U.S. GOVERNMENT PUBLISHING OFFICE
Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Document Conversion and Scanning Services

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

U.S. Army Corps of Engineers (USACE)

Single Award

CONTRACT TERM: The term of this contract is for the period beginning Date of Award (for December 2026) and ending November 30, 2027, plus one (1) optional 12-month extension periods 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 virtually at 11:00 a.m., Eastern Time (ET), on November 16, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the bid opening date and time specified above will not be considered for award.

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

For information of a technical nature, contact Lou Belden at lbelden@gpo.gov or (202) 512-1479.

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)).

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

SUBCONTRACTING: No subcontracting allowed.

FADGI: All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): FADGI May 2023 Technical Guidelines for Digitizing Cultural Heritage Materials which can be found at: https://www.digitizationguidelines.gov/guidelines/.

Based on the product being scanned, refer to Chapter 3: Evaluation Criteria Values for Specific Material Types for the most applicable category.

Each order must be in accordance with FADGI requirements for Three Star.

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 Rhonda Nichols (contact information to be provided after award). 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 Rhonda Nichols. In the event of an issue identified by the ordering agency, the ordering agency will provide the files to the GPO for evaluation.

Monitoring: GPO may request Device Level Target and accompanying report upon request throughout contractor performance.

Files are to be uploaded on GPO filesharing at filesharing.gpo.gov. Prior to uploading, contractor to contact qcpp@gpo.gov for instructions.

Files are to be named: 858s_Jacket_Printorder_date (e.g., 858s_XXXXXX_XXXXX_mmddyy).

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 November 30, 2027, 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 August 31, 2026, 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.

SECURITY REQUIREMENTS: All employees of the contractor employed related to this contract shall be employees of the contractor and not of the Government. The Contracting Officer may require the contractor to remove any employee who, in the opinion of the Contracting Officer, is not in compliance with the approved security control plan (see "PREAWARD PRODUCTION PLANS, Security Control Plan"). All employment requirements set by the National Archives and Records Administration (NARA) must be met. The contractor is required to have a backup/contingency plan as specified under "PREAWARD PRODUCTION PLANS."

DATA RIGHTS: All data 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 U.S. Army Corps of Engineers (USACE) is the sole property of USACE.

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 substrate 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.

Additionally, the preaward survey will include a review of the contractor's preaward production plans as required by this specification.

PREAWARD PRODUCTION PLANS: As part of the preaward survey, the contractor must present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the below activities. The workday after notification to submit will be the first day of the schedule.

If the Government requests additional information after review of the plan, the contractor must submit an updated plan within two (2) workdays of request. After review of the updated plan, it is at the Contracting Officer's discretion to allow additional revisions/updates.

Thes proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans. NOTE: Once the Preaward Production Plans are approved by the Government, the contractor is not allowed to deviate from the approved plans without written consent from the Contracting Officer.

Backup Facility Plan – If for any reason(s) (Acts of God, labor disagreements, national emergencies, pandemics, etc.), the contractor is unable to perform at said locations for a period longer than 24 hours, the contractor must have a backup facility with the capability of producing the products required under this specification.

The contractor's contingency plans must include the location of the facility to be used, security plans at the facility, and a timetable for the start of production at that facility.

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

NOTE: All terms and conditions of this contract will apply to the backup facility. Due to the time sensitive nature of the products produced on this contract, the contractor must maintain the original schedule set forth in this contract (see "SCHEDULE" for more information).

Security Control Plan – 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 distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. The contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

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

At a minimum, the plan shall explain the following:

1. How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. How all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled (see "*Disposal of Waste Materials Plan*" below); and,
4. How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor.

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

The contractor, at a minimum, must crosscut shred all documents into squares not to exceed 1/4". All documents to be destroyed cannot leave the security of the building and must be destroyed at contractor's printing site. The contractor must specify the method planned to dispose of the material. Subcontracting is not allowed. Contractor is required to show written, signed proof of disposal.

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, immediately after award. At the Government's option, the postaward conference may be held via teleconference. Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

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 November 30, 2027, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

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

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

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

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

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

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

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

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

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

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

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

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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

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

PAYMENT: Prior to submitting billing invoices to GPO for payment, the contractor must submit an itemized billing invoice to the ordering agency (agency contact information to be provided after award) for verification, approval, and signature.

After agency verification/approval, contractor must submit the approved/signed billing invoice, including the print order, to the U.S. Government Publishing Office (as specified below).

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. Instructions for using this method can be found at the following web address:
http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

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

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

Contractor's billing invoice must be itemized in accordance with the 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, file naming management and conversion, indexing, packing, and distribution.

TITLE: Document Conversion and Scanning Services.

FREQUENCY OF ORDERS: Approximately four (4) orders per year.

NUMBER OF PAGES: Approximately 795,000 to 2,250,000 total pages per order.

NOTE: Multiple functions may be required on the same print order requiring the same schedule.

The Government reserves the right to increase or decrease by up to 25% the total number of pages/images ordered on a print order**.**

GOVERNMENT TO FURNISH:

Print order (GPO Form 2511) with each order. Attachments with additional instructions/information for that order may be furnished with the print order. All attachments are to be considered part of the print order. (See "ASSIGNMENT OF JACKET, PURCHASE ORDER, AND PRINT ORDER NUMBERS" and "ORDERING" specified herein.)

Hard copy documents consisting of, but not limited to, maps (rolled in tubes), blueprints, drawings, bound books/publications, forms, photos, slides, negatives, half pages, oversized documents, and items folded, stapled, paperclipped, inserted inside envelopes, and/or in file folders, hanging folders, or binders. Furnished documents may be on white or colored paper. Furnished materials will be furnished in either bankers boxes or standard shipping containers, stacked on pallets. Each order will consist of up to approximately 15 pallets. (NOTE: Throughout the remainder of these specifications, unless otherwise specified, all furnished materials (as described here) will be referred to as "documents," and bankers boxes and standard shipping containers will be referred to as simply "containers.")

Majority of furnished hard copy documents (approximately 90%) are 8-1/2 x 11", one and two-sided; the balance of furnished hard copy documents are sizes other than 8-1/2 x 11" up to and including 40 x 60" (see "DOCUMENT CONVERSION AND SCANNING" for more information).

On a rare occasion, hard drives for saving scanned documents may be furnished.

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.

Review of Furnished Materials –

Prior to removing any materials from the furnished containers, contractor must electronically capture the ordering agency's label/labeling information on the outside of each container (see "DOCUMENT CONVERSION AND SCANNING" for more information).

With each order's furnished materials will be an inventory list of what is being furnished in each furnished container/pallet. Within five (5) workdays of receipt of furnished materials, contractor must perform an initial review and inventory all the materials received (number of boxes/containers, pallets, etc.). Contractor must notify both USACE and GPO, in writing, of any discrepancy between what is received and what is specified on the accompanied print order.

During the production of the print order, the contractor must maintain a running manifest of the received materials as the contractor is going through each container and must identify and document what each container consists of. The contractor must notify USACE/GPO, in writing, of any issues with the furnished materials as they are discovered or if any requirement falls outside of the scope of the contract. See "DOCUMENT PREPARATION AND CLEAN-UP" for additional information.

If it is discovered that any of the furnished containers contain microfiche or electronic media (CDs, DVDs, etc.), the contractor is to notify the ordering agency immediately to determine next steps. The ordering agency may require the contractor to return (reimbursable) or destroy without digitizing. If it is determined that the ordering agency needs the microfiche/electronic media digitized, it will be accomplished through a mutually agreed upon modification. If contractor is instructed to destroy without digitizing, the materials are to be destroyed with the container that they were furnished in (see "DESTRUCTION OF GOVERNMENT FURNISHED MATERIALS" specified herein.)

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

PRODUCTION MEETINGS: The Government may request ad hoc meetings with the contractor to discuss various topics, to include, but are not limited to: current orders and their progress; upcoming orders; issues with current or previous orders and how contractor will resolve the issues.

The contractor is responsible for setting up any ad hoc meetings, hosting the meeting, and taking the notes/minutes of the meeting. After the meeting, the contractor will provide the notes/minutes to both USACE and GPO via email in either a Word document or PDF file, at contractor's option.

These meetings will be held via teleconference.

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

DOCUMENT PREPARATION AND CLEAN-UP: The contractor shall provide document preparation services to include pre- and post-document handling services and document reconstruction services. These services may include, but are not limited to: dissembling documents, removing binding (staples, perfect-binding, wire coils, etc.), removing sticky/post-it type notes, unfolding, taking materials out of envelopes/folders/binders.

The requirements will vary. The print order will specify any handling requirements.

Items may be disassembled for scanning; reassembly not required. Bound books/publications may be cut apart and do not need to be rebound. Documents removed from envelopes/folders/binders do not need to be reinserted. (See "DESTRUCTION OF GOVERNMENT FURNISHED MATERIALS.")

The level of handwork intervention required for scanning the furnished document(s) is specified below:

No Intervention: Approximately 20% of the total furnished source materials that shall be ready to be inserted into the automated document scanner requiring no deconstruction. (For example, looseleaf documents that are all one size.)

Light Intervention: Approximately 20% of the total furnished source materials that shall require slight deconstruction before being inserted into the automatic document scanner. (For example, all one standard size documents that are rolled, stapled, or paper clipped.)

Medium Intervention: Approximately 20% of the total furnished source materials that shall require moderate deconstruction before being inserted into the automatic document scanner and consist of light intervention. (For example, documents of various standard sizes; may include folder tabs and/or tab dividers; sticky notes to be removed and replaced.)

Heavy Intervention: Approximately 20% of the total furnished source materials that shall require difficult deconstruction before being inserted into the automatic document scanner and consist of light and/or medium intervention. (For example, documents of various standard sizes; may include pages that are folded, torn, or stuck together.)

Glass Work: Approximately 20% of the total furnished source materials that consist of originals that can only be scanned manually on the scanner glass and may include, but are not limited to, receipts, half-pages, envelopes, onion skin or thermal facsimile paper, odd-sized originals, checks, permanently bound books, two-sided spiral bound publications, computer forms that cannot automatically feed, and extremely poor-quality originals that require extensive handling and analysis on a page-by-page basis.

Hard copy documents may be furnished loose, bound, or in envelopes/folders/binders. Contractor will be required to separate each leaf for scanning/conversion. Some preparation prior to scanning will be required. The contractor will remove any staples, paper clips, and any other binding that will prevent the document from being scanned.

Documents may be fragile, contain frayed edges, or be on yellowed paper. The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor is to contact Rhonda Nichols (contact information to be provided after award).

Contractor must exercise reasonable care to ensure that the integrity of the material is preserved. Where materials are stapled, or otherwise fastened or bound, 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 becomes questionable.

The contractor shall provide document clean-up services to include, but not limited to, de-speckling, line straightening, basic thresholding, cropping images, background removal, correction of linear distortion, drop out, and limited line removal, as specified on the print order or furnished materials.

DOCUMENT CONVERSION AND SCANNING: Contractor shall be responsible for verification of all scanned documents ensuring that the contractor is meeting all requirements in accordance with these contract specifications.

Contractor shall scan all documents (including slides and negatives) as furnished (i.e., black only documents in black only (bitmap); grayscale only documents in grayscale; color documents in color). For color documents, the color mode to be RGB or CMYK, as specified. NOTE: The majority of documents are black only.

Furnished documents to be scanned may include text and line matter and photos.

Contractor must scan all materials as one piece regardless of size. Oversized documents cannot be scanned in smaller sizes and then "pieced" together. (See "GOVERNMENT TO FURNISH" for range of sizes.)

Contractor to compress files to lossless PDF/A (with OCR) and TIFF files, JPEG 2000, as applicable to each furnished document per FADGI standards.

Scanned/converted documents are to be text searchable.

Contractor to return scanned/converted documents as a single or multiple page PDF with OCR, and/or single page TIFF, or JPEG 2000, as ordered.

The first page of each file must be the electronic image that the contractor captured of the label/labeling information on each furnished container. (See "CONTRACTOR TO FURNISH, Review of Furnished Materials" for more information.)

Contractor to identify and store metadata as established by NARA standards.

Documents scanned are to have blank pages removed; be de-skewed; and cropped to eliminate excess over scan.

The contractor shall provide paper document conversion services to include, but not limited to, scanning hard copy documents to digital format and then converting the digital documents.

All materials furnished with each order must be scanned in accordance with FADGI requirements for Three Star as applicable for each type of furnished material (see "FADGI" specified herein for more information).

OPTICAL/INTELLIGENT CHARACTER RECOGNITION (OCR/ICR)/INTELLIGENT CONVERSION OR KEY STROKING: The contractor shall provide OCR/ICR with a high standard accuracy level, in accordance with these contract specifications. (NOTE: No handwritten documents furnished will require OCR/ICR.)

When required, the scanned documents must be converted using Optical Character Recognition (OCR). The OCR target format is PDF Image Only.

All furnished files must be 508 compliant in accordance with the Federally mandated requirements. Section 508 of the Rehabilitation Act mandates that all federal information and communication technology (ICT) be accessible to individuals with disabilities. The U.S. Access Board issued the Revised 508 Standards in 2017, which remain the governing rules. Files must be 508 compliant with the Department of War which can be accessed at: https://dodcio.defense.gov/508/.

INDEXING AND NAMING CONVENTIONS: Contractor to create indexing using the following index file name: Office Symbol, Record Type, Record Number, Brief Description, Container Type, Box Number, Disposition Date.

Contractor must using the following naming convention for all files:

U_CELRN-CFA-Office Symbol_Disposition_Record Number_Description_Box or Tube No_Disposition Date

For Example:

- U_LRN-ECD_TEP_1110-2-1150al_KYLockAddition_T0535_1Jan2050
- U_CELRN-CT_TE30_715k2_DACW62-C-0001_1Oct2050_B0051

OUTPUT MEDIA: Contractor to upload final files to the ordering agency's portal Digital Pigeon. Instructions for uploading will be provided after contract award.

On occasion, the contractor may be required to save to a Government-furnished hard drive.

PACKING: When required, hard drives are to be packed suitable.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during the delivery process.

LABELING AND MARKING: Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at gpo.gov, fill in appropriate blanks, and attach to shipping containers.

DISTRIBUTION: When required for files saved to hard drives, deliver f.o.b. destination to one (1) address in Nashville, TN.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order is uploaded or delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 858-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers (if applicable), delivery method (as applicable), and title of product. Contractor must be able to provide copies of all delivery receipts (if applicable) upon agency request.

Upon completion of each order, all furnished documents are to be destroyed (see "DESTRUCTION OF GOVERNMENT FURNISHED MATERIALS" for more information).

All expenses incidental to picking up furnished materials 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 orders may be furnished via email or may be furnished with the materials for pickup.

Furnished materials to be picked up from: USACE, Estes Kefauver Federa Building, Loading Dock, 801 Broadway, Nashville, TN 37203. (NOTE: At some point during the term of this contract, the ordering agency may move to a new location; however, the new location will be in Nashville, TN.)

No definite schedule for placement of orders can be predetermined. NOTE: Contractor must be capable of accepting orders immediately upon award.

Workday - The term "workday" is defined as Monday through Friday each week, exclusive of the days on which Federal Government holidays are observed or days on which the Government is not open for the transaction of business, such as days of national mourning, hazardous weather (as applicable to the ordering agency's location), etc.

To the best of the Government's ability, the Government will notify the contractor approximately five (5) workdays in advance of an order; however, there may be orders when the notification is less than five (5) workdays.

Because of varying degrees of size and complexity of each order, the schedule requirements for each individual print order 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 schedule must be agreed upon prior to the ordering agency issuing the print order, and the ship/delivery date must be indicated on the print order for payment.

For each order, the contractor must submit a Plan of Action and Milestones (POAM) detailing how the production will be managed throughout the mutually agreed upon schedule. Contractor must submit the POAM within 10 workdays of receipt of the print order as either a Word document or PDF file, at contractor's option, to the ordering agency contact as specified on the print order.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified or uploaded to the ordering agency's portal.

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 must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at compliance@gpo.gov; or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

DESTRUCTION OF GOVERNMENT FURNISHED MATERIALS: The contractor shall provide destruction services to include, but not limited to, the secure shredding of paper documents which may contain SBU data such as privacy act, PII, contracting, or financial information.

After uploading files to Digital Pigeon or delivering any hard drives, contractor must hold all furnished materials for up to 90 calendar days. During this time, the ordering agency will verify the scanned files.

Upon written notification/approval from the ordering agency, the contractor must destroy all furnished materials. Contractor is not to destroy any furnished materials until receipt of notification/approval from the ordering agency.

Contractor must destroy in accordance with the approved preaward production plans (see "PREAWARD PRODUCTION PLANS, *Disposal of Waste Materials Plan*").

Destruction of furnished materials cannot be subcontracted. Contractor is required to show written, signed proof of destruction.

Destruction of furnished materials is for those materials furnished by the ordering agency to be digitized and then destroyed, and the contractor will be allowed a charge for destruction of furnished materials in accordance with the "SCHEDULE OF PRICES." Contractor will not be allowed a charge for disposal of waste materials used/created by the contractor in the scanning/conversion process; however, the contractor must still destroy these waste materials.

REPORTING: The contractor shall provide a monthly production operations report of required operations for each print order issued. Contractor must submit a monthly report each month for each individual print order until the print order is completed, and the contractor has been paid.

The reports shall be provided in a routine checklist format (developed by the contractor). At a minimum, the monthly update will include, but not be limited to, the following:

- Date of report.
- All operations rendered to date/worked performed.
- Any problems encountered in the month.
- Work anticipated to be completed during the next month.

The contractor shall maintain an accurate report that summarizes pages scanned daily and total scanned to date and make such report available upon request to the ordering agency at any time during the course of the print order performance (in addition to the monthly report). Such report must also be submitted with each monthly invoice to the ordering agency for review and approval.

On the same day as emailing the monthly reports to the ordering agency, the contractor must also email a copy to lbelden@gpo.gov.

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 under this contract for a like period of time.

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

I.	(a)	5,424,668
	(b)	4,339,735
II.	1.(a)	2,418,401
	(b)	806,133
	(c)	806,133
	2.(a)	205,538
	(b)	68,513
	(c)	68,513
	3.	304,500
	4.	243,600
III.	(a)	6,090,000
	(b)	4
	(c)	2
	(d)	3,000

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 nonresponsive.

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

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

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

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

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

I. DOCUMENT PREPARATION AND CLEAN-UP: Prices offered shall be all-inclusive to prepare documents for scanner processing in accordance with these specifications and must include the cost of all required operations and materials necessary for document preparation and clean-up services as defined in "SECTION 2. – SPECIFICATIONS."

The cost for line item I.(b) is for each leaf regardless of the number of operations required per leaf to include, but not limited to, de-speckling, line straightening, basic thresholding, cropping images, background removal, correction of linear distortion, drop out, and limited line removal, as specified on the print order or furnished materials in accordance with these specifications.

A leaf is defined as a single sheet of paper. A page is defined as one side of a leaf.

Contractor will be allowed to charge for each 8-1/2 x 11" leaf, or portion thereof. Items larger than 8-1/2 x 11" will be billed in multiples of 8-1/2 x 11", or portion thereof (e.g., contractor will be allowed to charge for two leaves for an 11 x 17" document.)

(a) Document Preparation .....per leaf .....$_____

(b) Clean-up Operations..... per leaf.....$_____

_____
Initials

II. SCANNING: Prices must include the cost of all required materials and operations to scan pages up to 8-1/2 x 11" with 100% of the images' quality assured. Blank backsides are removed; images are de-skewed at the page level and cropped to eliminate excess over scan; and images are rotated to ensure proper viewing.

Prices must include the cost of PDF conversion, OCR/ICR/Keystroking, and indexing and naming the files.

A scanned image is defined as each scanned page. A page is defined as one side of a leaf.

Contractor will be allowed to charge for each 8-1/2 x 11" printed page, or portion thereof. For double-sided documents, contractor will be allowed a charge for each side. Contractor will not be allowed a charge for blank pages. Items larger than 8-1/2 x 11" will be billed in multiples of 8-1/2 x 11", or portion thereof (e.g., contractor will be allowed to charge for two printed pages for an 11 x 17" document.)

1. Documents and Photos:

   (a) Scanning Black Only ..... per printed page .....$_____

   (b) Scanning Grayscale..... per printed page .....$_____

   (c) Scanning Color ..... per printed page .....$_____

2. Drawings, Blueprints, and Maps:

   (a) Scanning Black ..... per printed page .....$_____

   (b) Scanning Grayscale..... per printed page .....$_____

   (c) Scanning Color ..... per printed page .....$_____

3. Slides ..... per scan .....$_____

4. Negatives ..... per scan .....$_____

III. ADDITIONAL OPERATIONS:

NOTE: Price submitted for item III.(d) must include cost for holding/storing furnished materials while awaiting destruction.

(a) 508 Compliance..... per printed page or scan .....$_____

(b) Uploading to Government's Portal (Digital Pigeon)..... per order .....$_____

(c) Saving to Furnished External Hard Drive ..... per hard drive .....$_____

(d) Destruction of Documents..... per bankers box/container .....$_____

_____
(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. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

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

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

_____
(Street Address)

_____
(City – State – Zip Code)

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

_____
(Person to be Contacted) (Telephone Number)

_____
(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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