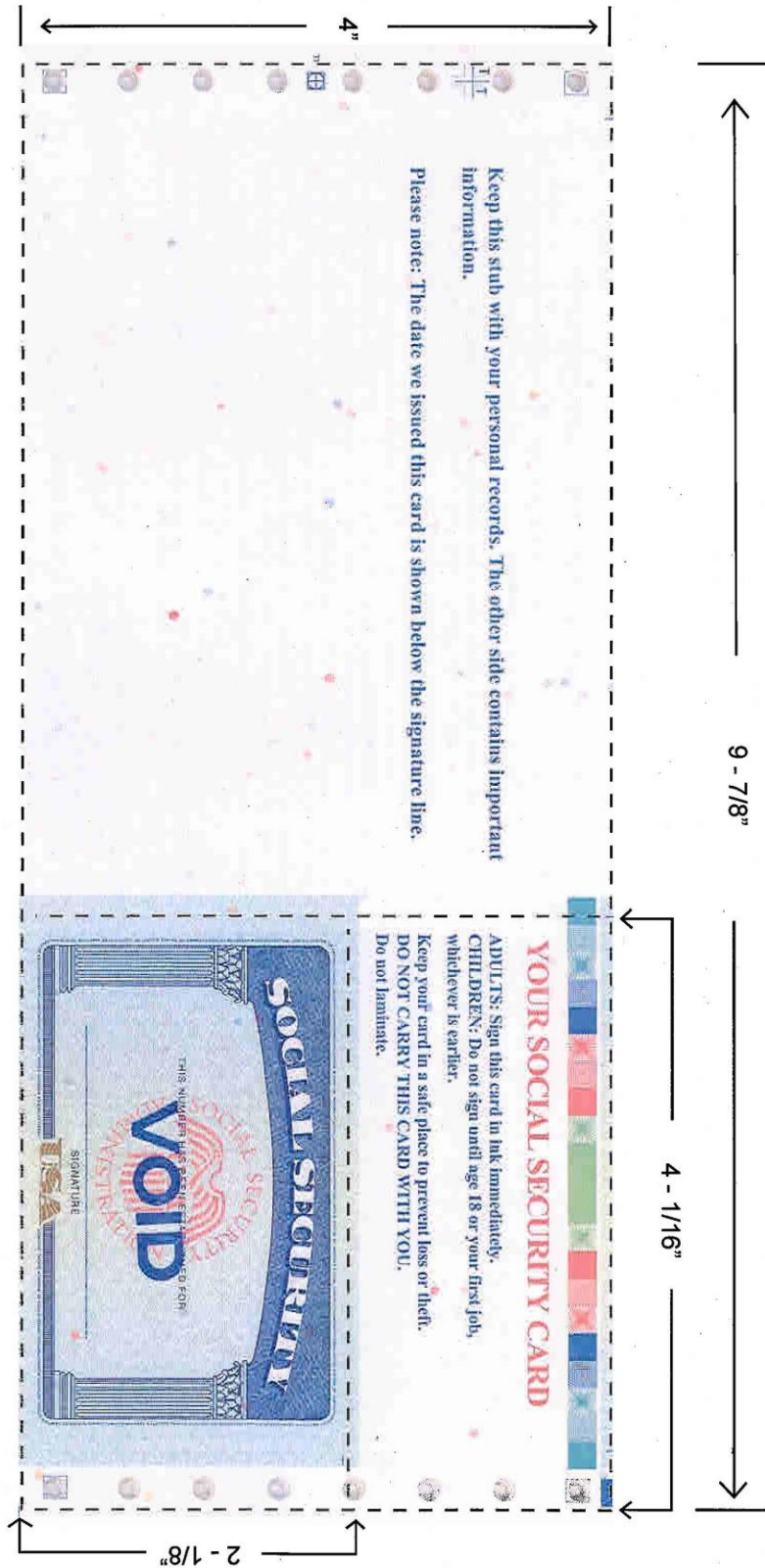



EXHIBIT C

Social Security Card Sample - Back

Position for GPO imprint number

GPO U.S. GOVERNMENT PRINTING OFFICE 2011 365-107/M0014

Improper use of this card or number by anyone is punishable by fine, imprisonment or both. If you believe someone is using your Social Security number fraudulently, notify the Federal Trade Commission at 1-877-438-4338 or online at www.consumer.gov/idtheft.




This card belongs to the Social Security Administration and you must return it if we ask for it.

If you find a card that isn't yours, please return it to:
 Social Security Administration
 P.O. Box 33008, Baltimore, MD 21290-3008

For any other Social Security business information, contact your local Social Security office. If you write to the above address for any business other than returning a found card you will not receive a response.

Social Security Administration
 Form SSA-3000 (08-2011)



F97932051

YOUR SOCIAL SECURITY CARD

The Social Security number shown on your card is yours alone. Do not allow others to use your number as their own. Record your number in a safe place in case your card is lost or stolen. Protect both your card and your number to prevent their misuse.

You should contact us to update your Social Security number and benefit record (if you are entitled). If your name, your U.S. citizenship status, or your status as an alien in the U.S. changes. You will need to file an application for a replacement Social Security card and provide proof of your identity, and we may request other evidence supporting the change.

Show your card to your employer when you start a new job. Make sure your employer uses the same name and number exactly as it is shown on your Social Security card so we can record your earnings correctly.

Some private organizations use Social Security numbers for record keeping purposes. Such use is neither required nor prohibited by Federal law. The use of your Social Security number by such an organization for its own records is a private matter between you and the organization. Private organizations cannot get information from your Social Security record just because they know your number.

Any government agency that asks for your number must tell you whether giving it is mandatory or voluntary, its authority for requesting the number, and how the number is used.

If you are an alien without permission to work in the U.S., your Social Security card will be marked "NOT VALID FOR EMPLOYMENT." We will notify U.S. immigration officials if you use the number to work.

If you are an alien legally in the U.S. with temporary permission to work, your Social Security card will be marked "VALID FOR WORK ONLY WITH DHS AUTHORIZATION." If you show this card to an employer as evidence of employment eligibility, you will also have to show your U.S. immigration document authorizing employment.

You should contact Social Security right away for benefits if you become disabled, reach retirement age or are about to attain age 65.

You can reach us at 1-800-772-1213 or through our website at www.socialsecurity.gov.

Position for GPO imprint number and 2-D barcode

NOTE: Back prints in Pantone 287 with the exception of a sequential 9-digit alphanumeric number printing in red fl.

NOTE: 2-D barcode is located on the left side of the 9-digit alphanumeric number and printed in red fl.

EXHIBIT D
Pallet Specifications

Page 1 of 1

