

TITLE: HQMC DIGITIZATION PROJECT										
AGENCY: DLA Document Services - U.S. Marine Corps (USMC)										
TERM: Date of Award and ending September 30, 2021										
PROGRAM: 367-S										
			GRAY GRAPHICS		COURT RECORD & DATA		AITHERAS LLC		EDGE DIGITAL GROUP, Inc.	
			Capitol Heights, MD		Wilmington, DE		Rockville, MD		Arlington, VA	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	<b>SCANNING AND CONVERSION:</b>									
(a)	<b>SCANNING BLACK ONLY:</b>									
1.	Up to and including 8-1/2 x 11"									
	-----per scanned side-----	130,000	0.10	13,000.00	0.08	10,400.00	0.035	4,550.00	0.12	15,600.00
2.	Over 8-1/2 x 11" up to and including 17 x 11"									
	-----per scanned side-----	10,000	0.10	1,000.00	0.10	1,000.00	0.035	350.00	0.12	1,200.00
3.	Over 17 x 11"-----per scanned square foot----	5,000	1.00	5,000.00	0.40	2,000.00	0.25	1,250.00	0.20	1,000.00
(b)	<b>SCANNING COLOR:</b>									
1.	Up to and including 8-1/2 x 11"									
	-----per scanned side-----	5,000	0.12	600.00	0.12	600.00	0.035	175.00	0.12	600.00
2.	Over 8-1/2 x 11" up to and including 17 x 11"									
	-----per scanned side-----	3,000	0.12	360.00	0.12	360.00	0.035	105.00	0.12	360.00
3.	Over 17 x 11"-----per scanned square foot----	2,500	1.00	2,500.00	0.40	1,000.00	0.27	675.00	0.20	500.00
(c)	<b>OCR Conversion and Creation of PDF File</b>									
	-----per file-----	130,000	0.02	2,600.00	0.01	1,300.00	0.025	3,250.00	NC	
II.	<b>DVD MASTERING:</b>									
(a)	Mastering-----per master-----	9	50.00	450.00	80.00	720.00	15.00	135.00	500.00	4,500.00
III.	<b>ADDITIONAL OPERATIONS:</b>									
(a)	Changes and Updates to ePubs-----per page----	10	10.00	100.00	2.00	20.00	0.0375	0.38	3.00	30.00
(b)	Creation of fillable eForms-----per eForm---	5	400.00	2,000.00	300.00	1,500.00	0.04	0.20	400.00	2,000.00
(c)	Changes and Updates to eForms-----per eForm--	10	50.00	500.00	100.00	1,000.00	0.0375	0.38	250.00	2,500.00
(d)	Maintenance of ePub/eForm Repository (including addition and deletions of ePubs/eForm -----per month-----	12	3,000.00	36,000.00	2,000.00	24,000.00	100.00	1,200.00	2,500.00	30,000.00
(e)	Creation and maintenance of Portal Database -----per month-----	12	500.00	6,000.00	1,000.00	12,000.00	450.00	5,400.00	1,000.00	12,000.00
(f)	In-Process File Return Request-----per file-----	5	10.00	50.00	100.00	500.00	6.50	32.50	100.00	500.00
IV.	<b>PREMIUM PAYMENTS:</b> The percentage increase will be added to all orders which require the "Accelerated Schedule"									
	<b>CONTRACTOR'S SUBTOTALS</b>			<b>70,160.00</b>		<b>56,400.00</b>		<b>17,123.45</b>		<b>70,790.00</b>
	<b>ACCELERATED SCHEDULE</b>			<b>3,508.00</b>		<b>2,820.00</b>		<b>856.17</b>		<b>3,539.50</b>
	<b>PERCENTAGE INCREASE</b>			<b>175.40</b>	<b>5%</b>	<b>282.00</b>	<b>10%</b>	<b>25.69</b>	<b>3%</b>	<b>1,769.75</b>
	<b>CONTRACTOR TOTALS PLUS PERCENTAGE INCREASE</b>			<b>73,843.40</b>		<b>59,502.00</b>		<b>18,005.31</b>		<b>76,099.25</b>
	<b>DISCOUNT</b>			<b>1,476.87</b>	<b>2%</b>	<b>1,190.04</b>	<b>2%</b>			
	<b>DISCOUNTED TOTALS</b>			<b>72,366.53</b>		<b>58,311.96</b>		<b>18,005.31</b>		<b>76,099.25</b>
	<b>AWARDED</b>									

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***HQMC Digitization Project***

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

DLA Document Services  
U.S. Marine Corps (USMC)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning the Date of Award and ending September 30, 2021, plus up to four (4) optional 12-month extension periods that may be added by the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bid should be opened at 11: 00 a.m., prevailing Washington, DC Time, on October 14, 2020 at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

**BID SUBMISSION:** Due to the COVID-19 pandemic, the 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](mailto: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 award.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 60-mile radius of zero milestone Washington, DC. Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

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

For information of a technical nature, contact Cecilia Dominguez Castro on (202) 512-0307 or at [cdominguezcastro@gpo.gov](mailto:cdominguezcastro@gpo.gov).

## SECTION 1. - GENERAL TERMS AND CONDITIONS

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

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

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

**SUBCONTRACTING:** Subcontracting is not permitted.

**FADGI LEVELS FOR SCANNING:** Three Star (300 dpi, 8 or 16 bit).

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): [FADGI September 2016 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.](#)

**SCANNER IMAGING PERFORMANCE AND MONITORING:** Scanner performance and consistency during production shall be evaluated daily prior to scanning by the contractor with the DICE Device Level Target (available as the Golden Thread target from Image Science Associates). Contractor is responsible for obtaining targets and evaluation software.

If scanner performance drops below the required minimum FADGI level specified, the contractor shall stop all scanning and address the deficiency. Failure by the contractor to address the deficiency may require the contractor to re-scan documents at no expense to the Government. No extra time can be allowed for this re-scanning; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor shall capture a digital image of the DICE Device Level Target for each scanner being used at the start of each day's production and provide the file(s) to DLA Document Services . Additionally, if any changes are made to the scanner(s) (e.g., maintenance, calibration, and/or repair), the contractor shall capture digital images of the targets prior to scanning and provide them to DLA Document Services representative. In the event of an issue identified by the ordering agency, the ordering agency will provide the files to the GPO for evaluation.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five (5) years as a result of, and including, any extension added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustments(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 September 30, 2021, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

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

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending June 30, 2020, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

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

**SENSITIVE BUT UNCLASSIFIED (SBU):** Any USMC information made available, which is marked “Official Use Only” on the print order or on any part of the furnished material, shall be used only for the purpose of carrying out the provisions of this contract and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. All copies must be accounted for and waste sheets and printing plates destroyed beyond recognition or reconstruction.

**NONDISCLOSURE OF INFORMATION:** Neither the contractor nor any of its employees shall divulge nor release data or information developed or obtained during performance of this contract, except to authorize Government personnel with an established need-to-know or upon written approval of the Contracting Officer.

The contractor must ensure that documents are secured and handled to track chain of custody and ensure security.

Information furnished on this contract may contain Personally Identifiable Information (PII). It is the contractor’s responsibility to properly safeguard PII from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information.

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 numbers.
- 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).

**DATA RIGHTS:** All data and materials furnished and produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

Information contained in all source documents and other media provided by the Government is the sole property of the Government.

**WARNING:** All contractor employees performing on this contract are required to be U.S. citizens. The contractor is prohibited from producing or distributing the products produced under this contract outside of the official orders (i.e., cannot produce for their own use, sale, or other uses, including marketing, promotion, or other uses).

The contractor shall not retain or distribute, in any form, any part of the materials furnished by the Government which are not consumed in the preparation of the work or which are generated as a result of this contract. Proper precautions shall be taken to ensure that all Government supplied materials are protected from damage. The Government furnished materials shall be returned in the same condition as originally furnished.

Proper control and handling must be maintained at all times to prevent any information, data, or materials required to produce the products ordered under these specifications from falling into unauthorized hands.

All erroneous copies produced by the contractor are to be destroyed by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access and in accordance with the level of security designated by the agency. (See "DISPOSAL OF WASTE MATERIALS.")

**ACCESS TO DOCUMENTS:** The contractor shall restrict access to documents provided by the USMC under this contract to their employees who have been/are recipients of a favorable National Agency Check (NAC) (i.e., a background check). All contractor personnel/employees shall complete the Non-Disclosure forms provided by the USMC representative prior to being granted access to any documents. The contractor shall identify and disclose the names and nationalities of any/all personnel employed to perform work under this contract.

Contractor must provide the following information for contractor employees that will be performing on this contract:

- Name (last name, first name, middle initial)
- Social security number
- Date of birth
- Place of birth
- Citizenship

Prior to being issued a permanent DoD Building Access pass, by the Pentagon Force Protection Agency (PFPA), all individuals must be recipients of a favorable National Agency Check. Individuals may be cleared for access under escort if they can pass a simple on-the-spot Federal, State, and local police background check (including the Homeland Security "no-fly" list). The simple background check merely searches for outstanding warrants or other information which may indicate the individual is untrustworthy or considered a threat to the public at-large. If such information is detected, the individual will be denied access to the Pentagon and may be detained.

**SECURITY REQUIREMENTS:** During the performance of this contract, legal documents, including documentary and testimonial evidence and PII will be reproduced. Due to the sensitive nature of the documents furnished, all materials must be kept confidential. This material is not for public consumption and should be handled with extreme care.

The contractor shall not release or sell to any person any information or materials received from the Government under the contract; nor shall the contractor use the information or materials for any purpose other than that for which it was provided to the contractor under the terms of the contract.

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

**DISPOSAL OF WASTE MATERIALS:** Subcontracting for the disposal of waste materials will not be allowed. The contractor is required to demonstrate how all waste materials used in the production of classified information will be definitely destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means appropriate for the type of classification. Electronic records must be definitely destroyed in a manner that prevents reconstruction. *Definitely* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Classified records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

The contractor must provide the method planned to dispose of the materials. A Government representative may be required to be present for the disposal of waste materials. At Government's option, contractor may be required to return all waste materials to the ordering agency.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 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.

NOTE: The Preaward Survey will include a review of all contractor's employees involved, along with their specific functions.

**SECURITY CONTROL PLANS:** The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g., while awaiting to be processed, delivered or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information/materials shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The contractor must provide a secure area(s) dedicated to the processing and storage of materials. Secure work areas must be under camera surveillance, with access limited to only those employees involved in the production of this contract. Signs must be posted that only assigned employees may enter. It is prohibited for cameras and cell phones to be in the work areas of the production.

At least one supervisory employee must be permanently assigned to the secured areas to visually observe, at all times, the production of work and the destruction of any materials.

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

THESE PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT, AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF THE SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE ANY OR ALL OF THESE 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 the following activities. The workday after notification to submit will be the first day of the schedule.

*Option Years:* For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. The contractor should be prepared to submit these plans to GPO within five (5) workdays of notification of the option year being exercised.

If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer a statement confirming that the current plans are still in effect.

The Security Control Plans shall provide in detail, at a minimum:

- How all accountable materials will be handled throughout all phases of production. (See “TRACKING WORK IN PROGRESS” specified in SECTION 2.)
- How all furnished data will be stored and protected.
- How the disposal of waste materials will be handled.
- List of contractor’s employees involved and their specific function.
- How all applicable Government-mandated security/privacy/rules and regulations, as cited in this contract, shall be adhered to by the contractor.

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

**PREAWARD TEST:** The contractor being considered for award may be required to demonstrate their ability to perform the functions required in these specifications by completing a preaward test. The Government may waive the preaward test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully perform the functions required.

Contractor must pick up preaward test materials from HQMC, Pentagon, Room 2B253.

For the preaward test, the contractor will be required to scan/convert 1,000 pages (500 face and back leaves), as specified herein. The documents will consist of text, photos, graphics, and/or oversized maps, and is representative of the type of materials to be furnished on this contract. The contractor will be required to scan/convert the test samples pages in accordance with the specifications herein. When the contractor has completed scanning/converting, they must return the completed converted pages via the contractor’s portal (in accordance with the requirements specified herein). If a portal is not available at time of preaward test, the test files may be furnished on a DVD/removable media.

NOTE: If the test files are furnished (uploaded) via the contractor's portal, the contractor MUST notify the GPO the same day as uploading the preaward test files to the portal. If furnished via DVD/removable media, contractor must deliver to HQMC, Pentagon, Room 2B253, and must notify GPO on the same day as delivery.

The contractor must upload the test files or furnish to USMC within five (5) workdays of notification of availability of the furnished preaward test materials.

If applicable, the contractor must return the furnished materials within three (3) workdays of receipt of approval.

If preaward test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects and/or submit revised test samples if so notified by the Contracting Officer.

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

Failure to deliver completed preaward test samples within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities in which the contract production will be performed. No charges will be allowed for costs incurred in the performance of this preaward test.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives at the U.S. Government Publishing Office, Washington, DC, immediately after award. At Government's option, this may be held via teleconference.

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

*Option years:* For each option year that may be exercised, the Government's representatives may request a meeting with the contractor's representatives to be held at the contractor's facility to discuss the requirements of that contract year's jobs.

**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 September 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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



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

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

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

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

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

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

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

#### PRIVACY ACT

(a) The contractor agrees:

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

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

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

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

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

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

**PAYMENT:** Contractor's billing invoices must be approved by the ordering agency before submitting to GPO for payment. Immediately upon completion of each order, the contractor shall submit an itemized statement of billing to DLA Document Services for verification, approval, and signature. The contractor must email their billing invoice and all necessary documentation to: [smb.hqmc.arde@smc.mil](mailto:smb.hqmc.arde@smc.mil), with courtesy copies emailed to Collin Northrup at [collin.northrup2@usmc.mil](mailto:collin.northrup2@usmc.mil), and Molotle "Lottie" Browne at [molotle.browne@usmc.mil](mailto:molotle.browne@usmc.mil).

After agency verification and approval, the contractor must submit the approved, signed billing invoice to the U.S. Government Publishing Office.

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

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

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**CONTRACTOR MUST NOT SUBMIT COPY OF CLASSIFIED PRODUCTS WITH INVOICE FOR PAYMENT.**

Contractor is expected to submit invoices within 30 calendar days of completion for each print order.

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover document conversion services requiring such operations as document preparation, scanning, Optical Character Recognition (OCR) conversion, PDF file creation, DVD mastering, packing, and delivery.

**TITLE:** HQMC Digitization Project.

**BACKGROUND:** The United States Marine Corps has a requirement to digitize numerous publications, forms, and all manner of other documents, converting them into nonproprietary electronic/digital files for dissemination via the Internet; the Marine Corps Enterprise Network (MCEN); as attachments to email; and on electronic, optical, and magnetic portable media. The USMC's' objectives are:

- a. To enable dissemination of information in a readily useable electronic format to field commanders and individual members of the Marine Corps, regardless of location - worldwide;
- b. To make publicly releasable information available to the public at-large via the Internet;
- c. To retain and preserve information in an electronic/digital archive in a manner that ensures it will be readily accessible for years to come absent further preparation or translation.

**NOTE:** All work will be completed at the contractor's facility.

**FREQUENCY OF ORDERS:** Approximately 10 to 100 orders per year.

**NUMBER OF LEAVES:** Approximately 10,000 to 700,000 leaves per year.

**NOTE:** The average order may consist of approximately 1,250 to 28,000 leaves (either electronically or as hard copy). An occasional order for as low as 50 leaves may be placed.

The Government reserves the right to increase or decrease by up to 25% the total number of leaves to be scanned and/or converted annually.

**GOVERNMENT TO FURNISH:** The documents to be digitized consist of approximately 4,000 publications (the number of publications may increase throughout the term of the contract), a minimum of 800 forms, and an undetermined number of other official documents (see below) emanating from the USMC Headquarters annually. The majority of documents consist of black text only; however, the documents may consist of black only text with embedded greyscale and/or color. These documents will be furnished as follow:

- Approximately 45% of the furnished materials are printed matter which are in a variety of formats including both single and duplex printed pages that must be scanned, processed for character recognition, and then converted.
- Furnished printed matter will consist of a variety of printed products ranging in size from 2-1/2 x 1-1/2" (business cards) up to and including 85 x 110" (fold-out technical drawings). The majority of products will be 8-1/2 x 11".
- Furnished printed matter may be furnished in a variety of ways, including but not limited to, loose, stapled in one or more locations, saddle-stitched or perfect-bound, furnished in binders, or bound with metal binder clips or paper clips.
- Furnished printed matter may consist of a variety of materials, including but not limited to, photocopied copies, typed print, carbon copies, handwritten documents, forms, faxes, sticky notes, blueprints, drawings, plans, maps, photos, posters, and newspapers.

- Some materials may be annotated with handwritten notes or contain signatures and/or seals, all of which must be legibly reproduced.
- Most of the documents are on standard paper stock; however, many of the older files may include “onion skin” paper stock. Other paper stock in the files may include documents printed on thermal paper (older faxes), blueprint paper, photographic paper, newspaper, and map plotter paper.
- The balance of furnished materials are electronic files created using industry standard proprietary Personal Computing (PC) applications. These files must be converted from the proprietary file structure into a nonproprietary file structure that is readable using Adobe Corporation’s, Adobe Reader®, which is available free for public use on the Internet.

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

Upon award of the contract, the contractor shall designate specific employees as their representative(s), and provide their names and contact information. The point of contact (POC) information shall be provided to the USMC representative prior to any work being performed.

These designated individuals shall be responsible for coordinating all activities and managing any/all work performed by the contractor under this contract, including but not limited to: accepting print orders, inventory invoice (of furnished materials), and contract modifications; signing the inventory invoice and accepting new work; monitoring work in-process and issuing status updates; and, executing the work in accordance with the requirements specified in this contract. (See “TRACKING DOCUMENTS IN TRANSIT” for more information regarding the inventory invoice.)

Additionally, a roster of all contractor personnel performing any manner of work under this contract, regardless of level of complexity, shall be provided to the USMC representative upon request.

**LIABILITY OF GOVERNMENT OWNED PROPERTY:** Contractor will be held responsible for replacing lost or damaged Government property, whether in the performance of the contract or in transit during pickup and/or return of such furnished property to the Government.

**TRACKING DOCUMENTS IN TRANSIT:** The contractor, working in collaboration with the USMC representative, shall perform signature receipt tracking for all transfers of documents between the contractor and the USMC, including deliveries of work to the contractor, receipts of deliverables, and return of source documents from the contractor. The following applies:

1. An inventory invoice shall be completed by the USMC identifying the owning unit of the source documents by Office Code, listing each document or batch of documents by topical subject or title and accurate page counts thereof.
2. The inventory invoice shall be assigned and annotated with a unique serial number and prepared in triplicate by the USMC representative. Both the contractor and the USMC representative(s) shall retain a register of inventory invoices created, listed sequentially by the serial numbers assigned. Each serial number shall be sequentially and accumulatively assigned in numeric sequence (i.e., no gaps shall be allowed in the numbering sequence). Format for the invoice serial numbers shall begin with the author’s organizational code and Julian date at the time assigned, followed by a 4-digit sequentially accumulating number. The following example applies: ARDE15274-0001: first invoice serial number (SN) assigned on 1 Oct 2015 by ARDE.

3. In the remarks block, the inventory invoice will delineate any special document or file handling or conversion instructions (e.g., incorporate this change with its attendant pages into basic publication XXXX.XX following instructions on the change promulgation letter; or, create a separate PDF for each page; or, create a single PDF for each folder containing all pages within the folder, etc.). Additionally, the invoice will identify the expected deliverable formats and the new electronic files end-use (i.e., file in the Marine Corps Administrative Publications & Forms Electronic Library (MCAPFEL) or the Marine Corps Electronic Archive (MCEA), including the specific folders, etc.)
4. The contractor's employee shall inventory the new-work source documents and/or media as identified on the invoice; annotating any changes required to properly record the issue/receipt of the documents; and then sign the invoice in triplicate acknowledging receipt. The contractor shall retain two (2) copies of the inventory invoice. The contractor's employee will then annotate the invoice (by SN) in the contractor's invoice register.
5. The USMC representative shall retain the original signed inventory invoice and add it to the digitization file; the USMC's representative will then annotate the USMC's inventory invoice register (by SN) including updating columnar entries with date/time released to the contractor, office code of owning HQMC activity, and page count.
6. The contractor shall utilize the two (2) copies of the inventory invoice to aid in tracking the work through the process, beginning with recording the invoice in the tracking system; subsequently, once work is completed, using the two (2) copies to return the source documents along with the deliverables to the USMC.
7. Upon return of the source documents with the deliverables, the USMC representative shall inventory both and acknowledge receipt on the contractor's copies of the invoice; both the USMC and the contractor shall keep a copy of the completed/signed invoices and update their respective registers with date/time the source documents and deliverable were provided to the USMC.
8. The completed and signed invoices (backed up by the dual register entries) close the loop on possession and serve as proof of the return of the source documents by the contractor; as well as, acceptance of the deliverables by the USMC.
9. The invoice serial number will reset at the beginning of each Federal fiscal year (FY), on 1 October of each calendar year, citing a first invoice SN ending in 0001.
10. Throughout the life of the contract, the contractor's agents or authorized couriers shall protect all documents from unauthorized disclosure during transport through use of secure containers; transportation shall be via contractor owned or leased vehicles. Under no circumstances shall any of the document containers be exposed to pilferage during transport, irrespective of content or how packaged.
11. Upon completion of the mailing, the contractor shall forward a notification of delivery to the USMC representative indicated on the print order that contains the date and time of pick-up/delivery, the name of the Postal official to whom it was picked-up/delivered, print order number, and all applicable tracking numbers.

**DOCUMENT PREPARATION:** The contractor shall provide document preparation services to include, but not limited to, pre- and post-document handling services and document reconstruction services.

Furnished hard copy documents may be furnished loose, stapled in one or more locations, saddle-stitched or perfect-bound, furnished in binders, or bound with metal binder clips or paper clips. Contractor will be required to separate each page for scanning/conversion.

For furnished, bound documents, contractor is not to remove binding unless permitted to do so by the USMC.

The contractor will be required to inspect all documents to determine their suitability for scanning.

Contractor must exercise reasonable care to ensure that the integrity of the material is preserved. Where materials are stapled or otherwise fastened, care must be used in taking the materials apart to ensure that part of the document is not obliterated or that the authenticity of the document does not become questionable.

Unless otherwise specified, the order for processing/scanning is as follows:

Scan the material in the same order as furnished:

- Photos: Scan them individually and adjust for size. If there is any information on the back of a photo, operators must scan the photo first and back of the photo second.
- Business Cards: Scan each side containing any content.
- For large printed documents, contractor must scan as one piece as long as the document will still be legible. If the document cannot be scanned as one piece, contractor must scan the document in portions and provide a “match sheet.” The match sheet must show where each smaller scanned portion of the document would be located if the document were scanned as one piece. Contractor must NOT cut the original document in order to scan.
- If a document has post-it notes attached:
  - Scan the page with the post-it note.
  - Scan the page without the post-it note.
  - If there is more than one post-it note, the contractor will need to layer down one note at a time.

AFTER THE SCANNING/CONVERSION PROCESS, THE CONTRACTOR IS REQUIRED TO RE-ASSEMBLE/RE-FASTEN FURNISHED DOCUMENTS IN THEIR SAME ORDER (UNLESS OTHERWISE SPECIFIED) AND RE-PACK THE ORIGINALS IN THE ORIGINAL CONTAINERS IN THE ORIGINAL ORDER.

**SCANNING AND CONVERSION:** Contractor shall scan black only and color documents as furnished (i.e., documents with black only printing must be scanned as black only, and documents with color printing must be scanned as color).

All documents will be scanned at a minimum of 300 dots per inch (dpi).

The contractor shall scan and/or convert, as applicable, all manner of documents submitted for processing, regardless of type, format, binding, complexity, or other physical characteristics, into electronic/digital files suitable for dissemination via the Internet, through the MCEN, as attachments to email, delivery on portable electronic, optical, and magnetic media, and retention as an electronic archive.

In many instances, the work will include incorporation of changes and updates to the basic document following specific instructions prior to scanning and/or conversion. These changes/updates may include, but are not limited to, adding, deleting, or replacing words, removing, and/or adding pages.

Additionally, once the change/update has been incorporated into the basic document, the revised document will then be used to overwrite and update all existing copies of the “old” unchanged versions wherever they may exist (e.g., contractor’s databases, the USMC web pages on the Internet, field unit electronic libraries, etc.).

The scanning of printed matter and conversion of proprietary electronic files includes optical character recognition (OCR) and processing of all text including image captions, footnotes, and reference annotations. The OCR translation must be manually reviewed and verified for 100% accuracy by manually comparing the output product to the source document page-by-page, line-by-line, and word-by-word; no interpretation or translation errors will be accepted. Image caption shall be conducted based on the National Archives guidelines for preserving electronic records. For more information: <https://www.archives.gov/records-mgmt/policy/records-mgmt-language>.

*File Formats:* The contractor shall scan printed materials and convert proprietary electronic files in such a manner as to create a 100% true image file of the source document. The primary format to be produced from the source document(s), for all documents submitted for work under this contract, irrespective of type, content, or format is the Adobe™ Corporation's Portable Document Format® (PDF); each document shall be created as a PDF using the latest/newest version of Adobe Acrobat that is 100% compatible to the Adobe Reader® and Adobe Reader Extension® applications in use across the MCEN at the time the files are created.

Additionally, the USMC may request any series of documents or any particular document to be created in an acceptable alternate format (e.g., image file). Requests for alternate format files will be in writing signed by the USMC representative. Upon receipt of such a request, the contractor shall generate a true facsimile of the document in the format specified as an additional deliverable.

*Electronic Publications (ePubs):* All documents other than blank forms shall be created and saved as an ePub in the aforementioned formats in such a manner as to be conducive to printing in proper pagination format whether printed in single-sided or duplex formats. Any/all forms referenced within the publication, at point of reference, shall be "hot linked" in such a manner as whenever the user "clicks on" the "hot link," the form shall pop up in Adobe Acrobat's "fillable" PDF format.

Currently, the output format for ePubs is only in PDF format (simple full-text PDF). Some ePubs may have hyperlinks embedded. On occasion, the contractor may be required to embed a hyperlink in a PDF.

The contractor may view an example of an ePub at the following site:  
<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>

The contractor may view an example of an ePub with embedded hyperlinks at the following site:  
<http://www.marines.mil/News/Publications/ELECTRONICLIBRARY/ElectronicLibraryDisplay/tabid/13082/Article/173915/mco-730021b.aspx>

*ePubs Repository:* The contractor shall create and maintain an electronic database of all ePubs created under this contract. The contractor shall maintain the ordering agency's current ePubs database (approximately 4,000 publications) by adding new ePubs as they are created, incorporating changes and updates into existing ePubs, and deleting those ePubs that are canceled or supplanted by new ePubs.

The database shall be made available to designated agency personnel via a controlled and password-protected access portal on the Internet. Other than contractor personnel, only authorized agency personnel shall have access to the online repository. All ePubs in the repository will be OCR processed and indexed for fast searches in such a manner as to enable phrase or keyword searches within the title, subject, and body text of each and every ePub across the entire database from a single search request.

*Electronic Forms (eForms):* All blank forms shall be created as a "fillable" eForm in the aforementioned PDF format in such a manner as to be conducive to fill-in, saving of input data, and printing in proper pagination format whether printed in single-sided or duplex format. Additionally, all eForms shall be:

1. Created as interactive "fillable" PDF eForms using the latest/newest version of Adobe Acrobat that is 100% compatible with the Adobe Reader Extension® application available to end-users on the MCEN at the time the eForm is created.
2. Enabled for data fill-in and save of data input to an "at-use-time" designated location and media;
3. Usable as described above whether accessed from portable media, through the Internet, or the MCEN.

4. Integrated and “hot linked” within the prescribing ePub at the reference point whenever referenced within the ePub. The contractor shall integrate all eForms created under this contract with the prescribing ePubs by “hot-linking” each eForm to any/all references within the ePubs wherever they are referenced (whether referenced by name, title, or form number). This requirement includes generating the electronic file structures necessary to enable the “hot-links” to function properly whether the ePub is viewed from the quarterly update DVD, through the Internet on the USMC web page, or through the USMC SharePoint Portal on the MCEN. Proper functionality includes the capability to click on the eForm reference within the ePub, and the eForm will pop up and become available for data entry fill-in (including authentication via embedding the end-users electronic signature from their DoD Common Access Card (CAC)), downloading the form with input data, and print-on-demand, all from within the ePub online.

The contractor may view an example of an eForm at the following site:

<http://www.dtic.mil/whs/directives/forms/dd/ddforms0001-0499.htm>

*eForms Repository:* The contractor shall, under the guidance of the HQMC Forms Management Officer (FMO), create and maintain an electronic database of all eForms created under this contract. The contractor shall maintain the USMC’s current eForms’ database (approximately 800 forms) by adding new eForms as they are created, incorporating changes and updates into existing eForms, and deleting those canceled or superseded by new eForms. The database shall be made available to designated USMC personnel via a controlled and password-protected access portal on the Internet. Other than contractor personnel, only authorized USMC personnel shall have access to the online repository.

*Correspondence Files and Documents:* The contractor shall create electronic correspondence files and documents which include generation of new electronic files by scanning of printed matter and conversion of documents originated using an industry standard proprietary word processing application, as well as adding these files to the electronic archive library/database in support of the continued maintenance and sustainment of the USMC Electronic Archive (MCEA). (NOTE: The electronic archive library/database consists of all the documents/files that the contractor has scanned/converted including the eForms and ePubs repositories.)

*Compatibility:* The contractor shall ensure all files created under this contract are 100% compatible with the versions of the Adobe Reader® and Adobe Reader Extension® applications available through the MCEN at the time the PDF is created.

*Batch Processing:* When batches or groups of documents are submitted for conversion as a single job, the contractor shall maintain the integrity of the batch, processing all documents contained in the batch as a group.

*Commingling Work:* When multiple batches or groups of documents are submitted to the contractor, each batch or group of documents are to be maintained separate from any/all others; jobs shall not be commingled unless instructed to do so, in writing, by the USMC representative.

*Job Sequencing:* Unless the work scheduled must be adjusted to accommodate high-priority work, all work is to be performed in the order in which the jobs were received by the contractor (i.e., first received, first in-process, first out).

**TRACKING WORK IN PROGRESS:** The contractor shall employ a means to monitor and track all documents through the workflow process. The methodology utilized is at the contractor’s discretion; however, whatever means is utilized, it must enable constant tracking of all documents submitted to the contractor by the USMC under this contract, beginning with recording the inventory invoice signed by the contractor’s employee acknowledging receipt of the source documents when the work is turned over to the contractor’s employees by the USMC representative(s). Additionally, the document tracking system must be sufficiently sophisticated to provide constant visibility of the location and progress of any/all documents in-process at any time throughout the process enabling immediate identification and retrieval of any document no matter where it may be in the process. The tracking process employed by the contractor must be revealed to and approved by the USMC, in conjunction with the Security Control Plans required in SECTION 1.



**PRIORITY ORDERS:** There will be times when a particular document(s) is of such importance that a higher priority will be assigned. In such instances, the USMC's representative will instruct the contractor, in writing, to treat that one particular document or batch of documents as a higher priority than all the other orders placed. Contractor is required to process and complete the priority orders before all other work placed. The contractor shall make every effort to comply with such requests, even if it requires them to cease all other production.

It is difficult to estimate how many orders may be identified as priority. Priority orders will require a turnaround schedule of two (2) hours up to one (1) workday. Because of varying degrees of size and complexity of each of these orders, the schedule requirements for each individual priority order, when needed, will be determined jointly by the Government and the contractor based on the amount of work involved and the time that can be allowed for that order. The Government will contact the contractor when a priority order needs to be issued. The schedule must be agreed upon prior to the ordering agency providing the Government furnished material, and must be indicated on the print order for payment. (see "SCHEDULE").

Priority orders will be identified by the Government on the GPO Form 2511 for that specific order along with the completion timeframe requirements and quantities.

Additionally, the contractor will be allowed a premium payment for each priority order. The premium payment will be negotiated for each individual priority order. Upon agreement of the schedule and premium payment, the Contracting Officer will issue a modification. Premium payments will apply to all pricing line items (as applicable to the order).

Orders must be completed and delivered within the time specified as mutually agreed upon between the Government and the contractor. Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his billing invoice.

There may be contract years when no priority orders are needed.

**PAGE COUNT MANAGEMENT:** The page count will reset to zero with the beginning of each Federal fiscal year; thereafter, throughout the FY, the page count will run as a continuously accumulating page count and shall not be reset for any reason without written approval of the Contracting Officer. Page-count quantities shall not be adjusted for any reason absent approval and consent of all parties, in writing; any/all such adjustments must be reported to the ordering agency and the Contracting Officer for recording in the contract file.

**CONTRACTOR'S WEB PAGE PORTAL, DATABASE CREATION, MANAGEMENT, AND MAINTENANCE:** The contractor shall create and maintain all electronic files created under this contract by assembling them into either a large single database or two separate databases – actual methodology used is to be determined by the contractor. Irrespective of methodology used, the database(s) will contain every ePub, eForm, and document created under this contract.

The database(s) shall be made available to designated USMC personnel via a restricted access web Portal created and maintained by the contractor; authorized USMC personnel shall have access to the database(s) via the portal from their office spaces in the Pentagon. Accessed through the contractor's portal, each document shall be treated and incorporated as a singular object separate from but filed with all others, as follows:

*Creation:* Whether one all-inclusive or two separate databases are created, the content must be visible to authorized end-users in the following manner:

1. *MCAPFEL:* This database or portal view shall contain all ePubs and eForms created under this contract. Each eForm shall be "hot linked" within the referencing ePub, wherever referenced, enabling click-on at the reference point for eForm pop-up and data entry, including incorporation of electronic signatures and print-on-demand. This database content must be identical to that used to create the quarterly MCAPFEL master DVD.

The contractor shall provide the USMC representative with web-ready copies of ePubs. The USMC representative will upload the ePubs to the USMC's web pages as work for each order is processed. The contractor is to furnish via the contractor's web-based portal.

2. *MCEA*: This database shall include the MCAPFEL delineated above plus all other documents and records created under this contract (except any identified as "sensitive" and excluded in writing by the USMC representative). All documents included shall be subjected to OCR processing to enable full text searches across the entire database as a singular instance (i.e., a single input of a keyword or text can be searched through all documents within the MCEA consecutively, and results returned will report every instance/occurrence of the keyword or text wherever it occurs within the MCEA regardless of how many times it occurs).

*Management*: The contractor shall maintain the content of the portal databases separated in folders by topic (e.g., Doctrine, Historical, Legal, etc.). Visibility and access shall be controlled by grant of access to either MCAPFEL or MCEA, or both through the contractor's portal. In some instances, access within MCEA should be further restricted by topic or folder to protect sensitive information from unauthorized disclosure. This database content must be used to create the quarterly backup DVDs and the annual MCEA masters.

*Maintenance*: The contractor shall update the portal database(s) and all documents contained therein, no later than the 5<sup>th</sup> workday of each month:

1. Adding any/all new documents created since the previous update;
2. Incorporating changes into existing documents, following the instructions in the applicable change order;
3. Replacing existing documents by over-write with new subsuming revisions, where applicable;
4. Deletion of existing documents that were canceled since the previous update.

**PORTAL AND DATABASE ACCESS**: The contractor shall provide designated USMC personnel "read-only," "download," and "copy" access to the database(s) via the Portal on the Internet. Neither the portal database nor their content shall be made available via any means to anyone other than authorized personnel at any time under any circumstances. Access to the portal shall be restricted using a TCP/IP Secure Socket Layer (SSL) protocol.

This platform will allow ARD personnel to upload and download documents that go on the Marine Corps Publications Electronic Library (MCPLE), Marine Corps Electronic Forms System (MCEFS), and DVD. Uploaded document formats are mostly PDF and/or Word files (to be converted to PDF format, as necessary). Additionally, this platform will be used for tracking status. The workflow will be used to track work status from received to completion; ARD personnel will use this platform to download. The Government will have approximately five (5) users; therefore, approximately five (5) platform licenses will be required.

**BACKUP**: Quarterly (on the last workday of the months of December, March, June, and September of each calendar year), the contractor shall create a DVD master of the MCEA and three (3) copies on DVD. No documents, regardless of source or content, will be excluded. (See "DVD MASTERING") Files shall be written to the DVD(s) in the same order and format as they are retained and accessed on the database through the portal.

The contractor shall provide an additional four (4) copies of the backup DVD(s) to the USMC representative on the last workday of each of the months specified above as a deliverable under the contract.

Prior to delivery, the contractor shall test readability of each copy of each DVD to ensure all content was written to each disc correctly and the content is readily available for use.

The contractor may keep a copy of the backup DVD(s) until expiration or termination of the contract at which time any/all copies must be destroyed.

Purpose of this backup DVD is to satisfy the established DoD requirements for continuity of operations (COOP) pertaining to information technology and automated information systems by providing four (4) layers (copies) of accumulative backup and archive of all electronic files generated by or on behalf of the USMC under the contract during the life of the contract.

**PRODUCTION OF MCAFEL:** Quarterly (on the first workday following the end of each FY quarter (i.e., FY quarters end on the 31<sup>st</sup> of December; the 31<sup>st</sup> of March; the 31<sup>st</sup> of July; and the 30<sup>th</sup> of September)), the contractor shall create a master of all ePubs and eForms in the MCAFEL database. This quarterly update shall include all carry-over content from the previous MCAFEL as modified/updated by incorporation of any/all new documents, revisions, and changes to existing documents, and deletion of those canceled since the last quarterly update. The contractor shall update, consolidate, and assemble all ePubs and eForms created under this contract in a library or database to create a master of the MCAFEL on DVD (all other documents included in the MCEA shall be excluded). Typically, files contained/written to the DVD are separated by topical content as specified by the USMC. On the MCAFEL DVDs, any/all eForms shall be “hot linked” at the specific reference within each ePub prescribing its use. Currently, the DVD is comprised of four (4) individual DVDs; each is entitled topically as follows:

1. The USMC Publications Electronic Library (MPEL) which contains USMC ePubs and “fillable” eForms that are “hot linked” within the ePub that prescribes it use.  
USMC Publications Library Management System (PLMS) which contains PLMS software, User Guide, and Monthly Shared Files.
2. The USMC Doctrinal which contain USMC Doctrinal ePubs, legal publications, and country studies.
3. USMC Historical 1, which contain USMC Historical type ePubs.
4. USMC Historical 2, Fortitudine, Harumfrodite and Semper Fidelis.

**PRODUCTION OF MCEA:** At the end of each FY (on the last standard workday-Monday of the last week of the U.S. Government Fiscal Year), the contractor shall create a master of the MCEA on DVD. No documents, regardless of source or content, will be excluded.

Files shall be written to the disc in the same order and format as they are retained and accessed on the database. Purpose of the DVD is to serve as an accumulative annual backup and archive of all files and documents generated under the contract during the expiring FY (this requirement is separate from the quarterly backup delineated in “BACKUP”). The contractor shall provide the annual backup DVD to the USMC representative on the last workday of the FY as the final deliverable for that FY under the contract.

*Retention of Copies of Deliverables:* The contractor, for the life of the contract, may retain copies of all deliverables in the MCEA for use as source documents for incorporation of future changes and updates. Files will not be commingled but retained in the central MCEA repository separated by product groups, directories, and folders or as independent files (e.g., separate archive folders, the ePubs, and eForms).

**DVD MASTERING:** The contractor shall create a final master of both the MCAFEL and the MCEA on DVD. In both instances, files shall be written to the DVDs in the same order and format as they were retained and accessed in the database through the portal. The contractor shall provide the DVDs to the USMC representative along with a written statement certifying that all USMC source documents have been returned; and that all electronic files have been written to the aforementioned DVDs.

Each quarterly DVD master copy must be completed and delivered to the Pentagon by the date specified on the print order. NOTE: In some years, a failure on the part of the U.S. Congress to pass the annual Appropriations Act or a Continuing Resolution may interrupt and delay the October production.

All packets are mailed to USMC activities using an address file provided by the USMC. The following applies:

1. The contractor must provide all necessary materials required for mastering, packing, addressing, and delivery to the Pentagon.

2. The contractor shall package each copy of the MCAFEL individually. Each individual package will contain a complete MCAFEL on DVD(s).

**PACKING:**

*DVD master copies:* Contractor to insert each disc into a suitable, protective envelope and label as to product/contents, in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processing and handling for delivery.

*Furnished Originals:* Re-pack furnished materials in the original containers in the original order.

**LABELING AND MARKING:** Contractor to download the “Labeling and Marking Specifications” form (GPO Form 905, R. 7-15) from [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping bags or shipping containers.

**ACCEPTANCE:**

*Accuracy:* The contractor shall verify that all products are a 100% true facsimile (i.e., exact replica) of the source documents via a verification process which includes a manual page-by-page and word-by-word comparison of the document created by the contractor to the source document. Product layout, format, text, graphics, and folio must be exactly as that of the source document. This 100% criterion is non-negotiable – no scanning, conversion, interpretation, or translation errors will be accepted.

*Error Detection and Correction:* For the life of the contract, if errors are encountered with the contractor’s product(s) or differences are identified between the product(s) and the original source documents, the errors will be corrected by the contractor at no additional charge to the Government, and confirmation of completed changes will be provided in writing to the USMC representative.

For the life of the contract, if errors are encountered with the contractor’s product(s) or differences are identified between the product(s) and the original source documents, the errors will be corrected by the contractor at no additional charge to the Government, and confirmation of changes completed will be provided in writing to the COR and COTR.

All errors shall be corrected by the contractor within three (3) workdays from date of notification.

The corrected version of the document(s) must be used to overwrite any/all copies of the document(s) containing the errors wherever recorded and made available to the end-user community; e.g., Marine Corps Publications Electronic Library (MCPLE), Marine Corps Administrative Publications & Forms Electronic Library (MCAFEL), Marine Corps Electronic Archive (MCEA), web pages, etc.).

**IN-PROCESS FILE RETURN:** Occasionally, the USMC will require that the contractor return the furnished documents (or a small subset of the furnished documents) that have already been picked up by the contractor, but are still being scanned/converted.

If the file being requested was furnished electronically or the hard copy file has already been scanned, the contractor may email the file to the USMC representative. If an email copy cannot be furnished, the contractor must return the original furnished hard copy file to the USMC.

When required, the contractor must email the file or return the requested original furnished hard copy file to an authorized representative of the USMC within four (4) hours of the initial request. A list of authorized agency personnel will be provided to the contractor after award of the contract.

**DISTRIBUTION:** Deliver f.o.b. destination to HQMC, Pentagon, Room 2B253.

*Pickup and Delivery:* The contractor shall perform document pickup and delivery services at the USMC's office located at the Pentagon, Room 2B253. In support of this effort, the contractor shall employ personnel who can be/are issued "contractor" building access passes by the Pentagon Force Protection Agency (PFPA). All pickup and delivery services shall be made at/in the Pentagon, Room 2B253, unless the agency representative requests in writing, an exception for pickup and delivery at another location.

NOTE: ALL PICKUPS AND DELIVERIES, MUST BE PICKED UP/DELIVERED BY AN EMPLOYEE OF THE CONTRACTOR. SMALL PACKAGE CARRIERS AND USPS WILL NOT BE ALLOWED. PICKUPS AND DELIVERIES MUST BE IN STRICT ACCORDANCE WITH THE FOLLOWING:

- Contractor must be able to provide company identification at time of pickup/delivery.
- Materials will be transported in a locked vehicle with an approved dedicated driver escorting the material. At no time will the vehicle be left unattended or allowed to make additional stops while in transit. The material must be picked up from and delivered only to an authorized individual at the USMC.
- Vehicle will be unmarked driving directly to and from the contractor's facility to the USMC for pickups and deliveries. The dedicated driver must be familiar with handling of sensitive material.
- Upon delivery of materials to the contractor's facility, the furnished materials will be immediately accounted for and inventoried by authorized staff that have already been processed for the management of the work to be produced under this contract.

NOTE: Prior to being issued a permanent DoD Building Access pass, by the PFPA, all individuals must be recipients of a favorable National Agency Check. Individuals may be cleared for access under escort if they can pass a simple on-the-spot Federal, State, and local police background check (including the Homeland Security "no-fly" list). The simple background check merely searches for outstanding warrants or other information which may indicate the individual is untrustworthy or considered a threat to the public at-large. If such information is detected, the individual will be denied access to the Pentagon and may be detained.

Upon completion of each order, the contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 367-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of the product.

Upon completion of each order, the contractor must return all furnished materials and provide one copy of the final product to: DLA Document Services, HQMC, Pentagon, Room 2B253.

All expenses incidental to the picking, returning materials and furnished 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).

When required, the print order and furnished material must be picked up from the Pentagon, Room 2B253. (NOTE: Furnished materials must be picked up and returned directly by the contractor.)

When applicable, the print orders will be emailed to the contractor.

***Regular Schedule (including eForm Schedule):***

NOTE: This schedule also includes the production and delivery of eForms with "fillable" blocks.

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

Contractor must complete production and delivery within three (3) workdays (as specified on each print order) of notification of the availability of print order and furnished material.

NOTE: The turnaround time for creating web-ready versions of USMC Orders and Directives for upload to the USMC web page is three (3) workdays from receipt of source materials, regardless of the document's size, page count, or complexity, unless the document is designated as a priority job on the accelerated schedule.

***Accelerated Schedule:***

Approximately 5% of all orders issued will require an accelerated schedule.

The schedule begins UPON notification of the availability of print order and furnished material.

Contractor must complete production and delivery within two (2) hours to one (1) workday (as specified on each print order) of notification of the availability of print order and furnished material.

For priorities orders requiring the accelerated schedule, the statement "*Accelerated Schedule Authorized*" MUST be specified on the print order for the contractor to receive the premium payment. If an order placed requiring the accelerated schedule does not have "*Accelerated Schedule Authorized*" specified on the print order, the contractor is to notify both the DLA Document Services and the GPO immediately for further instruction.

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

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

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment/ mailing. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov). Personnel receiving email will be unable to respond to questions of a technical nature or to transfer any inquiries.

**EXPIRATION OR TERMINATION OF CONTRACT:** Upon completion of the contract, the contractor shall consolidate, assemble all publications, forms, and other source documents, including those unprocessed, in-processing, and completed, and all electronic files created under this contract, and deliver to the USMC representative as a portion of the end-of-contract deliverables.

Additionally, the contractor shall create a final master of both the MCAPFEL and the MCEA on DVD. In both instances, files shall be written to the DVDs in the same order and format as they were retained and accessed in the database through the portal. The contractor shall provide the DVDs to the USMC representative along with a written statement certifying that all USMC source documents have been returned; and that all electronic files have been written to the aforementioned DVDs and erased from their servers in such a manner as to prevent any possible recovery or unauthorized access.

Upon return of all source documents and the USMC's' acceptance of appropriate deliverables, the contractor shall destroy any/all copies of the documents created during the workflow process except those electronic files authorized for retention in the MCEA. The contractor (to include its employees) shall retain no copies of the source documents or deliverables beyond termination of the contract.

The contractor shall provide written certification that all source documents and files and their corresponding deliverables have been returned/delivered to the USMC, and that all printed copies have been destroyed and electronic copies retained in the repositories have been deleted using a “wipe” or “formatting” application providing the highest levels of assurances that the probability of recovering the files is absolutely non-existent; the wipe tool(s) utilized must be 100% compliant with the U.S. Department of Defense (DoD) disc erasure standard delineated in DoD Instruction 5220.2-M, to be furnished by the USMC. (This standard is commonly referred to as “DoD wipe.”)

### SECTION 3. - DETERMINATION OF AWARD

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

**PREMIUM PAYMENTS:** Orders requiring the accelerated schedule will be paid for at the premium rate under the contractor's offered percentage in the "SCHEDULE OF PRICES."

All other orders will be placed with the regular schedule and paid for at the basic prices offered.

Percentages offered for premium-priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on its invoice.

It is estimated that 5% of all orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be affected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES," to 5% of the prices offered for all items.

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

- I. (a) 1. 130,000  
2. 10,000  
3. 5,000
- (b) 1. 5,000  
2. 3,000  
3. 2,500
- (c) 130,000
  
- II. (a) 9
  
- III. (a) 10  
(b) 5  
(c) 10  
(d) 12  
(e) 12  
(f) 5



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**SECTION 4. - SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

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

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

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

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

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

**I. SCANNING AND CONVERSION:** Prices offered shall include the cost of all required materials and operations for the pick-up/delivery of materials, document preparation, scanning and conversion of the product listed in accordance with these specifications. Blank backsides must be removed.

(a) Scanning Black only:

- 1. Up to and including 8-1/2 x 11".....per scanned side..... \$ \_\_\_\_\_
- 2. Over 8-1/2 x 11" up to and including 17 x 11" .....per scanned side..... \$ \_\_\_\_\_
- 3. Over 17 x 11" .....per scanned square foot..... \$ \_\_\_\_\_

(b) Scanning Color:

- 1. Up to and including 8-1/2 x 11" .....per scanned side..... \$ \_\_\_\_\_
- 2. Over 8-1/2 x 11" up to and including 17 x 11" .....per scanned side.....\$ \_\_\_\_\_
- 3. Over 17 x 11" .....per scanned square foot.....\$ \_\_\_\_\_

(c) OCR Conversion and Creation of PDF File .....per file..... \$ \_\_\_\_\_

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

**II. DVD MASTERING:**

(a) Mastering (including delivery, cost of discs, labeling and packing).....per set.....\$ \_\_\_\_\_

**III. ADDITIONAL OPERATIONS:**

(a) Changes and Updates to ePubs.....per page..... \$ \_\_\_\_\_

(b) Creation of fillable eForms.....per eForm....\$ \_\_\_\_\_

(c) Changes and Updates to eForms.....per eForm.... \$ \_\_\_\_\_

(d) Maintenance of ePub/eForm Repository (including additions and deletions of ePubs/eForms).....per month.... \$ \_\_\_\_\_

(e) Creation and Maintenance of Portal Database.....per month.... \$ \_\_\_\_\_

(f) In-Process File Return Request.....per file.... \$ \_\_\_\_\_

**IV. PREMIUM PAYMENTS:** Premium payments, when authorized, will apply to all items. The percentage increase will be added to all orders which require the *“Accelerated Schedule.”*

Percentage increase ..... %

My production facilities are located within the assumed area of production ..... yes \_\_\_\_ no \_\_\_\_

**NOTICE:** Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material \_\_\_\_\_

a. Number of hours from acceptance of print order to pickup of Government Furnished Material..... \_\_\_\_\_

b. Number of hours from pickup of Government Furnished Material to delivery at the contractor’s plant ..... \_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product \_\_\_\_\_

a. Number of hours from notification to carrier to pickup of completed product..... \_\_\_\_\_

b. Number of hours from pickup of completed product to delivery at destination ..... \_\_\_\_\_

\_\_\_\_\_  
(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 agrees, 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 the expiration of the bid before award.

**BIDDER'S NAME AND SIGNATURE:** Unless a 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 per 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)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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