

Program:	730-S R-1			
Term:	October 1, 2020 to September 30, 2021			
Title:	SSA Printing, Receiving, and Fulfillment Program			
			NPC INC.	
			Claysburg, PA	
		BASIS OF		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST
I.	PREPRESS OPERATIONS:			
(a)	Digital Color Content proof.....per trim/page-size unit...			
(1)	Up to and including 8-1/2 x 11"	262	\$1.25	\$327.50
(2)	Over 8-1/2 x 11" up to and including 17 x 11"	12	\$2.50	\$30.00
(3)	Over 17 x 11" up to and including 25-1/2 x 11"	10	\$3.75	\$37.50
(b)	PDF Soft Proof (Any Size Product).....per file.....	240	\$5.00	\$1,200.00
(c)	System Timework.....per hour.....	5	\$150.00	\$750.00
II.	PRINTING AND BINDING			
1.	Format A (Up to and including 5-1/2 x 8- 1/2")			
(a)	Cut Sheet Forms: Printing face only in one ink color, including binding.....per cut sheet.....			
(1)	Makeready and/or Setup	32	\$70.80	\$2,265.60
(2)	Running Per 1,000 Copies	22	\$3.24	\$71.28
2.	Format B (Over 5-1/2 x 8-1/2" up to and including 8- 1/2 x 11")			
(a)	Cut Sheet Forms: Printing face only in one ink color, binding.....per cut sheet..... including			
(1)	Makeready and/or Setup	76	\$70.80	\$5,380.80
(2)	Running Per 1,000 Copies	61	\$4.59	\$279.99
(b)	Cut Sheet Forms: Printing face and back in one ink color, including binding.....per cut sheet.....			
(1)	Makeready and/or Setup	64	\$80.40	\$5,145.60
(2)	Running Per 1,000 Copies	1,066	\$4.69	\$4,999.54
3.	Format C (Over 8-1/2 x 11" up to and including 17 x 11")			
(a)	Cut Sheet Forms: Printing face only in one ink color, including binding.....per cut sheet.....			
(1)	Makeready and/or Setup	8	\$70.80	\$566.40
(2)	Running Per 1,000 Copies	2	\$9.13	\$18.26
(b)	Cut Sheet Forms: Printing face and back in one ink color, including binding.....per cut sheet.....			
(1)	Makeready and/or Setup	32	\$80.40	\$2,572.80
(2)	Running Per 1,000 Copies	44	\$10.23	\$450.12
4.	Format D (Over 17 x 11" up to and including 25-1/2 x 11")			
(a)	Cut Sheet Forms: Printing face and back in one ink color, including binding.....per cut sheet.....			
(1)	Makeready and/or Setup	32	\$186.00	\$5,952.00
(2)	Running Per 1,000 Copies	5,001	\$15.35	\$76,765.35
5.	Format E (8-1/2 x 11")			
(a)	Booklet Forms: Printing in a single ink color, binding.....per page..... including			
(1)	Makeready and/or Setup	1,264	\$6.79	\$8,582.56
(2)	Running Per 1,000 Copies	5,208	\$3.70	\$19,269.60
6.	Format F (8-1/2 x 11"):			
(a)	Fact Sheets: Printing face only in two ink colors, binding.....per fact sheet..... including			
(1)	Makeready and/or Setup	12	\$184.00	\$2,208.00
(2)	Running Per 1,000 Copies	508	\$14.60	\$7,416.80
(b)	Fact Sheets: Printing face and back in two ink colors, binding.....per fact sheet..... including			
(1)	Makeready and/or Setup	244	\$204.00	\$49,776.00
(2)	Running Per 1,000 Copies	3,858	\$15.60	\$60,184.80

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7.	Format G (8-1/2 x 11"):			
(a)	Multi-Part Forms: Printing face only in a single ink color, including binding.....per page.....			
(1)	Makeready and/or Setup	20	\$62.50	\$1,250.00
(2)	Running Per 1,000 Copies	185	\$45.00	\$8,325.00
(b)	Multi-Part Forms: Printing face and back in a single ink color, including binding.....per page.....			
(1)	Makeready and/or Setup	176	\$125.00	\$22,000.00
(2)	Running Per 1,000 Copies	457	\$45.00	\$20,565.00
(c)	Multi-Part Forms: Designation text printing in a single ink color.....per page.....			
(1)	Makeready and/or Setup	160	\$125.00	\$20,000.00
(2)	Running Per 1,000 Copies	227	\$45.00	\$10,215.00
8.	Format H (7 x 8" flat):			
(a)	Leaflet Publications: Printing face and back in two ink colors, including binding.....per leaflet.....			
(1)	Makeready and/or Setup	16	\$180.00	\$2,880.00
(2)	Running Per 1,000 Copies	1,721	\$9.78	\$16,831.38
9.	Format I (10-1/2 x 8" flat):			
(a)	Leaflet Publications: Printing face and back in two ink colors, including binding.....per leaflet.....			
(1)	Makeready and/or Setup	56	\$300.00	\$16,800.00
(2)	Running Per 1,000 Copies	1,999	\$17.57	\$35,122.43
10.	Format J (14 x 8" flat):			
(a)	Leaflet Publications: Printing face and back in two ink colors, including binding.....per leaflet.....			
(1)	Makeready and/or Setup	40	\$300.00	\$12,000.00
(2)	Running Per 1,000 Copies	1,097	\$20.53	\$22,521.41
11.	Format K (17-1/2 x 8" flat):			
(a)	Leaflet Publications: Printing face and back in two ink colors, including binding.....per leaflet.....			
(1)	Makeready and/or Setup	52	\$300.00	\$15,600.00
(2)	Running Per 1,000 Copies	1,227	\$28.13	\$34,515.51
12.	Format L (21 x 8" flat)			
(a)	Leaflet Publications: Printing face and back in two ink colors, including binding.....per leaflet.....			
(1)	Makeready and/or Setup	12	\$300.00	\$3,600.00
(2)	Running Per 1,000 Copies	20	\$31.60	\$632.00
13.	Format M (24-1/2 x 8" flat):			
(a)	Leaflet Publications: Printing face and back in two ink colors, including binding.....per leaflet.....			
(1)	Makeready and/or Setup	12	\$450.00	\$5,400.00
(2)	Running Per 1,000 Copies	115	\$65.89	\$7,577.35
14.	Format N (3-1/2 x 8"):			
(a)	Booklet Publications: Priniting in two ink colors, including binding.....per page.....			
(1)	Makeready and/or Setup	976	\$31.14	\$30,392.64
(2)	Running Per 1,000 Copies	36,890	\$15.63	\$576,590.70
15.	Format O (5-1/4 x 8"):			
(a)	Booklet Publications: Priniting in two ink colors, including binding.....per page.....			
(1)	Makeready and/or Setup	2,656	\$31.14	\$82,707.84
(2)	Running Per 1,000 Copies	90,234	\$17.28	\$1,559,243.52

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ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST
III.	PAPER: Per 1,000 leaves			
1.	Format A (Up to and including 5-1/2 x 8-1/2"(flat)):			
(a)	White Writing (16-lb)	7	\$10.40	\$72.80
(b)	White Writing (20-lb.)	7	\$10.40	\$72.80
(c)	Colored Writing (20-lb.)	1	\$14.40	\$14.40
(d)	Colored Ledger (44-lb.) or, at contractor's option, Colored Index (90-lb.)	7	\$36.80	\$257.60
2.	Format B (Over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11" (flat)):			
(a)	White Writing (16-lb)	1	\$13.00	\$13.00
(b)	White Writing (20-lb.)	953	\$13.00	\$12,389.00
(c)	Colored Writing (20-lb.)	2	\$18.00	\$36.00
(d)	White Ledger (44-lb.) or, at contractor's option, White Index (90-lb.)	170	\$42.00	\$7,140.00
(e)	Colored Ledger (44-lb.) or, at contractor's option, Colored Index (90-lb.)	1	\$46.00	\$46.00
3.	Format C (Over 8-1/2 x 11" up to and including 17 x 11" (flat)):			
(a)	White Writing (20-lb.)	46	\$19.50	\$897.00
4.	Format D (Over 17 x 11" up to and including 25-1/2 x 11" (flat)):			
(a)	White Writing (20-lb.)	4,240	\$29.25	\$124,020.00
(b)	Colored Writing (20-lb.)	761	\$40.50	\$30,820.50
5.	Format E (8-1/2 x 11"):			
(a)	White Writing (20-lb.)	822	\$13.00	\$10,686.00
(b)	Colored Writing (20-lb.)	1,782	\$18.00	\$32,076.00
6.	Format F (8-1/2 x 11"):			
(a)	White Uncoated Text (60-lb.)	4,365	\$19.75	\$86,208.75
7.	Format G (8-1/2 x 11"):			
(a)	White Carbonless Bond CB, CF (13 - 15-lb.)	125	\$60.00	\$7,500.00
(b)	Colored Carbonless Bond CB, CF (13 - 15-lb.)	90	\$70.00	\$6,300.00
(c)	White Carbonless Bond CFB, (13 - 17-lb.)	45	\$60.00	\$2,700.00
(d)	Colored Carbonless Bond CFB, (13 - 17-lb.)	61	\$80.00	\$4,880.00
8.	Format H (7 x 8" (flat)):			
(a)	White Uncoated Text (60-lb.)	1,721	\$13.50	\$23,233.50
9.	Format I (10-1/2 x 8"(flat)):			
(a)	White Uncoated Text (60-lb.)	1,999	\$19.75	\$39,480.25
10.	Format J (14 x 8" (flat)):			
(a)	White Uncoated Text (60-lb.)	1,097	\$24.88	\$27,293.36
11.	Format K (17-1/2 x 8" (flat)):			
(a)	White Uncoated Text (60-lb.)	1,227	\$27.65	\$33,926.55
12.	Format L (21 x 8" (flat)):			
(a)	White Uncoated Text (60-lb.)	20	\$34.83	\$696.60
13.	Format M (24-1/2 x 8" (flat)):			
(a)	White Uncoated Text (60-lb.)	115	\$38.70	\$4,450.50
14.	Format N (3-1/2 x 8"):			
(a)	White Uncoated Text (60-lb.)	18,445	\$13.82	\$254,909.90
15.	Format O (5-1/2 x 8-1/2"):			
(a)	White Uncoated Text (60-lb.)	45,117	\$15.80	\$712,848.60

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ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST
IV.	ADDITIONAL OPERATIONS:			
(a)	Perforating/ Scoring:			
(1)	Makeready and/or Setup (each perforation or score).....per line.....	38	\$20.00	\$760.00
(2)	Running (Maximum 3 lines per run).....per 1,000 leaves.....	6,515	\$1.00	\$6,515.00
(b)	Drilling.....per 1,000 leaves.....	2,882	\$1.50	\$4,323.00
(c)	Formats A through D: Additional folding (up to two folds: parallel or right angle folds).....per 1,000 leaves....	5,588	\$2.00	\$11,176.00
(d)	Padding, including assembling leaves into pads, stacking, gum or gum/crash, backing, and slicing apart.....per 1,000 leaves....	170	\$10.00	\$1,700.00
(e)	Shrink-wrapping.....per package.....	412,000	\$0.52	\$214,240.00
(f)	Storage of inventory.....per month.....	12	\$10,000.00	\$120,000.00
(g)	Picking items for fulfillment.....per individual fulfillment.....	12,500	\$18.72	\$234,000.00
V.	PACKING AND DISTRIBUTION:			
(a)	Single or multiple copies in kraft envelope (up to 200 leaves).....per envelope.....	1,100	\$2.00	\$2,200.00
(b)	Single or multiple copies over 200 leaves, up to 12 pounds , in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 pounds).....per bag or bundle...	9,300	\$3.00	\$27,900.00
(c)	Quantities over 12 pounds, up to 36 pounds, packed in shipping containers maximum gross weight 40 pounds.....per container.....	33,550	\$4.00	\$134,200.00
	CONTRACTOR TOTALS			\$4,939,003.39
	DISCOUNT		0.25%	\$12,347.51
	DISCOUNTED TOTALS			\$4,926,655.88
				AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

SSA Printing, Receiving, and Fulfillment Program

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

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **October 1, 2020** and ending **September 30, 2021**, for the base contract year, 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 **September 14, 2020**, 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.***

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES: All production facilities used in the manufacture, storage, and fulfillment of the products ordered under this contract must be located within a 200-mile radius of Baltimore, MD.

THIS IS A NEW PROGRAM. THERE IS NO ABSTRACT AVAILABLE.

BIDDERS, PLEASE NOTE: These specifications have been extensively revised from the previous solicitation; therefore, all bidders are cautioned to familiarize themselves with all provisions of the specifications before bidding with particular attention to the following:

- FREQUENCY OF ORDERS, *Print Orders*
- NUMBER OF PAGES
- PROOFS
- STOCK/PAPER
- PRINTING
- STORAGE AND MAINTENANCE OF INVENTORY
- SECTION 3. – DETERMINATION OF AWARD
- SECTION 4. – SCHEDULE OF PRICES

For information of a technical nature, call **David Love** at (202) 512-0307 or email aps-team1@gpo.gov.

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 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: The predominant production functions are the printing and binding of items with PII and the storage and fulfillment of all products. Any bidder that cannot perform the predominant production functions will be declared non-responsible.

The contractor is responsible for enforcing all contract requirements outsourced to a subcontractor.

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

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

Product Quality Levels:

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

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheet
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheet
P-9. Solid and Screen Tint Color Match	O.K. Press Sheet
P-10. Process Color Match	O.K. Press Sheet

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. O.K Proofs; Average Type Dimension in Publication; Electronic Media; Camera Copy; Negatives.
- P-8. O.K. Proofs; Electronic Media; Camera Copy; Negatives.
- P-9. Pantone Matching System.
- P-10. O.K. Proofs; Electronic Media.

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 be considered to include this clause, except, the total duration of the contract 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 **October 1, 2020** to **September 30, 2021**, 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 **June 30, 2020**, 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:

1. BLS code 0913 for All Paper will apply to all paper required under this contract.
2. The applicable index figures for the month of **September 2020**, will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.

- (e) The contractor must ensure that each contractor employee with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act. When the contractor employees are made aware of this information, they will be required to sign form SSA-301, "Contractor Personnel Security Certification" (see Exhibit A). A copy of this signed certification must be forwarded to: Social Security Administration, Division of Printing Management, Attn: Matthew Thomas, Annex Building, 6401 Security Boulevard, Baltimore, MD 21235-6401.
- (f) All confidential information obtained from SSA for use in the performance of this contract must, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information must be handled as confidential and may not be disclosed without the written permission of SSA. For willingly disclosing confidential tax return information in violation of the IRC, the contractor and contractor employees may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the rights to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.

SSA EXTERNAL SERVICE PROVIDER SECURITY REQUIREMENTS: This resource identifies the basic information security requirements related to the procurement of Information Technology (IT) services hosted externally to SSA's Network.

See Exhibit B (SSA External Service Provider Security Requirements (ESP)) for References for External Service Providers (ESP).

The following general security requirements apply to all External Service Providers:

- (a) The solution must be located in the United States, its territories, or possessions.

NOTE: "United States" means the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, and Outer Continental Shelf Lands as defined in the Outer Continental Shelf Lands Act (43 U.S.C. 1331, et seq.), but does not include any other place subject to U.S. jurisdiction or any U.S. base or possession within a foreign country (29 CFR4.112).

- (b) Upon request from the SSA Printing Management Branch, the contractor shall provide access to the hosting facility to the U.S. Government or authorized agents for inspection and facilitate an on-site security risk and vulnerability assessment.
- (c) The solution must meet Federal Information Processing Standards (FIPS) and guidance developed by the National Institute of Science and Technology (NIST) under its authority provided by the Federal Information Security Management Act (FISMA) to develop security standards for federal information processing systems, and Office of Management and Budget's (OMB) Circular A-130 Appendix III.
- (d) Solutions classified as Cloud Service Providers (CSP) must adhere to additional FedRAMP security control requirements. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements, CSPs must have a security control assessment performed by a Third Party Assessment Organization.

NOTE: A Third Party Assessment Organization (3PAO) is an organization that has been certified to help cloud service providers and Government agencies meet FedRAMP compliance regulations. Accredited 3PAOs can be found at <https://marketplace.fedramp.gov/#/assessors?sort=assessorName>.

- (e) Before SSA provides data to the contractor, the contractor shall submit a System Security Plan (SSP) which documents how the solution implements security controls in accordance with the designated FIPS 199 security categorization and the Minimum Security Requirements for Federal Information and Information Systems which requires the use of NIST SP 800-53, or the contractor shall provide a Security Assessment Package (SAP) completed by either an independent assessor or another Federal agency.

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

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

- (f) SSA will consider a self-assessment of security controls for solutions that do not involve sensitive information or Personally Identifiable Information (PII).

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

References (refer to the most up to date revision):

- Federal Information Security Management Act (FISMA) of 2002.
- Clinger-Cohen Act of 1996 also known as the "Information Technology Management Reform Act of 1996."
- Privacy Act of 1974 (5 U.S.C. § 552a).
- Homeland Security Presidential Directive (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors", August 27, 2004.
- Office of Management and Budget (OMB) Circular A-130, "Management of Federal Information Resources", and Appendix III, "Security of Federal Automated Information Systems", as amended.
- OMB Memorandum M-04-04, "E-Authentication Guidance for Federal Agencies."
- FIPS PUB 199, "Standards for Security Categorization of Federal Information and Information Systems."
- FIPS PUB 200, "Minimum Security Requirements for Federal Information and Information Systems."
- FIPS PUB 140-2, "Security Requirements for Cryptographic Modules.
- NIST Special Publication 800-18, "Guide for Developing Security Plans for Federal Information Systems."
- NIST Special Publication 800-30, "Risk Management Guide for Information Technology Security Risk Assessment Procedures for Information Technology Systems."
- NIST Special Publication 800-34, "Contingency Planning Guide for Information Technology Systems."
- NIST SP 800-37 "Guide for the Security Certification and Accreditation of Federal Information Systems."
- NIST Special Publication 800-47, "Security Guide for Interconnecting Information Technology Systems."
- NIST Special Publication 800-53, "Recommended Security Controls for Federal Information Systems."

- NIST Special Publication 800-53A, “Guide for Assessing the Security Controls in Federal Information Systems, “CIO Council’s Federal Identity, Credential, and Access Management (FICAM) Roadmap and Implementation Guidance”
- NIST Special Publication 800-60
- OMB M-07-16, AIMS Chapter 15: Personally Identifiable Information Loss and Remediation

All External Service Providers (ESP) are subject to the following security requirements:

- All ESPs are subjected to SSA’s Security Authorization Process, which will entail security testing and evaluation of the in-place security controls. For more information see NIST SP 800-37, Revision 1.
- ESPs must follow NIST SP 800-53 Revision 4 *Recommended Security Controls for Federal Information Systems and Organizations* for protecting Low or Moderate impact level information as categorized by FIPS 199 for the information system. NOTE: Systems that contain PII are considered “Moderate.”
- ESPs must document all deployed (applicable) and planned controls for an information system in a System Security Plan that is in NIST-compliant format. Refer to NIST SP 800-18.
- ESPs classified as Cloud Service Providers (CSP) must adhere to additional FedRAMP security control requirements. Further information may be found at: <http://www.gsa.gov/portal/category/102371>. As part of these requirements CSPs must have a security control assessment performed by a Third Party Assessment Organization (3PAO).
- Upon request from SSA, the ESP shall provide the following network security information and documentation for review and audit purposes:
 - All information security control artifacts required to support the Security Assessment and Authorization (SA&A) process.
 - Intrusion Detection Systems (IDS) configuration.
 - Network firewall configuration.
 - Server and network device patching schedules and compliance.
 - Server, network device, and security logs.
 - Detailed hardware inventory including servers, network devices, and storage.

ESPs are required to adhere to NIST 800-53, Rev. 4, security control framework based on their assigned categorization. The following sections outline additional security controls and SSA organizational defined parameters for NIST 800-53, Rev 4. Security requirements below are applicable to low and moderately categorized systems unless otherwise designated. For additional information or supplement guidance for these controls, refer Appendix F of NIST 800-53, Rev 4.

See Exhibit B: “SSA External Service Provider Security Requirements” for complete details regarding this requirement.

Templates for Required Security Documents:

- Exhibit C: Security Assessment Report (SAR) Template
- Exhibit D: Risk Assessment Report (RAR) Template
- Exhibit E: External Hosted Information System Plan (ESP) Template

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

NOTE: Contractor must pass all External Service Provider Security and Physical Security requirements as specified above before the Government can award this contract. Any bidder who cannot obtain approval for any of these security requirements within 60 calendar days of approval of production plans and physical security inspection will be declared non-responsible.

Due to PII issues, the Government cannot provide production test files to the contractor until all Public Trust Security Requirements and Suitability Determination requirements, as specified herein, are met. If the contractor fails to meet these requirements within 90 calendar days of award, the contractor will be declared non-responsive.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information.

NOTE: These requirements apply to all contractor's facilities (i.e., multiple plants) used for production of the products.

Contractor is cautioned that no Government provided information will be used for non-Government business specifically; no Government information will be use for the benefit of a third party.

All employees working on this contract must:

- Be familiar with current information on security, privacy, and confidentiality as they relate to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed, and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.
- Be prohibited from having any mobile devices or cameras in sensitive areas that contain any confidential materials. This includes areas where shredding and waste management occurs.

Contractor's managers working on this contract must:

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

Applicability:

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

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

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

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

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

Whenever the contractor's employee has doubts about a specific situation involving their responsibilities for safeguarding personally identifiable information, they should consult the GPO and/or SSA.

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 Officers 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 F.
- (iii) Work authorization for non-United States (U.S.) born applicants, if applicable.

- b. The e-QIP applicant listing must include the vendors name, the Social Security Administration 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 (see Exhibit G).
- b. Vendor personnel will have up to 10 business days to complete the e-QIP application. The 10-business 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 SF 85P.

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 H). 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

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, they are to 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 vendor, the CPOC must submit a fully completed, legible [Contractor Personnel Rollover Request Form](#) to the COR (see Exhibit I). 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; vendor 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 CSPS within one 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

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor'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
- 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)
- 7) Letter of commitment from any subcontractor

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 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.

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

PREAWARD PRODUCTION PLANS: As part of the preaward survey, the contractor shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first day of the schedule. If the Government requests additional information after review of plans, the contractor must submit updated plans within two (2) workdays of request.

NOTE: If award is predicated on the purchase of production and/or systems equipment to meet the file transmission requirements, the contractor must provide purchase order(s) with delivery date(s) at least 45 workdays prior to the start of live production on March 1, 2021.

Option Years - For each option year that may be exercised, the contractor will be required to review their production plans and re-submit in writing the above plans detailing any changes and/or revisions that may have occurred. The revised plans are subject to Government approval. The revised plans must be submitted to the Contracting Officer or his/her representative within five (5) workdays of notification of the option year being exercised. NOTE: If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer or his/her representative a statement confirming that the current plans are still in effect.

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

Backup Facility: The failure to produce and distribute the products produced on this program in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (act of God, labor disagreements, national emergency, pandemic, etc.) the contractor is unable to perform at said locations for a period longer than five (5) workdays, contractor must have a backup facility with the capability for producing and distributing the products specified in this program. The backup facility must be operated by the contractor.

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

Part of the plan must also include the transportation of Government materials from one facility to another.

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

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

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

The plan will detail how the contractor will ensure that the correct address label with recipients address will be matched with the inserts to that same recipient inside the package.

Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

The plan will monitor all aspects of the job including material handling and mail flow, to assure the production and distribution of these items meet specifications and Government requirements.

The contractor must maintain quality control samples, inspection reports, and records for a period of no less than 120 calendar days subsequent to the date of the check tendered for final payment by the Government Publishing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records.

Computer System Plan: This plan must explain in detail how the contractor will receive task order files for fulfillment and replenishments as well as how the contractor will transmit data files back to SSA.

Mail Plan: This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of the mailing and other USPS instructional material as the Postal Bulletin, etc. Contractor will be required to provide information on how and demonstrate their ability to achieve USPS automated postal rates prior to award of this contract. The plan must include USPS's anticipated mode of transportation (air/truck/rail) to each Area Distribution Center (ADC).

Material Handling and Inventory Control: This plan shall explain in detail how the following materials will be handled; incoming raw materials; receiving SSA materials; work-in-progress materials; quality control inspection materials; temperature and humidity controlled storage of sensitive materials (envelopes, decals, etc.); and all outgoing materials cleared for pickup. The plan must also include how the contractor will maintain accurate inventory of all stocked items.

Personnel Plan: This plan shall include a complete listing of all personnel who will be involved with this contract and their assigned duties. For any new employees, the plan should include the source of these employees, and a description of the training programs the employees' will be given to familiarize them with the requirements of the program. Contractor employees performing under this contract must be made aware of the "SECURITY REQUIREMENTS" and "SECURITY WARNING" as described in these specifications. Contractor employees performing under this contract will be subject to a thorough civil and criminal background check as detailed in "SECURITY AND SUITABILITY REQUIREMENTS FOR GOVERNMENT PRINTING (NOV 2018)." It is the responsibility of the contractor to ensure that only employees who have received clearance are selected to be involved with this contract.

Recovery System: The Government requires that a strict quality control mechanism be in place during the entire production period. The contractor is required to design a quality control system that will track the fulfillment of items and record back-order (out of stock) items for later fulfillment. A recovery system is required to ensure all items are being fulfilled accurately. This control system must use a unique sequential number to aid in the recovery program which has to be maintained in order to recover any missing or damaged items.

Security Control Plan: The contractor shall maintain in operation, an effective security system where items by these specification are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Fulfillment Plan: This plan shall include how fulfillment task orders are received and processed at the contractor facility. The plan must also explain how the contractor will pick items from inventory, track them through an internal workflow, and ensure all requested items are shipped, reported as back-ordered, or reported as cancelled timely to the schedule.

The fulfillment plan must also detail how the contractor will determine the shipping method for each fulfillment order. A majority of fulfillment orders will ship via SSA's UPS account. The remaining orders will be shipped reimbursable.

Replenishment and Receiving Plan: This plan shall include how replenishment task orders are received and processed at the contractor facility. The plan will also explain how the contractor will fulfill stock replenishments and receive materials to be used for fulfillment orders.

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

If the contractor selects shredding as a means of disposal, it is preferred that a cross-cut shredder (one-quarter inch screen or finer) be used. If a strip shredder is used, the strips must not exceed one-quarter inch. The contractor must provide the location and method planned to dispose of the material.

A subcontractor may be used for the disposal of waste materials that do not contain PII. When a subcontractor is used, the same information is required, as well as how the material will be transported from the contractor's plant to the subcontractor. The plan must include the names of all contract officials responsible for the plan and describe their duties in relationship to the waste material plan.

NOTE: Non-sensitive materials such as blank forms and SSA publications will not be required to meet the same standards of sensitive (PII) SSA records.

100% Accountability Plan: The plan shall explain how the contractor will ensure accurate inventory counts, process and track order fulfillment, and replenishment of stock items.

Barcoding: Each packaged item must be labeled and barcoded. The barcode must contain information regarding the packaged contents and include at a minimum the Product ID, Edition Date, and quantity. This barcode will be used to scan items into inventory and to scan when pulled from inventory for fulfillment. This will allow the contractor to keep an accurate inventory count of stocked items as well as track items as they are pulled for fulfillment.

Fulfillment Tracking: Each item will be tracked independently to ensure that the entire requested quantity for each item is fulfilled for each request. Fulfillment tracking will be reported back to SSA via the daily Fulfillment Status Update Report, as specified under “DAILY FULFILLMENT STATUS UPDATE FILES.” This report shall provide information back to SSA stating when an item is fulfilled, the volume that was fulfilled, the edition date of the fulfilled item (if applicable), and shipping/tracking information. The Fulfillment Status Report will also include items that are either on back order or that have been successfully cancelled. Cancelled items will no longer require fulfillment. Back order items will remain in the contractor’s fulfillment queue until they are fulfilled, and the full quantity is reported back to SSA as fulfilled accurately.

Replenishment Tracking: Each replenishment item will be tracked independently to ensure that each replenishment item is printed or received and stocked for fulfillment. Replenishment tracking will be reported back to SSA via the daily Replenishment Status Update Reports, as specified under “DAILY REPLENISHMENT STATUS UPDATE FILES.” This report will provide information back to SSA stating when an item has been printed or received and stocked for fulfillment.

Inventory Reporting: The contractor must provide a daily inventory report back to SSA stating what the inventory is for each stocked item. The report will be provided at the same time each day. SSA will use this report to initiate replenishment orders to the contractor so that back-order volumes remain at a minimum.

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

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

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

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. At the Government’s option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must attend.

PREPRODUCTION MEETING: A preproduction meeting covering the printing, inserting, and distribution shall be held at the contractor’s facility after award of the contract, but prior to production, to review the contractor’s production plan and to establish coordination of all operations. Attending this meeting will be representatives from the GPO and SSA. The contractor shall present and explain their final plan for both printing and shipping. The contractor shall be prepared to present detailed plans, including such items as quality assurance, materials handling, and inventory control.

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of weekly print orders supplemented by daily electronic task orders. Orders may be issued under the contract from **October 1, 2020** through **September 30, 2021**, plus for such additional period(s) as the contract is extended. All print orders and task orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order or task order.

Task orders will be “issued” daily for purposes of the contract and shall detail the daily volume of notices required. A Print Order (GPO Form 2511) will be used for billing purposes, will be issued weekly, and will cover all daily task orders issued that week. A print order or task order shall be “issued” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

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

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

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

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

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, prior to submitting billing invoice to GPO for payment, the contractor must submit an itemized billing invoice to the ordering agency (agency contact information to be provided after award) for verification, approval, and signature. After agency verification/approval, contractor must submit the signed billing invoice along with the print order to the U.S. Government Publishing Office.

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: <http://www.gpo.gov/finance/index.htm>.

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

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of various printed products requiring such operations as electronic prepress, printing (including four-color process), binding, construction, packing, storage, receiving, fulfillment, and distribution.

TITLE: SSA Printing, Receiving, and Fulfillment Program.

FREQUENCY OF ORDERS:

The Government reserves the right to increase or decrease the number of orders and number of items carried on this contract per year by 25% for both replenishment and fulfillment orders.

Print Orders: SSA intends to submit a print order for replenishments and a print order for fulfillments weekly to the contractor. Each print order issued will cover the daily task orders transmitted to the contractor Tuesday through Saturday.

A separate print order will be issued monthly for the storage charge.

Replenishment Task Orders: SSA will issue an initial print order to cover the costs of all initial stock required for start-up.

There will be two types of replenishments: Items to be produced by the contractor and items to be received by the contractor.

As stock reaches a replenishment point, as determined by SSA, SSA will issue replenishment task orders to the contractor for those items. The replenishment task orders will be sent to the contractor daily and will state if an item(s) is to be printed or received. As part of the replenishment task orders, the contractor will be notified of any upcoming deliveries that they will receive and stock as fulfillment items.

The contractor will provide daily reports for completed replenishments that they either printed or received, and SSA will issue the weekly replenishment print orders based on those completed replenishments.

Fulfillment Task Orders: Task orders will be issued daily for fulfillment and distribution of items to SSA's customers. Print orders will be issued weekly to cover all task orders placed the previous week. NOTE: There may be some days when a task order is not issued.

A daily task order will require approximately 20 to 120 individual fulfillment requirements. Each fulfillment will require the contractor to pick, pack, and ship numerous items to SSA customers at an average of 3 items per fulfillment. It is possible for some task orders to contain as little as 1 fulfillment requirement during an off-duty period (e.g., task orders issued around Federal Holidays).

PRODUCT SPECIFICATIONS FOR ITEMS PRODUCED BY THE CONTRACTOR: A spreadsheet containing all initially printed item specifications will be provided to the contractor.

NUMBER OF PRODUCTION ORDERS:

It is impossible to determine the number or frequency of orders which will be placed during the term of this contract. However, based on historical data, it is anticipated that approximately 1 to 5 replenishment requests will be placed each year for each item produced by the contractor via the replenishment task orders. NOTE: This includes the initial 90-day start-up inventory order.

The contractor will print an initial 90-day inventory of various items for contract start-up. (See Exhibit P).

Based on usage of these materials, the contractor will be notified via the daily replenishment task orders from SSA of what materials to print and replenish. The replenishment task orders will identify the product, volume, and packing for each printed replenishment item.

QUANTITY: SSA will identify the number of copies for each item in the replenishment task orders.

It is anticipated that the quantity will be approximately 500 to 1,000,000 copies per item per task order. Majority of replenishment requests issued will be for less than 100,000 copies per item.

TRIM SIZES:

Cut Sheet Forms –

Format A: Up to and including 5-1/2 x 8-1/2” (flat).

Format B: Over 5-1/2 x 8-1/2” up to and including 8-1/2 x 11” (flat).

Format C: Over 8-1/2 x 11” up to and including 17 x 11” (flat).

Format D: Over 17 x 11” up to and including 25-1/2 x 11” (flat).

Booklet Forms –

Format E: 8-1/2 x 11”.

Fact Sheet Publications –

Format F: 8-1/2 x 11”.

Multi-Part Forms -

Format G: 8-1/2 x 11”.

Leaflet Publications –

Format H: 3-1/2 x 8” (folded down from 7 x 8” flat size).

Format I: 3-1/2 x 8” or 5-1/4 x 8” (folded down from 10-1/2 x 8” flat size).

Format J: 3-1/2 x 8” (folded down from 14 x 8” flat size).

Format K: 3-1/2 x 8” (folded down from 17-1/2 x 8” flat size).

Format L: 3-1/2 x 8” (folded down from 21 x 8” flat size).

Format M: 3-1/2 x 8” (folded down from 24-1/2 x 8” flat size).

Booklet Publications –

Format N: 3-1/2 x 8”.

Format O: 5-1/2 x 8-1/2”.

NUMBER OF PAGES (Applies to all formats specified for each product):

Cut Sheet Forms – 1 leaf (face only or face and back) per form.

Booklet Forms – Approximately 8 to 32 pages per booklet.

Fact Sheet Publications – 2 pages (1 leaf) per publication.

Multi-Part Forms – Approximately 2 to 10 pages per form.

Leaflet Publications – 1 leaf (face and back) per publication.

Booklet Publications – Approximately 8 to 48 pages per publication.

FULFILLMENT OF SSA CUSTOMER ORDERS: The contractor will receive fulfillment task orders daily, Tuesday through Saturday, from SSA. On average, the contractor can expect to receive 80 customer orders per day with an average of 3 items per order. The contractor's task will be to process the fulfillment orders by picking items out of inventory stock, pack items, ship items, and provide feedback and tracking via daily Fulfillment Status Update reports.

Back Order Items: The contractor will be required to provide status back to SSA on any item that is on back order (not in stock). Back order status updates are due on the same schedule as the initial fulfillment. Once an item is available for fulfillment, the contractor will fulfill the back order item and provide an updated status on the item.

Cancelled Items From a Fulfillment Order: Cancelled items will be indicated in the fulfillment task orders. The contractor will be required to provide status back to SSA on any items that the contractor was requested to cancel. If an item cannot be cancelled because it is already shipped, then the contractor will provide the shipped status back to SSA.

Fulfillment of SSA Replenishment Requests: The contractor will receive replenishment task orders daily, Tuesday through Saturday, from SSA.

The contractor's task will be to process these replenishment requests orders by printing and stocking items or receiving and stocking items listed in the replenishment task order. The contractor will be required to provide feedback via daily Replenishment Status Update reports.

GOVERNMENT TO FURNISH:

Contract Start-Up Specifications:

- Printed Items Specification Spreadsheet: This spreadsheet will include all specifications for all contractor-produced items that will be initially available for fulfillment.
- Initial 90-Day Inventory of Printed Stock Report: This report will outline the initial 90-day volume of items the contractor will need to produce and have in stock at the time of production start-up.
- Initial Retrieving Stock Report: This report will outline all items that the contractor will be required to retrieve from SSA Headquarters Warehouse, re-package, and label as specified in this report. These items will need to be stocked and ready for production start-up.

Daily Transmissions: Two Microsoft Excel files will be furnished via the contractor-hosted SFTP server on a daily basis, Tuesday through Saturday. One file will be the stock replenishment task order; the other file will be the fulfillment task order.

1. Stock Replenishment Task Order File (See Exhibit K):

- The purpose of this task order file is to authorize the contractor to replenish stocked items.
- The file will contain items that are both produced by the contractor and items that are scheduled to be received and stocked by the contractor.
- The Stock Replenishment task order files will follow a standard format (See Exhibit K).
- The contractor will be notified 20 workdays in advance of any file format changes.
- Example of Excel Format Name: "Taskorder replenishment_YY####-#.xls" (YY####-# will be replaced with the actual task order number each day).

2. Fulfillment Task Order File (See Exhibit J):

- The purpose of this task order file is to provide fulfillment information to the contractor.
- This file will contain fulfillment request information from SSA's customers.

- The contractor will use this file to package and ship items needed by SSA's customers.
- The fulfillment task order files will follow a standard format (See Exhibit J).
- The contractor will be notified 20 workdays in advance of any task order format changes.
- Example of Excel Format Name: "Taskorder fulfillment_YY####-#.xls" (YY####-# will be replaced with the actual task order number each day).

Furnished Inventory:

- ***Start-Up:*** The Government will furnish, and the contractor will stock, an initial inventory of items for contract start-up. These items will be identified to the contractor via the Initial Stock Retrieval Report (See Exhibit Q). The furnished items will be staged for the contractor to pick up from SSA's Headquarters in Baltimore, MD. (See "CONTRACT START-UP AND TRANSFER OF INVENTORY.")

Items to be furnished by the Government will include printed items and specialty items. Printed items will include current stock of printed forms and publications at SSA's warehouse facility. Specialty items will include, but are not limited to, envelopes, decals, publications packets, folders, posters, information cards, etc., at SSA's warehouse facility.

- ***Throughout Term of Contract:*** Based on usage of these materials, the contractor will be notified via the daily replenishment task orders from SSA of what items will be printed or delivered for receiving and stocking. The replenishment task orders will identify the product, volume, packing, edition date (if applicable), and arrival date the contractor can expect to receive an item.

NOTE: Printed items are products that will be furnished for initial inventory and furnished throughout the term of the contract, but may also be ordered for production by the contractor on this contract. Specialty items are items that will be furnished for initial inventory and furnished throughout the term of the contract. Specialty items will not be ordered for production by the contractor on this contract.

Furnished Materials for Contractor-Produced Products: Electronic media for SSA's products will be provided upon contract award. The contractor must hold and re-use furnished materials to produce replenishments. In the event of a change to the furnished files, SSA will furnish new materials to the contractor. Once revised files are approved, the contractor will hold and re-use the new files.

Electronic media will be furnished as follows:

Platform: Macintosh OSX; IBM or compatible using MS Windows.

Storage Media: Contractor-hosted SFTP server; on occasion, CD-R/RW, DVD-R/RW, or email.

Software: Adobe Creative Suite (InDesign, Photoshop, and Illustrator); QuarkXPress; Adobe Acrobat Professional with LiveCycle Designer; and Adobe Experience Manager (AEM). (NOTE: All files will be created in current versions or near current versions of the above mentioned programs.)

NOTE: All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor. The contractor must provide the upgrades within one (1) month of notification by the Government.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable. All fonts used for this contract will be Adobe Type I and/or TrueType.

The contractor is cautioned that the furnished fonts are the property of the Government and/or its contractors. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional

Information: Files will be furnished in PostScript, native application, and/or PDF format.

Electronic media will include all illustrations and graphics furnished in place.

Visuals of electronic files may be furnished.

CMYK and Pantone will be used for color identification.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

Camera copy and/or negatives may be furnished for the publications and forms.

Small package common carrier instructions and account number.

Exhibit A - Contractor Personnel Security Certification, SSA-301

Exhibit B - SSA External Service Provider Security Requirements (ESP)

Exhibit C - Security Assessment Report (SAR) Template

Exhibit D - Risk Assessment Report (RAR) Template

Exhibit E - External Hosted Information System Plan (ESP) Template

Exhibit F - Declaration of Federal Employment (Optional Form 306)

Exhibit G - Questionnaire for Public Trust Positions (Standard Form 85P)

Exhibit H - Sample of Fingerprint Card

Exhibit I - Contractor Personnel Rollover Request Form

Exhibit J - Sample Fulfillment Task Order*

Exhibit K - Sample Replenishment Task Order*

Exhibit L - Inventory Update File Template*

Exhibit M - Replenishment Status Update File Template*

Exhibit N - Fulfillment Status Update File Template*

Exhibit O - Packing Slip Template

Exhibit P - Initial 90-Day Inventory of Printed Stock Report*

Exhibit Q - Initial Stock Retrieval Report*

Exhibit R - Printed Items Specification data table*

Exhibit S - Yellow Label for Customer Random Copies

*These exhibits were originally in MS Excel and are available in that format upon request.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the furnished electronic files, camera copy, or negatives, 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 products in accordance with these specifications.

The contractor must be able to accept files electronically via a contractor-hosted SFTP server. Appropriate log-on instructions and protocol must be provided at time of award. The SFTP site must have incoming and outgoing folders for transmission data and a proofing folder for the furnished electronic files and proofs. The incoming data files will be in Excel format and must be removed immediately upon receipt. Contractor’s SFTP site must be available 24 hours a day, seven (7) days a week.

WORK PERFORMANCE TEST (Preproduction Test):

The purpose of this test is to determine if the end-to-end operations of the contractor’s fulfillment workflow will meet the needs of SSA. This test will cover the receiving and processing of a test fulfillment task order, processing of data, fulfillment of SSA customer orders (picking, packing, and staging for shipment) in the fulfillment task order, and response to SSA with Fulfillment Status Update and Inventory Update files.

The contractor will be required to stock a predetermined portion of the initial inventory in order to perform the Work Performance Test. Once the pre-determined portion of the initial production of the products (as specified on the print order) is complete, the contractor will be required to demonstrate their ability to receive and generate data requirements from furnished data received via the contractor-hosted SFTP by completing a work performance test.

The contractor will be required to provide an inventory report prior to the work performance test to show inventory on hand prior to the test.

The contractor will be required to receive a test fulfillment task order file and prepare mock SSA customer orders (gathering and packing required items for fulfillment) from the file for shipping as described in these specifications as if they were in production mode. All elements of production are to be performed, including output of the Fulfillment Status Update File, and Inventory Update File. The only exception of this test is that the contractor will not actually ship orders, but will instead unpack and restock items once the test is complete.

At the end of the test, the contractor will provide SSA a Fulfillment Status Update file as well as an Inventory Report to show that all orders were completed, and the inventory levels had changed due to fulfillment. The contractor will then restock the test materials and apply the volumes back to their inventory.

Contractor must complete the test within three (3) workdays of receipt of furnished test fulfillment task order file.

NOTE: SSA will be on site for the test.

The Government will approve, conditionally approve, or disapprove the test the SAME day as the test occurs. 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 test is disapproved by the Government, the Government, at its option, may require the contractor to perform an additional test, or just the failed portion of the test, in the time and under the terms and conditions specified in the notice of rejection. This additional test shall be at no additional cost to the Government. The Government will require the time specified above to inspect and test any additional samples required.

In the event that the second test is disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, 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 test within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with article 12 “Notice of Compliance with Schedules” of contract clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

All costs, including the costs of the test, shall be included in the contract price for the production and fulfillment quantity. The test shall be performed at the facilities in which the contract production quantities are to be stocked and fulfillment processed.

Daily Update Files: The following update files must be provided daily (Monday through Friday) to SSA by 7:00 a.m., EST:

Daily Fulfillment Status Update files (See Exhibit N) –

- The file format for Daily Fulfillment Status Updates must be Excel “.xls.”
- The purpose of the Daily Fulfillment Status Update file is to provide information back to SSA on the previous day’s fulfillments.
- The file will contain information on fulfillment items that were fulfilled, placed on back order, and cancelled the previous workday.
- The Daily Fulfillment Status Update files will follow a standard format (see Exhibit N).
- The contractor will be notified 20 workdays in advance of any file format changes.
- Example of Excel Format Name: “StatusUpdate_Fulfillment_YYYY-MM-DD.xls” (YYYY-MM-DD will be replaced with the actual date the file is being provided on.)
- These files will be transmitted to SSA via SFTP.

Daily Replenishment Status Update files (See Exhibit M) –

- The file format for Daily Replenishment Status Updates must be Excel “.xls.”
- The purpose of the Daily Replenishment Status Update file is to provide information back to SSA on completed replenishment requests. For example SSA submits a replenishment request via the replenishment task order. Contractor either prints or receives the stock into inventory. The following day’s daily Replenishment Status Update file will contain the replenished items.
- The file will contain information on Replenishment items that were both printed and received the previous workday.
- The daily Replenishment Status Update files will follow a standard format (see Exhibit M).
- The contractor will be notified 20 workdays in advance of any file format changes.
- Example of Excel Format Name: “StatusUpdate_replenishment_YYYY-MM-DD.xls” (YYYY-MM-DD will be replaced with the actual date the file is being provided on.)
- These files will be transmitted to SSA via SFTP.

Daily Inventory Update Files (See Exhibit L) –

- The file format for Daily Inventory Updates must be Excel “.xls.”
- The purpose of the Daily Inventory Updates is to provide information back to SSA on the current volume of each item stocked for fulfillment.
- Any item that is on back order must be reported as a negative value to show that backorders are being collected for later fulfillment.
- The Daily Inventory Update will follow a standard format (see Exhibit L).

- The contractor will be notified 20 workdays in advance of any file format changes.
- Example of Excel Format Name: “StatusUpdate_InventoryReport_YYYY-MM-DD.xls” (YYYY-MM-DD will be replaced with the actual date the file is being provided on.)
- These files will be transmitted to SSA via SFTP.

CONTRACT START-UP AND TRANSFER OF INVENTORY:

Contractor will be responsible for the pickup of materials to be placed in the contractor’s inventory for fulfillment of orders. (See “GOVERNMENT TO FURNISH, Furnished Inventory.”)

Immediately after award, the contractor must contact the ordering agency to make arrangements for the transfer of materials from one address in Baltimore, MD, to the contractor’s facility. The contractor will be reimbursed for all shipping costs by submitting all shipping receipts with the billing invoice.

ELECTRONIC PREPRESS (Orders Produced by Contractor): 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 reproduction image. The preflight must identify any problem areas with digital file submission, to include but not is not limited to, missing or damaged fonts, damaged discs, missing bleeds, improper trim size, and/or improper color definition. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to: Matthew Thomas at (410) 965- 9620.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

All halftones are to be 150-line screen or finer.

For all orders issued for production by the contractor and camera copy and/or negatives are furnished, the contractor must scan the camera copy and/or negatives to a PDF file. (See “Digital Deliverables” below.)

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, contractor shall copy the furnished files and make all changes to the copy.

Digital Deliverables: For products for which any camera copy or negatives are furnished, or when the contractor makes a change to a furnished electronic file, the contractor must furnish a final Adobe Acrobat Portable Document Format (PDF) file of the Government furnished materials. The PDF must be an exact representation of the final printed product and shall be posted to the contractor-hosted SFTP site. The file name of the PDF should be the form/publication number. The PDF must be suitable for making press plates for subsequent reprinting without reformatting and must include any embedded fonts (must be press quality). The file created must be unlocked and OCR editable (by character, rule, and graphic elements, as well as font, spacing, and format changes). The contractor must remove any crop marks, color bars, specification bars, grayscales, slug lines, cross hairs, etc. If applicable, shading must comply with specification provided.

PROOFS:

NOTE: SSA uses many of the same publications and forms in several of its print contracts. To reduce the proofing requirements for any revisions, if it is determined after award that the awarded contractor is responsible for the production of any other SSA workloads containing the same publications and/or forms required for this program, then the revisions may be proofed using one of the other programs.

Once SSA provides an “O.K. to Print” on the initial proofs for an item, that approved proof will be the standard for all orders requiring production of that particular item. Should a new items be added, a proof of the new items will be required. Should any changes be made to an item (updated version, etc.), SSA will provide new copy, and a new proof will be required. (See “NEW AND UPDATED PRODUCTS.”)

For Contractor Produced Products:

- When ordered, three (3) sets of digital color content proofs of the entire product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product.
- When ordered, one (1) press quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

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

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

NEW AND UPDATED PRODUCTS: Throughout the life of the contract, SSA will update items and add new items to be produced by the contractor. Requests to update current items and addition of new items will be submitted to the contractor via email.

When the contractor is required to update an item, proofs will be required in accordance with the requirements as specified under “PROOFS.” Updated proofing will be billed against the next available replenishment print order once the contractor receives the “O.K. to Print” from SSA.

If a product is updated and contains a disposition instruction to “Destroy Old Stock,” then the contractor will remove and destroy all old edition dated material upon receipt of the “O.K. to Print” of the new edition. Upon destruction of the outdated stock, the contractor will report a zero (0) inventory of the item in the next day’s inventory report. The contractor will begin back ordering the item until SSA issues a replenishment for the item.

If a product is updated and contains a disposition instruction to “Use Prior Edition,” then the contractor will use up the current edition of the materials. Once a replenishment for the item is requested, the contractor will only print the newest edition of the material.

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.

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

All paper used in each copy must be of a uniform shade. Color of paper should remain consistent between different print runs throughout the term of the contract. All cover paper must have the grain parallel to the spine.

The paper to be used for each printed product will be indicated on the furnished specification spreadsheet provided (see Exhibit R). As items are added, a revised specification spreadsheet will be provided.

Cut Sheet Forms (Formats A through D):

White Writing, basis weight: 16 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White, Blue, Buff, Green, Pink, Salmon, and Yellow Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

White, Blue, Buff, Green, Pink, Salmon, and Yellow Ledger, basis weight: 44 lbs. per 500 sheets, 17 x 22", equal to JCP Code J10; or, at contractor's option, Index, basis weight: 90 lbs. per 500 sheets, 25-1/2 x 30-1/2", equal to JCP Code K10.

Booklet Forms (Format E):

White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10; or, at contractor's option, White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Blue, Buff, Green, Pink, Salmon, and Yellow Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10; or, at contractor's option, Uncoated Colored Text, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A63.

Fact Sheet Publications (Format F):

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Multi-Part Forms (Format G):

Carbonless Bond Paper: All chemical transfer bond paper must be of sufficient density and graded sensitivity to ensure clear, legible copies on all parts when forms are filled in by any impact typewriter or ballpoint pen. Entries made with ballpoint and felt tip pens will be clear and free from excessive feathering.

The colors of the Carbonless Bond Paper that may be ordered are White, Blue, Buff, Green, Pink, Canary, and Goldenrod. Color may be produced by pulp dyeing or surface tinting, at contractor's option.

Carbonless Bond, CFB, basis weight: 13-17 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-80.

Carbonless Bond, CB, CF, basis weight: 13-15 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-80.

Leaflet Publications (Formats H through M):

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Booklet Publications (Formats N and O):

White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING:

Cut Sheet Forms (Formats A through D): Print face only or face and back, head-to-head or head-to-side, in one ink color. Some forms may contain a screen tint.

Booklet Forms (Format E): Print head-to-head, head-to-foot, or head-to-side, as required, in a single ink color.

Fact Sheet Publications (Format F): Print face only or face and back, head-to-head in two ink colors. Match Pantone number as indicated on the GPO Form 952 provided with each fact sheet.

Multi-Part Forms (Format G): Print face only or face and back, as ordered in black ink. Some orders may require printing on the back of certain parts, but not all parts of the form. Copy designations (part-to-part changes) may be required and printed in black or red ink.

NOTE: *Crash Printing is not acceptable.* The printing on each part must be properly aligned so that the printing on each form will register when the forms are gathered into sets. The forms on all parts must register within 1/32".

Leaflet Publications (Formats H through M): Print face and back in two ink colors. Match Pantone number as indicated on the GPO Form 952 provided with each leaflet. Contractor may be required to create a graduation of a two-color blend on the front panel only. Contractor may be required to separate cover art if cover has a silhouette. Leaflets may contain halftones.

Booklet Publications (Formats N and O): Print head-to-head in two ink colors. Match Pantone number as indicated on the GPO Form 952 provided with each pamphlet. Bleed pages scattered throughout.

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.

MARGINS: Unless otherwise specified, margins will be as indicated on the GPO Form 952 or specified for each form product.

BINDING AND CONSTRUCTION: Various binding and construction styles will be ordered as follows:

Cut Sheet Forms (Formats A through D): Trim four sides.

When ordered, fold using up to four folds (one or two parallel folds and up to two right angle folds).

When ordered, forms may require padding of 100 sheets per pad (see "PADDING" below).

Booklet Forms (Format E): Paste on fold and trim three sides or saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left of right of stitches will not be allowed.

Fact Sheet Publications (Format F): Trim four sides.

Multi-Part Forms (Format G): Apply adhesive to hold the sets together at the specified edge. Adhesive must provide sufficient strength to guarantee that the parts will remain together under normal handling and storage, but will permit ready separation without damage to the parts.

Leaflet Publications (Format H through M): Fold from flat size 7 x 8", 10-1/2 x 8", 14 x 8", 17-1/2 x 8", 21 x 8", or 24-1/2 x 8" (as ordered) down to 3-1/2 x 8" with up to six (6) wraparound folds, title out.

Booklet Publications (Formats N and O): Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leave connected with a lip (i.e., binding stub) to left or right side of stitches is not allowed.

Perforating/Scoring: One or more perforations/scores, as ordered, may be required on approximately 40 percent of all cut sheet forms, booklet forms, and multi-part forms that are ordered.

Drilling: Drill two round holes, 1/4" or 9/32" in diameter, at the top, left, and/or right, through some or all parts as indicated. Holes are to be 2-3/4" center to center. Center of holes to be 3/8" from top edge of form on the top dimension (centered); or 3/8" in from left or right side of the product and centered.

Padding: Approximately 1/2 percent of the multi-part and cut-sheet forms printed by the contractor will require padding. Padded dimensions and the number of leaves per pad will be indicated on the specification spreadsheet for each product requiring padding. Gum and crash or any suitable padding compound may be used. Back pads with chipboard, newsboard, or equal backing (0.020" thick).

PRODUCTION INSPECTION: Production inspection(s) may be required at the contractor's plant for the purpose of establishing that the receipt of transmitted files, the gathering of product items, inserting, and shipping/ mailing is being accomplished in accordance with contract quality attributes, requirements, and 100% accountability.

NOTE: A production inspection is for the purpose of setting specific standards that are to be maintained throughout the duration of the contract. When production inspection is required, the Government will notify the contractor.

PACKING:

Shrink-film wrap the specified quantity of each contractor-produced item as specified in the specification spreadsheet.

Contractor will be required to pack furnished inventory items in a variety of ways. SSA will identify the packing of each item in the initial stocking report as well as in the replenishment task orders.

Furnished mounted posters are to be packed flat in appropriately sized containers. Furnished un-mounted posters are to be packed flat in appropriately sized containers or rolled and inserted into tubes, at contractor's option.

Padded items are to be packed based on the number of pages in the pad. A completed pad will not be considered a single copy.

It is the contractor's responsibility to assure that the correct package material is inserted into each kraft envelope, shipping bag, shipping bundle, and shipping container.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner, which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or small package carrier delivery system.

Gather the items for a specific order and pack as applicable below:

Single and multiple copies up to 200 total leaves (for all products) must be inserted into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

Contractor must insert a packing slip for each order listing the contents of the shipment and any items that may be out of stock at the time of initial fulfillment. (See Exhibit O.)

LABELING AND MARKING: It is the contractor's responsibility to assure the correct label is affixed to each shipment. An occasional order may require the outputting of multiple address labels to a single destination

Create and affix a recipient address label to each unit of mail packaged in kraft envelopes, shipping bags, shipping bundles, and shipping containers. At contractor's option, addresses may be imaged directly onto the kraft envelopes, shipping bags, shipping bundles, and shipping containers.

CUSTOMER RANDOM COPIES (YELLOW LABEL): All replenishment requests must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot.

The contractor will be required to execute a statement furnished by the agency certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
100 – 3,200	5
3,200 – 10,000	10
10,000 – 35,000	15
35,000 and over	20

These randomly selected copies must be packed separately and identified by a special Government-furnished YELLOW LABEL, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address indicated.

The Replenishment Task Order Number and a signed Government-furnished certificate of selection must be included. (See Exhibit S for Certificate of Selection for Yellow Labels.)

All yellow labels will be shipped to: SSA, Attn: Matthew Thomas, 3-B-9-E Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL) (Replenishment Requests on Task Orders Only): All requests must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to: SSA, Attn: Matthew Thomas, 3-B-9-E Annex Building, 6401 Security Boulevard, Baltimore, MD 21235.

The Replenishment Task Order and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor’s bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION (Fulfillment Orders): Mail/ship f.o.b. contractor’s city to addresses nationwide, including Alaska, Hawaii, and the American Territories and Possessions.

The contractor will be required to mail/ship via USPS Priority Mail or Small Package Common Carrier (SPCC) via 3rd Party or Prepaid Billing to as many as 1,400 destinations. SSA will determine the SPCC billing option (3rd Party or Prepaid) and provide instructions after award.

Shipments to the 48 Contiguous States, Alaska, Hawaii, and Puerto Rico are to be shipped using SSA provided Small package Common Carrier (SPCC).

Shipments to U.S. Territories and Possessions of American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, U.S. Virgin Islands, Wake Island, and USPS P.O. Boxes must be made by reimbursable U.S. Postal Service First Class/Priority Mail. The contractor will be reimbursed for all U.S. Postal Service shipping costs by submitting all shipping receipts with the invoice for billing.

USPS Priority Mail:

The contractor is responsible for all costs incurred in transporting this product to the post office.

Reimbursable USPS Priority Mail will be used when shipping to the aforementioned U.S. Territories and Possessions. The contractor will be required to mail to the aforementioned U.S. Territories and Possessions via USPS Priority Mail rates.

The contractor is required to prepare mail in accordance with appropriate USPS rules and regulations, including the USPS domestic Mail Manual (DMM), Postal bulletins, and other USPS rules and regulations in effect at the time of mailing.

Mail pieces addressed to these U.S. Territories and Possessions will mail by USPS "Priority Mail." The contractor may use "free of charge" USPS "Priority" flat rate mail envelopes, bags, bundles, and containers (as allowed for Priority Mail). Contractor is responsible for ensuring adequate supplies of these envelopes/containers are available at all times. Contractor must use these flat rate envelopes/containers appropriately (fill to capacity).

Contractor will be reimbursed for all Priority Mailing costs upon receipt of all mailing receipts with their billing invoice.

Small Package Common Carrier (SPCC):

Packages weighing over 13 ounces and up to and including 499 pounds are to be made by SPCC (NO mailing via USPS) except those destined for Post Office Boxes, APO/FPO addresses, and U.S. Possessions and Territories as specified above.

The Social Security Administration will provide the name of the small package common carrier. When the service of a small package common carrier is used, the contractor will be responsible for providing the carrier with the following:

1. All packages are addressed and sorted to meet the requirements of the small package common carrier. NOTE: Contractor may be required to apply special SPCC barcode labels.
2. Separate common carrier pickup record(s) for each print order. The contractor must annotate the pickup record(s) with the requisition number and the print order number.
3. A shipping manifest which includes:
 - a) Name of contractor, the requisition number, the print order number, and the common carrier account/shipper number.
 - b) A listing which includes each addressee's account number or office code (when provided on SSA supplies address labels), address, city state, zip code, common carrier deliver zone, weight, and package identification number (if applicable) of each package shipped to each address.
 - c) Listing grouped by pickup. Each group will be identified with the pickup record number. This number should correspond to the number on the form(s), which the contractor is required to obtain from the carrier for compliance purposes. The listing should be either account number or zip code order within each group.
 - d) Summary information for each group, including total number of packages, total weight, and total shipping cost.

The contractor will be required to ship via SPCC via 3rd Party or Prepaid Billing. SSA will determine the SPCC billing option (3rd Part or Prepaid) and provide instructions after award. The contractor is cautioned that SSA's SPCC account is for "Ground Services" only.

Within seven (7) workdays of completion of a print order/task order, contractor must email a PDF copy of their billing invoice to: Matthew.Thomas@ssa.gov.

Upon completion of the contract, contractor must return furnished camera copy and negatives to: SSA, Attn: Matthew Thomas, 1368 Annex Building, Baltimore, MD 21235.

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

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

Print orders/task orders will be furnished via contractor-hosted SFTP.

Furnished material (when applicable) and hard copy proofs must be picked up from and delivered to: SSA, Attn: Matthew Thomas, 1368 Annex Building, Baltimore, MD 21235.

When applicable, furnished electronic media and visuals must be returned with hard copy proofs.

When required, PDF proofs will be transferred to the agency via a contractor-provided secure site or email, as specified. Contractor to follow up with phone call confirming receipt. If emailing, the subject line of the email must include the Product ID number and "PROOF."

Initial Product Proofing Schedule:

The following schedule begins the workday after receipt of the furnished materials. The workday after receipt will be the first workday of the schedule.

- The contractor will submit PDF soft proofs for all products within 10 workdays of receipt of furnished materials.
- Proofs will be withheld no more than 10 workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are furnished to the contractor (either by SFTP or email). (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If required due to AA's, the contractor must submit revised proofs within five (5) workdays of receipt of marked-up proofs. (No additional time will be allowed due to printer's errors (PE's).)
- Revised proofs will be withheld no more than five (5) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are furnished to the contractor (either by SFTP or email). (NOTE: The first workday after receipt of revised proofs at the ordering agency is day one (1) of the hold time.)
- The contractor will keep the furnished material on file for each item that receives an "O.K. to Print" to produce the initial 90-day volumes and fulfill future replenishments.

Proofing Schedule for New and Updated Items (Contractor-Produced):

Throughout the life of the contract, SSA will either update existing items or add new items. The contractor will receive requests for update and new materials via email and/or SFTP. The following schedule begins the workday after receipt of the request. The workday after receipt will be the first workday of the schedule.

- The contractor will submit PDF soft proofs for new and updated items within three (3) workdays of receipt of update request and furnished materials.
- Proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are furnished to the contractor (either by SFTP or email). The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.
- If required due to AA's, the contractor must submit revised proofs within three (3) workdays of receipt of marked-up proofs. (No additional time will be allowed due to printer's errors (PE's).)

- Revised proofs will be withheld no more than three (3) workdays from their receipt at the ordering agency until changes/corrections/“O.K. to Print” are furnished to the contractor (either by SFTP or email). The first workday after receipt of revised proofs at the ordering agency is day one (1) of the hold time.
- The contractor will keep the most current furnished materials on file for each item that receives an “O.K. to Print” to fulfill future replenishments.

Production Schedule:

For the Initial Stocking of Items: The contractor must receive an “O.K. to Print” and cannot begin production of the 90-day volume until notified by SSA. The schedule will begin the workday after receipt of “O.K. to Print” by SSA. The workday after receipt will be the first workday of the schedule.

- The contractor will have 20 workdays to complete the production of the initial 90-day volume after being notified by SSA.
 - Label each unit of issue with an inventory label.
 - Stock the items for fulfillment.
 - Notify SSA of the item’s status via the Replenishment Status Update File.

For Replenishment Items: The schedule will begin the workday after receipt of a replenishment task order. The workday after receipt will be the first workday of the schedule.

- The contractor will have 15 workdays to complete the production of each replenishment.
 - Label each unit of issue with an inventory label.
 - Stock the items for fulfillment.
 - Notify SSA of the item’s status via the Replenishment Status Update File.

Receiving Schedule:

The contractor will have two (2) workdays after an item is received to complete these tasks. The workday after receipt of an item will be the first workday of the schedule.

- Inspect the quality of the received items and report any damages back to SSA.
- Label each unit of issue with an inventory label.
- Stock the items for fulfillment.
- Notify SSA of the item’s status via the Replenishment Status Update File.

Fulfillment and Distribution Schedule:

The following schedule begins the SAME workday as receipt of fulfillment task order file; the same workday as receipt will be the first workday of the schedule.

- Fulfillment task order files will be transmitted on a daily basis, Tuesday through Saturday.
- The contractor must complete fulfillment and distribution within three (3) workdays of receipt of each fulfillment task order.

- Each order shipment will include a packing slip specifying what is included in the order shipment. Any item that is out of stock at the time of initial fulfillment will be listed on the packing slip as “Backorder.”
- If an item is out of stock, the contractor must include the item in their Daily Fulfillment Status Update files as on Backorder (Indicated as “B” for Status: See Exhibit N). Reporting an out of stock item as Backorder within the three (3) workday period will constitute as timely.

Press Sheet or Production Inspection

The contractor must notify the U.S. GPO of the date and time the press sheet or production inspection can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection. Notify the U.S. Government 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)). NOTE: When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

The ship/deliver date indicated on the print order is the date ordered for shipping/ mailing f.o.b. contractor’s city must be delivered to the U.S. Postal Service or picked up by small package common carrier.

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 of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov. Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.

DAILY FULFILLMENT STATUS UPDATE FILES: A fulfillment status update file will be created by the contractor at the end of each workday summarizing what was packaged and shipped, put on back order, or cancelled.

The report will be transmitted to SSA via SFTP Monday through Friday. If the contractor elects to fulfill orders on Saturday and Sunday, then those updates will be included on Monday evening’s fulfillment status update file.

DAILY REPLENISHMENT STATUS UPDATE FILES: A replenishment status update file will be created by the contractor at the end of each workday summarizing what was printed and stocked, or received and stocked for fulfillment. The report will be transmitted to SSA via SFTP Monday through Friday. If the contractor elects to replenish items on Saturday and Sunday, then those updates will be included on Monday evening’s fulfillment status update file.

DAILY INVENTORY REPORTS: An inventory update file will be created by the contractor at the end of the workday summarizing what the current inventory of each item on hand is. The Inventory Report will be created and sent at the same time each day.

STORAGE AND MAINTENANCE OF INVENTORY: Title of Government-furnished materials shall remain in the Government. The contractor shall maintain adequate property control records of all Government-furnished materials in accordance with industrial practices.

The contractor will be required to store items in a manner that provides protection from any type of damage from the elements.

The Government anticipates that approximately 53,000 cubic feet of space will be needed for the storage of inventory for: 1) start-up inventory furnished by SSA at the beginning of the contract; 2) inventory furnished by SSA throughout the term of the contract; and, 3) products produced by the contractor that go into inventory for later fulfillment.

Unless otherwise provided in this contract, the contractor, upon receipt and acceptance of any Government-furnished material, assumes the risk of, and shall be responsible for loss thereof, or damage thereto, except to the extent that such material is consumed in the performance of this contract.

The contractor will be responsible for counting/verifying products furnished for start-up inventory and anytime throughout the term of the contract. Contractor must notify the Government of any shortage within 24 hours of receipt thereof.

Controlled Storage Area: Temperature and humidity controlled storage area is required for sensitive fulfillment items. Items requiring controlled storage will be received items and not printed items. Sensitive items requiring controlled storage will be flagged in the Initial Receiving Stock Report (Exhibit P). An example of items requiring controlled storage are envelopes and decals. Storage location must maintain a threshold of 30 to 50% humidity and 65 to 75 degrees Fahrenheit.

ON-SITE INSPECTION OF STORAGE FACILITY: On a quarterly basis, the ordering agency will conduct an on-site inspection of the contractor's storage facility to ensure that the products (both contractor-produced and Government-furnished) are being stored and fulfilled in accordance with these specifications.

At any point in the contract, the inspections may occur more frequently (bi-monthly or monthly).

The purpose of the inspections will be for SSA to check the inventory levels and edition dates of products. Additionally, SSA will inspect the quality of the products in inventory (both Government-furnished and contractor-produced).

The contractor will be notified 48 hours in advance of the inspection; however, SSA may have an unannounced on-site inspection.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “SCHEDULE OF PRICES” to the following units of production which are the estimated requirements to produce one (1) year’s production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The determination of award estimates specified below are based on historical data. However, due to the current global pandemic, the contractor is put on notice that the estimated amounts of work anticipated on this contract may be significantly impacted during the first period of performance.

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

I.	(a)	(1) 262	(2) 12	(3) 10
	(b)	240		
	(c)	5		
II.	1.	(a)	(1) 32	(2) 22
	2.	(a)	76	61
		(b)	64	1,066
	3.	(a)	8	2
		(b)	32	44
	4.	(a)	32	5,001
	5.	(a)	1,264	5,208
	6.	(a)	12	508
		(b)	244	3,858
	7.	(a)	20	185
		(b)	176	457
		(c)	160	227
	8.	(a)	16	1,721
	9.	(a)	56	1,999
	10.	(a)	40	1,097
	11.	(a)	52	1,227
	12.	(a)	12	20

	(1)	(2)
II. 13. (a)	12	115
14. (a)	976	36,890
15. (a)	2,656	90,234
III. 1. (a)	7	
(b)	7	
(c)	1	
(d)	7	
2. (a)	1	
(b)	953	
(c)	2	
(d)	170	
(e)	1	
3. (a)	46	
4. (a)	4,240	
(b)	761	
5. (a)	822	
(b)	1,782	
6. (a)	4,365	
7. (a)	125	
(b)	90	
(c)	45	
(d)	61	
8. (a)	1,721	
9. (a)	1,999	
10. (a)	1,097	
11. (a)	1,227	
12. (a)	20	
13. (a)	115	
14. (a)	18,445	
15. (a)	45,117	

- IV. (a)(1) 38
- (2) 6,515
- (b) 2,882
- (c) 5,588
- (d) 170
- (e) 412,000
- (f) 12
- (g) 12,500

- V. (a) 1,100
- (b) 9,300
- (c) 33,550

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SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city.

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 any obliteration, revision, or alteration of the order and manner of submitting bids may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

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

All 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.

Contractor’s billing invoice must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”

Formats E, N, and O: A charge will be allowed for each text page of a single-color product, whether printed or blank. Unless otherwise specified, no more than three blank pages may be permitted at the end of the text for saddle-stitched products.

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

I. PREPRESS OPERATIONS:

	Up to and including <u>8-1/2 x 11”</u> (1)	Over 8-1/2 x 11” up to and including <u>17 x 11”</u> (2)	Over 17 x 11” up to and including <u>25-1/2 x 11”</u> (3)
(a) Digital color content proof per trim/page-size unit.....	\$ _____	\$ _____	\$ _____
(b) PDF Soft Proof (Any Size Product)	per file	\$ _____	\$ _____
(c) System Timework.....	per hour	\$ _____	\$ _____

Electronic prepress operations that cannot be properly classified under any other item will be charged as “System Timework.” Any charge made under “System Timework” must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the contracting officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under Item I.(c).

 (Initials)

II. PRINTING AND BINDING: Prices offered shall include the cost of all required materials and operations (minus paper) necessary for the printing and binding of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
1. Format A (Up to and including 5-1/2 x 8-1/2"):		
(a) Cut Sheet Forms:		
Printing face only in one ink color, including binding	per cut sheet..... \$ _____	\$ _____
2. Format B (Over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11"):		
(a) Cut Sheet Forms:		
Printing face only in one ink color, including binding	per cut sheet..... \$ _____	\$ _____
(b) Cut Sheet Forms:		
Printing face and back in one ink color, including binding	per cut sheet..... \$ _____	\$ _____
3. Format C (Over 8-1/2" up to and including 17 x 11"):		
(a) Cut Sheet Forms:		
Printing face only in one ink color, including binding	per cut sheet..... \$ _____	\$ _____
(b) Cut Sheet Forms:		
Printing face and back in one ink color, including binding	per cut sheet..... \$ _____	\$ _____
4. Format D (Over 17 x 11" up to and including 25-1/2 x 11"):		
(a) Cut Sheet Forms:		
Printing face and back in one ink color, including binding	per cut sheet..... \$ _____	\$ _____
5. Format E (8-1/2 x 11"):		
(a) Booklet Forms:		
Printing in a single ink color, including binding.....	per page..... \$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
6. Format F (8-1/2 x 11"):		
(a) Fact Sheets: Printing face only in two ink colors, including binding per fact sheet..... \$ _____ \$ _____		
(b) Fact Sheets: Printing face and back in two ink colors, including binding per fact sheet..... \$ _____ \$ _____		
7. Format G (8-1/2 x 11"):		
(a) Multi-Part Forms: Printing face only in a single ink color, including binding per page..... \$ _____ \$ _____		
(b) Multi-Part Forms: Printing face and back in a single ink color, including binding per page..... \$ _____ \$ _____		
(c) Multi-Part Forms: Designation text printing in a single ink color per page..... \$ _____ \$ _____		
8. Format H (7 x 8" flat):		
(a) Leaflet Publications: Printing face and back in two ink colors, including binding per leaflet..... \$ _____ \$ _____		
9. Format I (10-1/2 x 8" flat):		
(a) Leaflet Publications: Printing face and back in two ink colors, including binding per leaflet..... \$ _____ \$ _____		
10. Format J (14 x 8" flat):		
(a) Leaflet Publications: Printing face and back in two ink colors, including binding per leaflet..... \$ _____ \$ _____		
11. Format K (17-1/2 x 8" flat):		
(a) Leaflet Publications: Printing face and back in two ink colors, including binding per leaflet..... \$ _____ \$ _____		

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
12. Format L (21 x 8" flat):		
(a) Leaflet Publications: Printing face and back in two ink colors, including binding per leaflet.....	\$ _____	\$ _____
13. Format M (24-1/2 x 8" flat):		
(a) Leaflet Publications: Printing face and back in two ink colors, including binding per leaflet.....	\$ _____	\$ _____
14. Format N (3-1/2 x 8"):		
(a) Booklet Publications: Printing in two ink colors, including binding per page.....	\$ _____	\$ _____
15. Format O (5-1/4 x 8"):		
(a) Booklet Publications: Printing in two ink colors, including binding per page.....	\$ _____	\$ _____

III. 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 in the applicable trim-size group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

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

Formats A through D (Cut Sheet Forms) - One basic charge will be allowed for each page-size leaf, as applicable to the format.

Format E (Booklet Forms) - One basic charge will be allowed for each page-size leaf.

Format F (Fact Sheets) - One basic charge will be allowed for each page-size leaf.

Format G (Multi-Part Forms) - One basic charge will be allowed for each page-size leaf.

Formats H through M (Leaflet Publications) – One basic charge will be allowed for each page-size leaf (flat size), as applicable to the format.

Formats N and O (Booklet Publications) – One basic charge will be allowed for each page-size leaf, as applicable to the format.

 (Initials)

Per 1,000 Leaves

1. Format A (Up to and including 5-1/2 x 8-1/2" (flat)):

- (a) White Writing (16-lb.)\$ _____
- (b) White Writing (20-lb.)\$ _____
- (c) Colored Writing (20-lb.)\$ _____
- (d) Colored Ledger (44-lb.); or, at contractor's option,
Colored Index (90-lb.)\$ _____

2. Format B (Over 5-1/2 x 8-1/2" up to and including 8-1/2 x 11" (flat)):

- (a) White Writing (16-lb.)\$ _____
- (b) White Writing (20-lb.)\$ _____
- (c) Colored Writing (20-lb.)\$ _____
- (d) White Ledger (44-lb.); or, at contractor's option,
White Index (90-lb.)\$ _____
- (e) Colored Ledger (44-lb.); or, at contractor's option,
Colored Index (90-lb.)\$ _____

3. Format C (Over 8-1/2 x 11" up to and including 17 x 11" (flat)):

- (a) White Writing (20-lb.)\$ _____

4. Format D (Over 17 x 11" up to and including 25-1/2 x 11" (flat)):

- (a) White Writing (20-lb.)\$ _____
- (b) Colored Writing (20-lb.)\$ _____

5. Format E (8-1/2 x 11"):

- (a) White Writing (20-lb.)\$ _____
- (b) Colored Writing (20-lb.)\$ _____

6. Format F (8-1/2 x 11"):

- (a) White Uncoated Text (60-lb.)\$ _____

(Initials)

Per 1,000 Leaves

7. Format G (8-1/2 x 11"):

(a) White Carbonless Bond CB, CF (13 – 15-lb.)\$ _____

(b) Colored Carbonless Bond CB, CF (13 – 15-lb.).....\$ _____

(c) White Carbonless Bond CFB, (13 – 17-lb.).....\$ _____

(d) Colored Carbonless Bond CFB, (13 – 17-lb.).....\$ _____

8. Format H (7 x 8" (flat):

(a) White Uncoated Text (60-lb.).....\$ _____

9. Format I (10-1/2 x 8" (flat):

(a) White Uncoated Text (60-lb.).....\$ _____

10. Format J (14 x 8" (flat):

(a) White Uncoated Text (60-lb.).....\$ _____

11. Format K (17-1/2 x 8" (flat):

(a) White Uncoated Text (60-lb.).....\$ _____

12. Format L (21 x 8" (flat):

(a) White Uncoated Text (60-lb.).....\$ _____

13. Format M (24-1/2 x 8" (flat):

(a) White Uncoated Text (60-lb.).....\$ _____

14. Format N (3-1/2 x 8"):

(a) White Uncoated Text (60-lb.).....\$ _____

15. Format O (5-1/2 x 8-1/2"):

(a) White Uncoated Text (60-lb.).....\$ _____

(Initials)

IV. ADDITIONAL OPERATIONS:

NOTE: Cost submitted for line item IV.(f) must include the cost for the labeling and stocking of items, both Government-furnished and contractor-produced.

(a) Perforating/Scoring:

(1) Makeready and/or Setup (each perforation or score):..... per line\$ _____

(2) Running (Maximum 3 lines per run) per 1,000 leaves\$ _____

(b) Drilling per 1,000 leaves\$ _____

(c) Formats A through D:

Additional folding (up to two folds; parallel or right angle folds) per 1,000 leaves\$ _____

(d) Padding, including assembling leaves into pads,
stacking, gum or gum/crash, backing, and slicing apart..... per 1,000 leaves\$ _____

(e) Shrink-wrapping per package\$ _____

(f) Storage of inventory per month\$ _____

(g) Picking items for fulfillment per individual fulfillment order\$ _____

V. PACKING AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and must include the cost of packing; all kraft envelopes, cushioned shipping bags, shipping bundles, and shipping containers; all necessary wrapping and packing materials; labeling and marking; and, complete distribution, in accordance with these specifications.

(a) Single or multiple copies in kraft envelope (up to 200 leaves).....per envelope\$ _____

(b) Single or multiple copies over 200 leaves,
up to 12 pounds, in cushioned shipping bags,
or wrapped in shipping bundles
(maximum gross weight 14 pounds)..... per bag or bundle\$ _____

(c) Quantities over 12 pounds, up to 36 pounds,
packed in shipping containers
maximum gross weight 40 pounds) per container\$ _____

LOCATION OF POST OFFICE: All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____

(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 _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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