

TITLE:	IRS CORRESPONDENCE PRODUCTION												
	SERVICE (CPS) MAILERS												
AGENCY:	INTERNAL REVENUE SERVICE (IRS)												
TERM:	Date of Award ending June 30, 2021												
	PROGRAM 748-M												
			SPECIALTY PRINT COMM.			SOURCELINK		NPC INC.		PINNACLE DATA SYSTEMS		FREEDOM GRAPHIC SYSTEMS	
			Niles, IL 60714			Miamisburg, OH 45342		Claysburg, PA 16625		Suwanee, GA 30024		Milton, WI 53563	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	PROCESSING/FORMATting FILES:												
	SERVICE (CPS) MAILERS												
	Files per order	1	1,650.00	1,650.00	5,000.00	5,000.00	1,000.00	1,000.00	N/C	0.00	3,860.00	3,860.00	
II.	Printing, Imaging, Binding, and Construction:												
	Prices submitted for line items I. (a) through (d) must be complete product prices that includes all makeready and materials required												
	Prices submitted for line I. (c) is for whichever envelope the contractor uses based on folding the notice												
(a)	Notice: Printing/Imaging in black including binding-----per 1,000 leaves	956,000	29.84	28,527,040.00	7.00	6,692,000.00	2.48	2,370,880.00	7.00	6,692,000.00	31.16	29,788,960.00	
(b)	CRE Envelope (3-7/8 x 8-7/8") printing in black, including construction-----per 1,000 envelopes	107,550	8.65	930,307.50	6.92	744,246.00	4.90	526,995.00	N/C	0.00	6.84	735,642.00	
(c)	Mail-out Envelope (4-3/8 x 9-3/4" or 6 x 9-3/4" printing in black, including construction---per 1,000 envelopes	236,610	19.80	4,684,878.00	8.85	2,093,998.50	7.48	1,769,842.80	N/C	0.00	17.16	4,060,227.60	
(d)	Mail-out Envelope (12 x 9") Printing in black, including construction-----per 1,000 envelopes	2,390	412.00	984,680.00	39.45	94,285.50	16.73	39,984.70	N/C	0.00	63.60	152,004.00	
III.	PAPER:												
	Computation of the net number of leaves will be based on the following:												
	Notice - Each page-size leaf, all Envelopes- One page-size leaf will be allowed for each envelope												
	Notice: At contractors option: Per 1,000 leaves												
(a)	White uncoated text (50 or 60-lb) or white writing (20-lb)	956,000	7.74	7,399,440.00	6.00	5,736,000.00	4.31	4,120,360.00	5.40	5,162,400.00	10.18	9,732,080.00	
(b)	CRE Envelope (3-7/8 x 8-7/8") white writing envelope 24-lb)	107,550	6.73	723,811.50	6.92	744,246.00	4.90	526,995.00	11.25	1,209,937.50	6.50	699,075.00	
(c)	Mail-out Envelop (4-3/8 x 9-3/4" or 6 x 9-3/4") white writing envelope (24-lb)	236,610	11.21	2,652,398.10	8.85	2,093,998.50	7.48	1,769,842.80	21.00	4,968,810.00	9.78	2,314,045.80	
(d)	Mail-out Envelope (12 x 9") white writing Envelope (24-lb)	2,390	51.50	123,085.00	39.45	94,285.50	16.73	39,984.70	100.00	239,000.00	29.56	70,648.40	
IV.	GATHERING, INSERTING, AND MAILING:												
(a)	Inserting into 4-3/8 x 9-3/4" or 6 x 9-3/4" mail-out envelope-----per 1,000 mailers	236,610	98.04	23,197,244.40	18.00	4,258,980.00	21.36	5,053,989.60	10.00	2,366,100.00	20.16	4,770,057.60	
(b)	Inserting into 12 x 9" mail-out envelope per 1,000 mailers	2,390	128.43	306,947.70	175.00	418,250.00	62.93	150,402.70	40.00	95,600.00	44.80	107,072.00	
	CONTRACTOR TOTALS			\$ 69,531,482.20		\$22,975,290.00		\$16,370,277.30		\$20,733,847.50		\$52,433,672.40	
	DISCOUNT		2%	1,390,629.64	0.00%	0.00	0.25%	40,925.69	1.00%	207,338.48	0.25%	131,084.18	
	DISCOUNTED TOTALS			\$68,140,852.56		\$22,975,290.00		\$16,329,351.61		\$20,526,509.02		\$52,302,588.22	
						(CERTIFIED #3)		(CERTIFIED #1)		(CERTIFIED #2)		(CERTIFIED #4)	

U.S. GOVERNMENT PUBLISHING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

IRS Correspondence Production Services (CPS) Mailers

as requisitioned from the U.S. Government Publishing Office (GPO) by the
Internal Revenue Service (IRS)

Multiple Award

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending June 30, 2021, plus up to one (1) optional 12-month extension period 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 July 6, 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 Government Publishing Office, Washington, DC, will NOT be open to the public. Based on this, bidders must submit email bids for this solicitation to: bidsapsdc@gpo.gov. 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 certification.*

BIDDERS, PLEASE NOTE: GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

THIS IS A NEW PROGRAM. NO ABSTRACT IS AVAILABLE.

For information of a technical nature *prior to* certification, contact Mary Newton at mnewton@gpo.gov. For contact administration *after* certification, contact Cecilia Dominguez Castro at cdominguezcastro@gpo.gov or at (202) 512-0307.

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

SUBCONTRACTING: No subcontracting is allowed except for the manufacture of the envelopes.

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

Product Quality Levels:

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

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. Proofs/Average Type Dimension/ 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 shall be considered to include this clause, except, the total duration of the contract may not exceed two (2) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustment(s).

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

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

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to June 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 March 31, 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 0913-01 for *Offset and Text* will apply to all paper required under this contract.
2. The applicable index figures for the month of June 2020, will establish the base index.
3. There shall be no price adjustment for the first three (3) production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

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

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

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

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

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

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

SECURITY REQUIREMENTS: Protection of Confidential Information –

- (a) The contractor shall restrict access to all information obtained from the IRS in the performance of this contract to those employees and officials who need it to perform the specific services outlined in this contract.
- (b) The contractor shall process all information obtained from the IRS in the performance of the contract under the immediate supervision and control of authorized personnel in a manner that will protect the confidentiality of the records and in such a way that the unauthorized persons cannot gain access to any such records.
- (c) The contractor shall inform all personnel with access to the confidential information obtained from the IRS in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) The contractor shall ensure that each contractor employee with access to IRS work 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.
- (e) All confidential information obtained from the IRS for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (f) All contractor employees shall either be literate in English or have a translator available at all times who can read, speak, and understand the language in order to ensure all operational, security, and contract requirements are met. The contractor shall ensure communications are provided at a level such that employees can understand instructions and converse with the customer.
- (g) Work areas for the production of IRS work shall be in dedicated areas that have fixed barriers and access controlled to only those employees working on IRS work. Signs shall be posted that only assigned employees may enter. All phases of work will be staged in one main area for each process and sufficiently protected from unauthorized access or commingling with non-IRS work. All work areas will be open for IRS representatives at all times. (Refer to Pub 4812, Rev. 10-2019, sections MP-1, MP-2, and PE-3 (see Exhibit 10).
- (h) At least one supervisory employee must be permanently assigned to the secured areas to visually observe at all times the printing, imaging, binding, construction, inserting, storing, shipping, and destruction of any spoiled materials.

SENSITIVE BUT UNCLASSIFIED (SBU) SYSTEMS OR INFORMATION:

- (a) In addition to complying with any functional and technical security requirements set forth in the schedule and elsewhere in the contract, the contractor shall request that the Government initiate personnel screening checks and provide signed user nondisclosure agreements, as required by this clause, for each contractor employee requiring staff-like access, i.e., unescorted or unsupervised physical access or electronic access, to the following limited or controlled areas, systems, programs, and data: IRS facilities, information systems, security items and products, and Sensitive But Unclassified information. Examples of electronic access would include the ability to access records by a system or security administrator.

- (b) The contractor shall submit a properly completed set of investigative request processing forms for each such employee in compliance with instructions to be furnished to the IRS, as early as 24 hours, but no later than 72 hours, after certification.
- (c) Depending upon the nature of the type of investigation necessary, it may take a period up to 11 months to complete complex personnel screening investigations. At the discretion of the Government, background screening may not be required for employees with recent or current favorable Federal Government investigations.
- (d) To verify the acceptability of a non-IRS, favorable investigation, the contractor shall submit the same forms or information needed, as specified in paragraph (b) above, for each such employee in compliance with instructions to be furnished to the IRS, as early as 24 hours, but no later than 72 hours, after certification.
- (e) The contractor shall ensure that each contractor employee requiring access executes any nondisclosure agreements required by the Government prior to gaining staff-like access. The contractor shall provide signed copies of the agreements to the IRS Representative for inclusion in the employee's security file. Unauthorized access is a violation of law and may be punishable under the provisions of Title 5 U.S.C. 552a, Executive Order 12356; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.)(governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783(b)), and other applicable statutes.
- (f) The contractor shall immediately notify the Contracting Officer and the IRS Representative of the termination, resignation, or reassignment of any authorized personnel under the contract. Further, the contractor shall include the steps taken to ensure continued performance in accordance with the contract. Replacement personnel or new hires must have qualifications that are equal to or higher than the qualifications of the person(s) to be replaced.

The contractor may contact Joel.D.Banks@irs.gov or David.A.Adams@irs.gov and Bartholomew.s.truitt@irs.gov regarding questions concerning requirements for a security clearance. The requirements include, but are not limited to, financial history of the contractor's firm and on-site visit(s) by the IRS security personnel. The IRS will send the Risk Assessment Checklist to the contractor upon certification of contract.

SECURITY OF INFORMATION AND MATERIALS:

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

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. All SBU data must be adequately protected and secured and meet the required physical security minimum protection standards as defined in Publications 1075 and 4812. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed in accordance with IRS Publications 1075 (Exhibit 9) and 4812 (Exhibit 10), Tax Information Security Guidelines for Federal, State, and Local Agencies.

The contractor agrees that it shall establish and maintain full Secure Data Transfer (SDT) compliance throughout the term of this contract. Contractor receiving SBU information from the IRS shall meet the requirements set forth below, in accordance with the IRS Publications 1075 and 4812, and Federal Information Security Management Act (FISMA) Compliant Data Protection and Internal Revenue Code 6103 (n):

- (a) All federal, state, and local agencies or entities shall comply with IRS Publications 1075 and 4812, Tax Information Security Guidelines for Federal, State, and Local Agencies and Entities (as revised) if transmitted data contains Federal Taxpayer Information (FTI). All data that originates from the IRS shall be protected to ensure compliance with FISMA, including the technical security, physical security, personnel security, and record retention requirements.
- (b) All IRS systems that handle or process Federal Tax Information or other Sensitive But Unclassified information, including PII, source code, etc., are categorized at the moderate risk level, as required by Publication FIPS 199, Standards for Security Categorization of Federal Information and Information Systems. This contract handles FTI at the moderate risk level.

Personally identifiable information is “information that can be used to distinguish or trace an individual’s identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc. (Reference: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- Personal identification numbers, such as passport number, driver’s license number, taxpayer identification number, or financial account or credit card number.
- Address information, such as street address or personal email address.
- Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

Contractors shall comply with moderate risk controls of National Institute of Standards and Technology (NIST) SP 800-53, Recommended Security Controls for Federal Information Systems and Organizations, Revision 3 or 4. NIST is a federal technology agency that develops and promotes measurement, standards, and technology. NIST also provides additional guidance, publications, and compliance tools to Government agencies at <http://csrc.nist.gov/groups/SMA/fisma/index.html>.

1. *Authorized Data Recipients:* Only authorized individuals may receive SBU information from the IRS. Individual identification and authentication will be accomplished through use of a third-party digital certificate issued by name to authorized individuals. Authorized contractor employees shall apply, authenticate, and retrieve a digital certificate.
2. *Data Tracking and Accounting:* Contractors receiving SBU information are responsible for ensuring the security of SBU information within the firm and shall establish procedures to track and account for data from receipt to disposition. If contracted entity is a federal, state, or local agency and transmitted data contains FTI, these procedures shall meet the requirements of Publications 1075 and 4812.
3. All contractors shall ensure that the individual responsible for accounting for receipt of SBU information is provided with the “control file” that accompanies the extract file on SDT. The contractor is required to provide IRS with a separate acknowledgement of receipt of SBU information.
4. *Data Transfer Log File:* Contractors receiving SBU information must maintain a log file that records complete and incomplete data transfers. For complete transmissions, the log file must identify the sender of the information, the file name, the date/time of receipt, and the record count. For incomplete transfers, the log file must identify as much of the above information as is possible.

5. *Confirmation of Successful Data Transfers and Record Count:* When a contractor receives a file from the IRS via SFTP, the contractor shall check the file to see that it is intact and usable; the contractor shall also validate the record count provided on the “control file.” In the event of incomplete or unsuccessful transfers, including a file where record counts cannot be validated, the contractor shall contact Douglas Hayton (douglas.r.hayton@irs.gov) at the IRS immediately and request that the file be retransferred. Requests for retransfers shall include the following information: name, phone number, and email address of the person making the request; name, phone number, and email address of an alternate contractor contact; file name; job run file ID number; and, complete contractor name.
6. *Sensitive But Unclassified Information Breach/Misrouted File:* An SBU information breach includes any incident where SBU data is lost, misused, or compromised. This includes but is not limited to situations involving a misrouted file (a file meant for one entity or contractor is received by another entity or contractor) containing SBU data.

In the case of an SBU breach, the contractor shall contact the following offices within one (1) hour of the breach: the Computer Security Incident Response Center (CSIRC) and Situation Awareness Management Center (SAMC) through the CSIRC/SAMC Incident Hotline at (866) 216-4809; the Government Publishing Office, APS DC at (202) 512-0307; and the IRS Representative Douglas Hayton at (202) 317-6070. The Government will take appropriate action and advise the contractor of further action, if any, required by the contractor and/or consequences resulting from the SBU Breach.

7. *Access Controls and Audit Logs:* The contractor shall ensure that any information system (server, workstation, laptop, etc.) storing SBU information maintains access controls to the information and audit logs that document any access to the information in accordance with NIST SP 800-53. Audit logs must be saved for seven (7) years. For all federal, state, and local agencies or entities, if data transmitted through the SDT and stored on the agency’s system contains FTI, access to the information shall be recorded and reviewed, as identified for access controls and auditing within Publications 1075 and 4812.
8. *Validation of Authorized Users:* All logical access to IRS information shall be controlled by U.S. Government-approved authentication methods to validate the authorized users.
9. *Web Accessible File Sharing Support:* There shall be no dial-up or broadband support for web accessible file sharing. Remote administration of the web accessible file sharing systems is permitted only via FIPS 140-2 compliant products.
10. *Safeguard Disclosure of Federal Taxpayer Information Data Transmitted Through the Secure Data Transfer:* If SDT is used by the contractor to receive FTI data from the IRS, a revised Safeguard Procedures Report (SPR) is not required to participate in the SDT. The contractor’s next annual Safeguard Activity Report (SAR) submission shall document all protection mechanisms used to secure and store all data received in performing this contract. This shall include identifying the protection procedures, as well as the destruction procedures for data files received via SDT.
11. Contractor shall ensure that all laptops being used for this contract use full disc encryption.
12. All IT assets must be configured to ensure compliance with the NIST Security Content Automation Protocol (SCAP) located on the NIST web site.

CONTRACTOR SECURITY MANAGEMENT: The IRS requires that the contractor’s employees having a need for staff-like access to SBU information must be approved through an appropriate level of security screening or investigation. Immediately upon certification, the contractor must furnish the Government with a description of all positions requiring staff-like access to IRS data. The Government (including an IRS personnel security officer) will assess the risk level for each position and determine the need for individual security investigations.

Upon certification of contract, the IRS will provide the necessary forms and instructions to the contractor. Within 24 hours of receipt of the forms/instructions, the contractor must return the forms filled out for each employee who will be involved in the production on this contract. The contractor must comply/abide by the following IRS Acquisition Security clauses. Contractor may access clauses at: https://www.irs.gov/pub/irs-procure/irsap_2019_version_1.pdf.

- IR1052.204-9000 Submission of Security Forms and Related Materials.
- IR1052.204-9001 Notification of Change in Contractor Personnel Employment Status, Assignment, or Standing.
- IR1052.224-9000 Safeguards Against Unauthorized Disclosure of Sensitive but Unclassified Information.
- IR1052.224-9001 Mandatory IRS Security Training for Information Systems, Information Protection and Facilities Physical Access.

Contractor personnel requiring investigation will not be allowed staff-like access to IRS data until approved by the IRS National Background Investigation Center (NBIC). Other employees will be screened on an “as needed” basis. All employees will receive a moderate level security clearance initially, which may be raised, as applicable, if deemed necessary by the IRS at any time during the contract.

- The IRS shall bear the cost of conducting a security screening for contractor employees requiring one.
- The Government will provide electronic copies of the required forms.
- Any costs for fingerprinting will be borne by the contractor.

Contractor must ensure that all contractor employees who require staff-like access to IRS information or information systems (where these are located at contractor managed facilities using contractor managed assets), regardless of their physical location, complete the required Privacy Training and Security Awareness Training prior to being granted access to SBU data. The IRS will forward training material upon certification of the contract.

Contractor employees who will have physical and/or logical access to IRS taxpayer data must be both eligible and suitable to work on an IRS contract as determined by IRS Personnel Security. Contractor is responsible for providing the following forms/documentation for their employees assigned to IRS contracts to IRS Personnel Security:

Eligibility Requirements include the following:

Any subject who is foreign-born must provide proof of U.S. citizenship or Lawful Permanent Resident status. Subjects must provide their Alien Registration Number (“A” number) for corroboration by IRS Personnel Security:

1. Subjects must be federal tax compliant and must remain tax compliant while actively working on IRS contracts. IRS will check subjects’ tax compliance status upon notification of subject being assigned to work on the IRS contract.
2. All male subjects born after December 31, 1959, must be registered with Selective Service (SS). For male U.S. citizens, proof of registration can be obtained by accessing the SS website at <https://www.sss.gov/> and following the prompts on the “Verify or Update Registration” tab. If the search results in a “Matched Record,” click on the “*Print an Official Selective Service Registration Acknowledgment Letter*” button and follow the prompts for saving the letter as a PDF file. The letter should then be provided to IRS Personnel Security. If the subject is not registered, he must provide a waiver of registration requirement from SS.

Suitability Requirements include the following:

A completed Risk Assessment Checklist (RAC) spreadsheet – this spreadsheet should be completed by the contractor point of contact to provide needed information about each employee who will be working on the contract.

The following forms must be completed by each subject assigned to the contract –

1. A completed and signed OF-306, *Declaration for Federal Employment* form (Exhibit 1)
2. A signed Non-Disclosure Agreement form (Exhibit 2)
3. A signed Fair Credit Release form (Exhibit 3)

4. A completed Electronic Questionnaires for Investigations Processing (e-QIP) package. The IRS Personnel Security will send each subject a separate email with instructions for completing e-QIP. The e-QIP package is only required for those subjects who do not have a favorably adjudicated federal background investigation within the last five (5) years.

The following training material must be completed by each subject assigned to the contact –

1. Privacy, Information Protection & Disclosure Briefing Mandatory Briefing – 2020
2. Records Management Overview
3. Introduction to UNAX Briefing for Contractors
4. Certification of Annual UNAX Awareness Briefing
5. Contractor Security Awareness Training (SAT) Certification

NOTE: The approximate time needed to complete the training is three (3) hours.

Contractor must return training certification to IRS within 72 hours of receipt of above training materials to Joel.D.Banks@irs.gov and David.A.Adams@irs.gov.

The following form must be completed by the contractor to separate an employee/contractor from an IRS contract: Form 14604, *Contractor Separation Checklist* (to be provided upon request).

The contractor shall email the Form 14604 to Joel.D.Banks@irs.gov, David.A.Adams@irs.gov, Douglas.R.Hayton@irs.gov, Mike.T.Smothers@irs.gov, and the Contracting Officer within one (1) workday of the contractor becoming aware of any change in the employment status, information access requirement, assignment, or standing of a contractor employee under this contract or order.

Briefings – IRS will conduct a 1-hour privacy awareness briefing by teleconference with the contractor employees, in addition to the required training they must take. IRS will need to conduct multiple sessions at varied times to account for shift work. Contractor must provide a site interpreter for services for hearing-impaired employees and translators for non-English speaking employees. This briefing is required before the subject's work on the contract begins.

Secure Shredding of Damaged Notices – Damaged letters that are un-mailable must be securely shredded to a size that is unreadable to prevent disclosure of taxpayer information. These letters need to be reprinted, inserted, and mailed within the same time period as the other notices in the file. (See "DISPOSAL OF WASTE MATERIALS.")

Chain of custody with material must be documented, and contractor personnel will conform to security requirements.

QUALITY CONTROL SAMPLES:

For the first print order only awarded to a contractor – The contractor will be required, within the first 5,000 printed notices, to pull 10 random sample notices (all leaves) and immediately ship via priority overnight (by internet traceable means) to: Internal Revenue Service CPS Operations, Attn: Kimberly Leonard, 985 Michigan Avenue, Detroit, ME 48226.

For all print orders (including the first print order) – The contractor will be required to pull a notice (all leaves) every 40,000th piece throughout the entire run. Samples are to be shipped via overnight method, internet traceable means to: Internal Revenue Service CPS Operations, Attn: Kimberly Leonard, 985 Michigan Avenue, Detroit, ME 48226.

All notices pulled for the quality control sample must be re-ordered in the process for mailing and mailed within the same time period as the other notices in the file.

Contractor to provide the shipping tracking numbers to: douglas.r.hayton@irs.gov, mike.t.smothers@irs.gov, and kimberly.leonard@irs.gov.

100% ACCOUNTABILITY: Contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout the run. The contractor must ensure that there are no missing or duplicate pieces and that no pieces with mis-imaged data or imaged data derived from more than one record is on the same piece. The contractor must also ensure that no outgoing envelope contains IRS statements for more than one individual.

UNIQUE NUMBER: The contractor will be required to produce a unique number for each notice using their own equipment, so the contractor may retrieve and reproduce records for any unusable package or when packages are pulled as quality control samples (“see QUALITY CONTROL SAMPLES”).

SPOILED NOTICES: The contractor must replace all spoiled imaged notices. The contractor must provide sufficient detail to fulfill the contract requirements for 100% mailing that there are no missing pieces.

DISPOSAL OF WASTE MATERIALS: The contractor is required to demonstrate how all waste materials used in the production of sensitive records containing SBU data and PII will be definitively destroyed (i.e., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records containing PII 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 exempted from disclosure by statute, including the Privacy Act or regulation. Contractor required to show proof of disposal.

NOTE: Disposal of waste materials is a predominant production function and cannot be subcontracted.

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

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.

POST-CERTIFICATION PRODUCTION PLANS: The contractor shall present, in writing, to the Contracting Officer within two (2) 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 one (1) workday of request.

The contractor shall submit the plans as a PDF file to: apsdc@gpo.gov and douglas.r.hayton@irs.gov.

These proposed plans are subject to review and approval by the Government. The Government reserves the right to waive some or all of these plans.

Items to be included in the Production Plans are:

- 1) Processing and sorting furnished files, as well as the security of the taxpayer information
- 2) Scheduled start-up dates for all phases of production at all locations (i.e., multiple facilities)
- 3) How coordination/communication will flow from one production phase to another
- 4) Who will be responsible for each phase
- 5) How the product will be staged and/or shipped
- 6) Point of contact(s) for the weekdays and weekend for the duration of the contract
- 7) Any other special requirements which are specific to this contract

QUALITY SYSTEMS PLAN: In conjunction with the Post-certification Production Plans specified above, the contractor shall submit a PDF file of their plans outlining the Quality Systems, as specified below. The plans shall be submitted to: apsdc@gpo.gov and douglas.r.hayton@irs.gov. The proposed Quality Systems Plans are subject to Government approval.

Failure to maintain the quality systems in accordance with the contractor's quality plan approved by the Government may result in the Government's termination of the contractor for default.

Quality Systems: The contractor shall initiate, prior to start-up and maintain throughout the term of this contract, a Quality Systems to assure conformance to all requirements of this contract. The plan should also address what actions will be initiated when defects are detected.

The Quality Systems shall assure the quality of components from subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

The Quality Systems shall include procedures for assuring that all variable data elements are accurately and completely imaged and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g., due to equipment malfunction) during all phases of production.

Quality Systems Official: The contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's main point of contact on quality matters during the term of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

Quality Control Sample Plan – The contractor must provide a description of how the contractor will create the quality control samples for periodic samplings (every 40,000th piece) to be taken during the production run, provide for backup and re-running in the event of an unsatisfactory sample, and contain control systems that will detect defective, missing, or mutilated pieces. (See "QUALITY CONTROL SAMPLES.")

Records: Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract (see GPO contract terms). Copies of the forms used to record the inspections and test results shall be submitted with the plan.

Envelope Quality Control Procedures: The contractor must establish and administer a quality assurance program which will ensure all envelopes meet specifications whether they are produced "in line" or at a subcontractor's (envelope manufacturer's) site.

Inspection by the Government: The right of the Government to make general or specialized tests and inspections does not relieve the contractor of any responsibility. Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

PREPRODUCTION TELECONFERENCE CALLS: The contractor will be contacted to set up several preproduction teleconference calls shortly after certification.

Call 1 (estimated 1 hour) – Post-certification production plans and quality system plans will be discussed between IRS Publishing and the contractor. Attending this meeting will be representatives from the Internal Revenue Service and the Government Publishing Office.

Call 2 (estimated 1 hour) – IRS Personnel Security will discuss the information that is needed from the contractor for each employee working on this contract.

Call 3 (estimated 1-1/2 hours) – IRS Cybersecurity and Physical Security will provide the contractor with necessary forms and a PowerPoint presentation on expectations leading up to the 4-hour call.

Call 4 (estimated 4 hours) – Actual assessment of contractor by Cyber Security, Physical Security, and Personnel Security. Contractor will be given feedback on what was provided to the IRS. Discussion and review of all aspects of the contractor's internal and external operations required to complete this contract.

To establish coordination of all required operations, representatives from each involved production area for the contractor should attend. It is also required that the contractor have the local Postal Service representative in attendance.

In the event that the contractor and their representatives are unavailable to attend the calls within two (2) hours of being contacted by the IRS, the delay could cause print orders to be issued to another certified contractor that has completed all calls and other specified postaward activities when the first orders are ready for placement, pending completion by contractors with lower bid prices.

QUALITY SYSTEMS AUDIT: In connection with the preproduction conference call (see "PREPRODUCTION TELECONFERENCE CALL"), should the Government elect, a quality systems audit could be conducted. Following the conference call, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems, and quality plans in a formal review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. This procedure will be mandatory for all contractors doing IRS Tax Notice mail-out work for the first time

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

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through June 30, 2021 plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued," for purposes of the contract, upon acceptance by the contractor of an offered order (via emailed response) to the IRS.

QUANTITIES: This contract is 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(s) 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(s), 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(s) within the time specified in the order, and the rights and obligations of the contractor(s) 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(s) 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, and pursuant to the section entitled "DETERMINATION OF AWARD AND PLACEMENT OF WORK," the low contractor and each successive low 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, except when the shipping/delivery schedule cannot be met.

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.

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.

PAYMENT: Upon completion of each order, prior to submitting a 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, the contractor must submit the signed billing invoice and print order to the U.S. Government Publishing Office.

Submitting all 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 invoicing. Instruction for using this method can be found at the following web address:

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

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

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

All contractor billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of notice mailers consisting of a flat or folded notice, Courtesy Reply Envelope (CRE), and mail-out envelope, requiring such operations as electronic prepress, printing and variable imaging, binding, construction, gathering and inserting, and distribution.

TITLE: IRS Correspondence Production Services (CPS) Mailers.

IT IS IMPOSSIBLE TO PREDETERMINE THE NUMBER OR FREQUENCY OF ORDERS, QUANTITY, OR NUMBER OF PAGES WHICH WILL BE ORDERED DURING THE TERM OF THIS CONTRACT. BASED ON HISTORICAL DATA, IT IS ANTICIPATED THAT THE TOTAL NUMBER OF ORDERS, QUANTITY, AND NUMBER OF PAGES WILL BE AS SPECIFIED BELOW. HOWEVER, IN ACCORDANCE WITH THE "QUANTITIES" CLAUSE IN SECTION 1 OF THESE SPECIFICATIONS, THE GOVERNMENT DOES NOT GUARANTEE THAT THE PRODUCTS SPECIFIED BELOW WILL BE REQUIRED OR ORDERED EXACTLY AS DESCRIBED.

FREQUENCY OF ORDERS: Approximately 1 to 4 orders per week.

QUANTITY: Approximately 500,000 to 4,000,000 notices per order.

NOTE: The IRS can determine the quantity of notices per data file with a fair degree of accuracy, but not the number of page/leaves in each notice. After processing/sorting the furnished data files, the contractor is required to notify the IRS with the final count to include the quantity and number of total pages/leaves per notice.

QUANTITY VARIATION: No shortages or overruns will be allowed.

NUMBER OF PAGES:

Notice: Approximately 1 to 60 pages (1 to 30 leaves) per notice. (NOTE: Based on historical data, it is anticipated that approximately 99% of the notices will be for 1 to 8 leaves.)

CRE Envelope: Face and back (after construction).

Mail-out Envelope: Face and back (after construction).

TRIM SIZE:

Notice: 8-1/2 x 11"

CRE Envelope: 3-7/8 x 8-7/8" (No. 9) plus flap.

Mail-out Envelope: 4-3/8 x 9-3/4" plus flap; 6 x 9-3/4" plus flap; or 12 x 9", plus flap.

GOVERNMENT TO FURNISH:

Notices: IRS will furnish Advanced Function Presentation (AFP) files via the IRS internet portal called the Enterprise File Transfer Utility (EFTU). Electronic transfer will be via Secure File Transfer Protocol (SFTP).

The data will be encrypted/password protected using WinZip 9.0 (256 Bit AES encryption). The SFTP will be used for the taxpayer's data transfer to the contractor. The contractor will be required to retrieve the data file(s) using SFTP protocol. The password will be secured emailed to the contractor.

In case of a data transfer failure, the IRS will furnish CD-ROMs containing the same data. (Refer to "DATA FILES AND METADATA" for more information.)

Envelopes: IRS will furnish PDF specification files for each envelope via email.

IRS Form 13456, IRS Publishing - Postage Report in a fillable PDF file.

IRS Form 9558 – Inspection Notification Report.

Mailing permit number and indicia for the First-Class Mail.

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

DATA FILES AND METADATA: Files composition and file format will be supplied in Advance Function Presentation format containing tax filer and address information (Exhibit 8, to be provided after certification). All content will vary depending on taxpayer's tax situation. Each record will vary in page count. Each front facing page (odd page number 1, 3, 5, 7, 9, etc.) will contain a 2D barcode and must be output to maintain accurate sheet count and be readable by the contractor to maintain integrity of the sheet count for each individual mailer. Each record contains metadata, such as date and if a CRE is required. Identifiable Document Format (IDF) and 2D barcode format will be provided (Exhibit 8A, to be provided after certification).

The data contains the AFP file which is the construct of the actual print file and contains metadata for presorting purposes and inserting capabilities via the interpretation of the Tag Logic Elements (TLE) which contains PII. The IDF files will be utilized to trigger the CRE envelope insertion when necessary.

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

The contractor must be able to send and receive password-encrypted, zipped files via email.

The contractor is required to have Internet access provided through an Internet Service Provider (ISP *Completing Forms 13456 and 13456A*), an email account, and a web browser equivalent to Internet Explorer 6.0. The contractor is also required to have Adobe Acrobat 9.0 (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

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

Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor must verify the accuracy of the Postal barcodes with the USPS.

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

PROOFS:

Notice (All Orders): One (1) press quality PDF soft proof will be required (both static and variable data) 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 and image position. Proofs must show margins.

Contractor to randomly select 10 files from the furnished data files and provide the PDF soft proof (as specified above) for all leaves in each of the 10 files.

All Envelopes (First Print Order Only Awarded to a Contractor): One (1) press quality PDF soft proof will be required (both static and variable data) 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 and image position. Proofs must show all margins and dimensions, and indicate trim marks. Proofs must show flap and window size/placement, as applicable, and security tint.

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."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein and 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.

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

Notice: At the contractor's option, the following stocks/papers may be used: White Uncoated Text, basis weight: 50 or 60 lbs. per 500 sheets, 25 x 38", equal to JCP code A60; or, White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP code D10.

All Envelopes: White Writing Envelope, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

PRINTING AND VARIABLE IMAGING:

Notice: All notices leaves print and image face and back, head-to-head, in black only. Printing consists of agency logo, and text and line matter. Imaging consists of variable elements from the IRS record layout. Each notice will be almost entirely variable imaged data. There is very little static information from notice to notice.

CRE Envelope: Envelope prints face and back (after construction) in black ink. Printing consists of text and line matter only.

Mail-out Envelope: Envelope prints face and back (after construction) in black ink. Printing consists of text and line matter only.

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

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

MARGINS: Margins on notices will be 1/8" from all four edges of the leaf to live printed area.

BINDING (Notice): Each leaf of the notices trims four sides.

CONSTRUCTION (Envelopes):

NOTE: The required envelopes must be window envelopes. The furnished data files are pre-composed for the windows with the taxpayer's full name only on the composed correspondence and not in the metadata. The ordering agency requires the addresses, both mailing and return, to be presented just as composed. Window envelopes are also required as specified since the full return address is not part of the metadata. Imaging the mailing and return addresses onto non-window envelopes is NOT allowed.

CRE Envelope (Envelope 205) (3-7/8 x 8-7/8"): Envelopes must be open side, with gummed, fold-over flap for sealing. At contractor's option, seams may be high-cut diagonal or side seams. Flap may be either square-cornered or diagonal sealing, at contractor's option. Flap depth is at the contractor's option but must meet USPS requirements and must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. NOTE: All envelopes must have a fold at bottom.

Face of envelope to contain one die-cut address window (1 x 3-1/2" in size) with slightly rounded corners. Die-cut window is to be located 5/8" from the bottom 8-7/8" edge of the envelope and 3/4" from the left 3-7/8" edge of the envelope. (See Exhibit 4.)

Mail-out Envelope (Envelope 178) (4-3/8 x 9-3/4"): Envelopes must be open side, with gummed, fold-over flap for sealing. At contractor's option, seams may be high-cut diagonal or side seams. Flap must be a diagonal flap. Flap depth is at the contractor's option but must meet USPS requirements and must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. NOTE: All envelopes must have a fold at bottom.

Face of envelope to contain one (1) large die-cut address window to accommodate both return and mailing address, as follows:

- One die-cut window (overall window size is 2-7/8 x 5-1/8") with rounded corners. Top portion of window is 1-1/4 x 4-1/4"; bottom portion of window is 1-5/8 x 5-1/8".
- Die-cut window is to be located 7/8" from the top 9-3/4" edge of the envelope and 1/2" from the left 4-3/8" edge of the envelope. (See Exhibit 5.)

Mail-out Envelope (Envelope 207) (6 x 9-3/4"): Envelopes must be open side, with gummed, fold-over flap for sealing. At contractor's option, seams may be high-cut diagonal or side seams. Flap must be a diagonal flap. Flap depth is at the contractor's option but must meet USPS requirements and must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. NOTE: All envelopes must have a fold at bottom.

Face of envelope to contain one (1) large die-cut address window to accommodate both return and mailing address, as follows:

- One die-cut window (overall window size is 2-7/8 x 5-1/8") with rounded corners. Top portion of window is 1-1/4 x 4-1/4"; bottom portion of window is 1-5/8 x 5-1/8".
- Die-cut window is to be located 7/8" from the top 9-3/4" edge of the envelope and 1/2" from the left 6" edge of the envelope. (See Exhibit 6.)

Mail-out Envelope (Envelope 209) (12 x 9"): Envelopes must be open side, with gummed, fold-over flap for sealing. At contractor's option, seams may be high-cut diagonal or side seams. Flap may be either square-cornered or diagonal sealing, at contractor's option. Flap to the left side of envelope (when viewed from face (window side). Flap depth is at the contractor's option but must meet USPS requirements and must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient. NOTE: All envelopes must have a fold at bottom.

Face of envelope to contain one (1) large die-cut address window to accommodate both return and mailing address, as follows:

- One die-cut window (overall window size is 3-1/4 x 5-1/8") with rounded corners. Top portion of window is 3/4 x 3-1/4"; bottom portion of window is 2-1/2 x 5-1/8".
- Die-cut window is to be located 1/2" from the top 9" edge of the envelope and 1/2" from the left 12" edge of the envelope. (See Exhibit 7.)

All Envelope Windows: Windows are to be covered with a suitable transparent, low-gloss, polystyrene material, 1.5 mil thickness, that must be clear of smudges, lines, and distortions. Polystyrene material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Polystyrene material must meet the current U.S. Postal Service's (USPS) readability standards/requirements.

GATHERING AND INSERTING: Gather all leaves of the notice in proper sequence. Notice leaves are to be nested together with all faces forward. Notices are to be folded and inserted into the correct mail-out envelope, as follows:

For notices that are 1 to 15 leaves - Tri-fold and insert notice into a 4-3/8 x 9-3/4" mail-out envelope; or, bi-fold and insert notice into a 6 x 9-3/4" mail-out envelope. Contractor to fold and insert notice into mail-out envelope size, using whichever method is the most economical to the Government for postage costs.

NOTE: If postage costs for the two mail-out envelopes sizes are equal, then the folding method and mail-out envelope size is at the contractor's option.

For notices over 15 leaves - Insert notice flat into 12 x 9" mail-out envelope.

NOTE: If using the bi-fold method allows for more leaves to be inserted into the 6 x 9-3/4" mail-out envelope and also proves to be more economical than inserting flat into 12 x 9" mail-out envelope, then the contractor is allowed to fold more than 15 leaves.

When required, as determined by the processed/sorted data files, the contractor is to insert a CRE envelope into the appropriate mailers. CRE envelope is to be inserted behind the notice (when viewed from the window side of the envelope).

NOTE: Based on historical data, it is anticipated that approximately 45% of all notice mailers will require a CRE envelope.

Notices are to be inserted into the appropriate mail-out envelope with return address and recipient's name and address on first page facing out for visibility through the applicable window. It is the contractor's responsibility to assure that: only the imaged taxpayer's name and address on the notice will be visible through the window in the mail-out envelope; only one notice is inserted into each mail-out envelope; and, only one CRE envelope (if required) is inserted into the mail-out envelope.

DISTRIBUTION: Mail f.o.b. contractor's city each individual mailer to domestic (nationwide, including APO/FPO and the U.S. Territories) and foreign destinations. Contractor is responsible for all costs associated with transporting mailers to the USPS.

All mailing must be at the First Class Rate.

The Government will furnish a permit number and indicia for the First-Class Mail. A PS Form 3600, Statement of Mailing with Permit Imprints and a GPO Form 712, Certificate of Conformance must be completed and submitted to the entry post office for all bulk shipments using permit imprint mailing labels.

The contractor is cautioned that the "Postage and Fees Paid" indicia may be used only for the purpose of mailing material produced under this contract.

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Form with billing invoice for payment.

Mail must be Presorted to maximize postal discount to USPS First Class Letter Commercial Automation 5-digit and AADC levels whenever possible.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement or statements supplied by USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

USPS Regulations: The contractor must comply with all U.S. Postal Service regulations governing the preparation of First Class rate mailings which are in effect at the time of the mailing for both domestic and international mail, including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor must meet with local postal authorities before the start of production.

The Domestic Mail Manual (DMM) has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers/mail houses.

Carrier Route Presort: The contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on the first line of the mailing address).

Intelligent Mail Barcode (IMB): Contractor shall apply the proper USPS IMB coding for tracking purposes for billing and research for the IRS.

Contractor shall utilize USPS Informed Visibility (IV) Mail Tracking & Reporting (IV-MTR) service that provides end-to-end mail tracking information for letter and flat pieces, bundles, handling units, and containers. Contractor shall provide mail scanned events reports or provide access to reports that include, at a minimum: mail drop date, quantities, postage, and last delivery scan event. If the contractor elects to provide reports, the reports shall be made available by close of business Friday for the week in which a mailing has occurred. Contractor must adhere to all USPS Domestic Mail Manual (DMM) and USPS IV Mail Tracking and Reporting Guide requirements.

The contractor is to supply documentation on 100% of mail turnover to USPS via due date.

Zip Code Count Report: Contractor's software must provide 3-digit, 5-digit, and carrier route zip code count report for the contractor's use during the addressing operation.

Presort Palletization: As outlined by the Postal Service in the Domestic Mail Manual, the carrier route presort palletization program requires that in most cases, depending on thickness and weight, individual mailers of 10 or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets. See DMM for specific requirements.

Internal Wrapping or Tying: All bundles containing mixed carrier routes or 3/5-digit ZIP codes require internal wrapping or tying in direct packages of 10 or more letters. See Domestic Mail Manual for details.

Postal Pallets: The USPS will provide pallets upon contractor's request, or contractor may use their own pallets that meet postal requirements, at their own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual for (Notices and Bundles Presented on Pallets) and (Palletizing Sacks). See the DMM for preparation requirements for palletizing First-Class Mail. Letters must be palletized separately from sacks. The sack tags must be bar coded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives, bulk mail acceptance personnel.

National Change of Address (NCOA): The furnished files contain addresses that have been processed through NCOA.

Coding Accuracy Support System (CASS): The furnished files contain addresses that have been process through CASS. IRS will be provide the contractor with CASS certification.

Presort Accuracy Validation and Evaluation (PAVE): Contractor's software must also be PAVE certified.

Pallet Assembly and Storage/Staged: Loaded pallets must be assembled and stored or "staged" for eventual turn over to U.S. Postal Service beginning no sooner than the date specified on the print order. The pallets are to be staged in order so that the furthest destinations will be turned over first and the closest destinations last.

Contractor must specify the location of the staging area(s) and the proposed point of entry(ies) for the notice mailers. (See "SCHEDULE OF PRICES.")

First Class Mail: The Postal Service will verify the total weight of the mailing. The contractor must comply with all Domestic Mail Manual (DMM) regulations governing use of First Class Mail. Due to the IRS's 100% delivery requirement, optional mail procedures that do not weigh each pallet of mail are not allowed or authorized.

Vehicles Provided: Truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is the contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated on the print order without demurrage costs.

APO/FPO: APO/FPO mail is to be addressed by the contractor, tied into 5-digit packages, placed in regular canvas bags for each unique zip code, and mailed to San Francisco/Oakland or New York per the DMM requirements. The contractor must obtain bag tags (or produce tags at their own expense) from the Postal Service for each APO/FPO destination. Each bag tag should contain the following:

- APO Destination and code (e.g., APO AE 09028)
- First-Class Mail (STD A FLATS)
- IRS Washington, DC 20224

Postage Statements/IRS Postal Forms: The contractor is required to complete and submit via email Form 13456 to the IRS within three (3) workdays after the final turnover of mail packages to the USPS. Contractor to email Form 13456 to: postage@publish.no.irs.gov, and douglas.r.hayton@irs.gov, mike.t.smothers@irs.gov, and Kimberly.leonard@irs.gov.

For contractor's convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the top portion of the form prior to emailing to the contractor. If there is any information missing or incorrect, please contact Douglas Hayton at: douglas.r.hayton@irs.gov.

The contractor is responsible for capturing five (5) data elements from every postage statement (i.e., USPS Form 3602, 3602-R, 3600). The five (5) elements are:

- (1) Barrel stamped post office zip code
- (2) Postage statement date
- (3) Quantity mailed
- (4) Postage amount
- (5) Postage statement type

NOTE: The form must contain only postage information for the designated GPO print order number.

Prior to submitting Form 13456, the contractor must rename the file "GPO print order number_date.pdf (e.g., "00001_9-02-03.pdf"). If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter "a" then "b", etc., (e.g., "a00001_09-02-03.pdf). The contractor is also responsible for the accuracy of the information returned to the IRS. Any delay or missing input could result in delay of payment.

All Postage Statements (USPS Form 3600, 3602-R, 3600) must contain the IRS Agency Cost Code "67039" in the "Federal Agency Cost Code" box. The GPO program and print order numbers must be included in the mailer information located in the upper portion of the postage statement.

Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659. The contractor must email the report to: douglas.r.hayton@irs.gov.

Daily Mailing Report: Contractor to email daily report showing completed mailing to: douglas.r.hayton@irs.gov.

Postage Summary Report: Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by weekly phase mailings and the grand total. The reports are to be submitted following Delivery Point Validation processing. The reports must be submitted electronically as specified on the print order, otherwise there may be a delay in payment processing. Contractor to email the reports to: douglas.r.hayton@irs.gov.

Shipping Notification: Contractors must submit shipping notification on the final day of shipping. The reports must be submitted electronically as specified on the print order, otherwise there may be a delay in payment processing. Contractor to email the shipping notification to: douglas.r.hayton@irs.gov.

Upon completion of each order, the contractor must delete all furnished data from their systems.

All expenses incidental to submitting PDF soft 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).

Print order to be furnished via email. AFP files will be furnished through the EFTU site.

IRS will issue the print order and furnish the data files one (1) workday after emailed acceptance of the offered order.

Contractor to email PDF soft proofs of the notices as password-encrypted, zipped files to: douglas.r.hayton@irs.gov and mike.t.smothers@irs.gov.

Contractor to email PDF soft proofs of the envelopes to: douglas.r.hayton@irs.gov and mike.t.smothers@irs.gov.

NOTE: THIS IS A TIME SENSITIVE PROCUREMENT.

The Government anticipates issuing the first orders on or around July 6, 2020.

The following schedule begins the SAME workday as receipt of print order.

Furnished materials for envelopes will be available one (1) workday after issuance of the print order.

- Contractor must complete production and distribution within 15 workdays of receipt of the print order on orders for up to and including 4,000,000 notice mailers.
- Contractor to sort the data file and provide IRS with the actual page breakdown for the notices (i.e., number of notices with one leaf, number of notices with two leaves, etc.). This information must be provided to IRS within two (2) workdays after receipt of the furnished data.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- PDF soft proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until changes/corrections/"O.K. to Print" are provided via email.
- All file sorting/processing and proof time is included in the 15-workday schedule.
- For orders over 4,000,000 mailers, contractor will be allowed one (1) additional workday in the schedule for each additional 800,000 mailers, or fraction thereof.

The ship/deliver date indicated on the print order is the date products ordered for mailing contractor's city must be delivered to the U.S. Postal Service.

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

REPORTING: It is the intention of the Government that all mail pieces in a file forwarded to the contractor will be expeditiously accepted by the USPS regardless of the quality of the recipient address. To confirm completion of this, the following report shall be required:

Within one (1) workday of completion of mailing of any file received, the contractor shall provide IRS with a statement of file completion with the following data:

- Received file name.
- A count of received pieces in the file.
- Date of file receipt.
- The date the last of the file's mail pieces were accepted by the USPS.
- A count of the pieces mailed from the file.
- An explanation of any difference between received and mailed volume.

The statement shall be sent via email to the following: steven.riley@irs.gov, andre.c.pinchem@irs.gov, douglas.r.hayton@irs.gov, mike.t.smothers@irs.gov, and pedro.l.mendez@irs.gov.

SURPLUS PAPER AND ENVELOPES: Upon completion of the contract, the IRS will purchase from certified contractors that have been offered and have accepted a print order any surplus notice paper and/or envelopes as follows:

Notice: The IRS will purchase a up to a maximum of 200 rolls of surplus notice stock at the contractor's invoice costs of the paper purchased not to exceed \$712.70 per roll, but only if it is in the following configuration:

- 17" wide, 50" diameter rolls with 6" core, pinless.
- Core must be constructed of such material as to secure against crushing and be suitable for the equipment specified
- Splices are acceptable if clean edged.
- No single roll shall have more than one (1) splice.
- Rolls must be compatible for use on InfoPrint 4100 Advanced Function Laser Printer and InfoPrint 5000 InkJet Printers.
- Rolls returned must be 2-up on a 40" x 52" pallet.
- Rolls must be in an upright position and plastic banded to the pallet.

Envelopes: The IRS will purchase surplus envelopes at the contractor's invoice costs of the envelopes, only as follows:

- CRE (3-7/8 x 8-7/8" (Envelope 205)): Up to 2,000,000 envelopes at reimbursement cost not to exceed \$14.22 per 1,000 envelopes.
- Mail-out Envelope (4-3/8 x 9-3/4" (Envelope 178)): Up to 4,000,000 envelopes at reimbursement cost not to exceed \$19.88 per 1,000 envelopes.
- Mail-out Envelope (12 x 9" (Envelope 209)): Up to 5,000 envelopes at reimbursement cost not to exceed \$55.00 per 1,000 envelopes.

NOTE: The IRS will not purchase any surplus of the 6 x 9-3/4" (Envelope 207) envelopes from the contractor. Stockpiling of this envelope is at the contractor's own risk.

Contractors must store the surplus paper and envelopes until the IRS contacts the contractor to ship. This may be up to six (6) months after the contract ends. The contractor will be required to store the stock and envelopes in a manner that provides protection from any type of damage. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.

Contractor must ship f.o.b. contractor's city the surplus paper and envelopes to a location to be specified upon completion of the contract. Contractor to be reimbursed for all shipping costs upon submission of all shipping receipts.

SECTION 3. - DETERMINATION OF AWARD AND PLACEMENT OF WORK

The Government will make multiple awards under this solicitation since it is anticipated that one firm may not be able to meet all of the requirements.

In order to make multiple awards and to determine the sequence of bidders, the Government will apply the prices offered by each bidder 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.

In placing work, the Government will first communicate with the low contractor to determine whether or not at that time the order for the specified quantity can be accepted for shipment within the time required by the Government. The Government will be obligated to place each order with the low contractor first, the next low contractor second, and so on until the order has been accepted. Placement of orders shall be made only with those contractors whose prices are determined to be fair and reasonable. The low contractor and each successive next low contractor shall be obligated to accept the order except when the shipping schedule cannot be met. When the contractor accepts, a formal print order will be issued.

Due to the urgency of the work, orders will be offered by telephone, and the contractor must reply within 30 minutes whether or not the order can be accepted. Contractor must provide evidence of acceptance using a response email to email address provided after certification.

Any contractor's position in the sequence of awards may be jeopardized by consistently refusing work. When such an instance is found, the contractor involved will be notified and unless prompt adjustment in order acceptance is made to maintain the lowest cost to the Government, the contractor may be disqualified from further participation under this contract.

Any contractor's position in the sequence of awards may be jeopardized by contractor delays in completing each of the specified postaward activities including, but not limited to; submitting required paperwork to attain security clearance, attending required phone meetings, and completing training. In the event that the contractor has caused any avoidable delays, the IRS may issue Print Orders to other certified contractors in order to meet critical delivery schedules pending completion of required activities by the lower sequenced contractors.

Notwithstanding any sequence of contractors established as a result of the Determination of Award, the Government reserves the right, without limitation, to establish a specific sequence of contractors for any or all print orders to be issued under this contract, by abstracting the contract prices of each contractor against actual print orders to be issued and adding any applicable costs to the Government for transportation of the finished product to all destinations. In the event a specific sequence is established, such sequence of contractors shall control the order in which the print order(s) is offered. The determination to establish a specific sequence or sequences shall not be cause for an adjustment in the contract price or any other term or condition of the contract.

Exception: Noncompliance with the shipping and/or delivery schedule, or any other term, condition, or specification of this contract will be cause, and the GPO reserves the right, to withhold further orders until the contractor is judged by the Government to have established adequate procedures to fulfill the requirements.

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. 1

II. (a) 956,000
(b) 107,550
(c) 236,610
(d) 2,390

III. (a) 956,000
(b) 107,550
(c) 236,610
(d) 2,390

IV. (a) 236,610
(b) 2,390

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 AND PLACEMENT OF WORK”) 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.”

All paper must be charged under Item III. “PAPER.”

I. PROCESSING/FORMATting FILES: The contractor will be allowed only one (1) charge per order to process and/or format the furnished files to produce and mail the mailer packages.

Processing/Formatting Files.....per order.....\$ _____

II. PRINTING, IMAGING, BINDING, AND CONSTRUCTION: Prices offered shall include the cost of all required materials and operations necessary (including proofs, excluding paper) for the printing, imaging, binding, and construction of the product listed in accordance with these specifications.

Prices submitted for line items I.(a) through (d) must be complete product prices that includes all makeready and materials required, regardless of number of production locations utilized.

Prices submitted for line item I.(c) is for whichever envelope the contractor uses based on folding the notices.

(a) Notice:

Printing/imaging in black, including binding per 1,000 leaves.....\$ _____

(b) CRE Envelope (3-7/8 x 8-7/8”):

Printing in black, including construction per 1,000 envelopes.....\$ _____

Initials

(c) Mail-out Envelope (4-3/8 x 9-3/4" or 6 x 9-3/4"):
Printing in black, including construction per 1,000 envelopes\$ _____

(d) Mail-out Envelope (12 x 9"):
Printing in black, including construction per 1,000 envelopes\$ _____

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 products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

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

Notice - Each page-size leaf.

All Envelopes – One page-size leaf will be allowed for each envelope.

Per 1,000 Leaves

(a) Notice:
At contractor's option: White Uncoated Text (50 or 60-lb.)
or White Writing (20-lb.)\$ _____

(b) CRE Envelope (3-7/8 x 8-7/8"):
White Writing Envelope (24-lb.).....\$ _____

(c) Mail-out Envelope (4-3/8 x 9-3/4" or 6 x 9-3/4"):
White Writing Envelope (24-lb.).....\$ _____

(d) Mail-out Envelope (12 x 9"):
White Writing Envelope (24-lb.).....\$ _____

IV. GATHERING, INSERTING, AND MAILING: Prices offered must include the cost of all required materials and operations necessary for the mailing of the notices including cost of gathering (collating) notices (single or multiple leaves) in proper sequence, folding (if applicable) to required size in accordance with these specifications, insertion of notice(s) and CRE envelope (if applicable) as required into appropriate mail-out envelope, and mailing in accordance with these specifications.

(a) Inserting into 4-3/8 x 9-3/4" or 6 x 9-3/4" mail-out envelope per 1,000 mailers\$ _____

(b) Inserting into 12 x 9" mail-out envelope per 1,000 mailers\$ _____

Initials

POINT OF ENTRY FOR FIRST CLASS MAIL:

All mailing will be made from the _____

Post Office located at Street Address _____,

City _____, State _____, Zip Code _____

LOCATION OF STAGING AREA:

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. *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)
