

BID OPENING: Bids shall be opened virtually at 11:00 a.m., Eastern Time (ET), on October 14, 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 jacket 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.*

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

2027 Small-Scale Census Response Test

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

Department of Commerce
U.S. Census Bureau

BIDDERS, PLEASE NOTE: Bidders must have the required paper samples ready to submit at the time of the bid opening date (specified above); however, only the *awarded* contractor will be required to submit their paper samples for testing (see “POSTAWARD PAPER SAMPLES” specified herein for more information).

For any questions concerning these specifications, contact Juliann Handziak at jhandziak@gpo.gov or (614) 488-4616.

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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 Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979, (Rev. 09-19)).

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

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

SUBCONTRACTING: Subcontracting is allowed only for the required printing and construction of envelopes.

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

QUALITY ASSURANCE LEVELS AND STANDARDS: For each attribute, QATAP indicates either a specified standard or a nominal value along with tolerances that specify the range of acceptability. The following levels and standards were chosen based on the reliability of reproduction required, the desired aesthetic appearance, and the intended durability of the final usage of the product:

Product Quality Levels for all items:

- (a) Printing Attributes – Level II.
- (b) Finishing Attributes – Level II.

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

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

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

P-7. Average Type Dimension.

P-9. Approved Ink Drawdowns; Pantone Matching System.

QUALITY ASSURANCE SPECIFICATIONS:

Questionnaire Tolerances:

Solid and Halftone Density Match: All tolerances are from the nominal values. The following tolerances apply after the nominal values have been established at the press sheet inspection. These tolerances include equipment variation of ± 0.02 for the densitometer.

Ink Nominal Values Solid:

	Process Cyan	Pantone 368U	Black
Cyan (red filter) Density	0.70 to 0.90	N/A	N/A
Yellow (blue filter) Density	N/A	0.70 to 0.90	N/A
Magenta (green filter) Density	N/A	N/A	N/A
Visual Density	N/A	N/A	0.95 to 1.05

Flat Tone Nominal Value:

	Process Cyan (Cyan or Red Filter Density)	Pantone 368U (Yellow or Blue Filter Density)
20% (Highlighted Area)	0.10 to 0.20	0.10 to 0.20
10% (Background)	0.05 to 0.15	0.05 to 0.15

For Information Only: The densities are intended to be consistent with the *Specification of Web Offset Publication (SWOP)* Tone Value increase (Total Dot Gain) target value of 20%.

Characteristic	Tolerance
Solid Process Cyan Ink Density: Cyan Filter	+0.05 / -0.08
Solid Pantone 368U Ink Density: Yellow Filter	+0.05 / -0.08
Black Solid Density: Visual Filter	+/- 0.06

Classification of Defects:

Defect	Class of Defect
Exceeding tolerance for Solid Process Cyan or Pantone 368U (Green) ink Measurements: Cyan, Yellow, or Magenta Density by less than 30% Cyan, Yellow, or Magenta Density equal to or more than 30%	Major Critical
Exceeding tolerance for black solid on Questionnaires	Major
A visible density shift in a flat tone of Process Cyan or Pantone 368U (Green) ink on Questionnaires	Major

- Any unspecified black, process Cyan or Pantone 368U ink image bleed shall be classified as a Critical defect.
- Image Size: The printed image on any page shall not vary more than 1/16" from the specified dimensions. Nonconformance with this requirement shall be classified as a critical defect.
- Damaged Questionnaires: There shall be no tears longer than 1/32", no dog-ears, and no creased or folded over wrinkles. There shall be no wrinkles displacing the lead edge of the Questionnaires more than 1/16" from a flat surface on which an unfolded sheet is laid. Nonconformance with this requirement shall be classified as a Major defect. Other wrinkles shall conform to GPO Publication 310.1, Attribute F-8. Product Quality Level II.

- Spots and extraneous marks on Questionnaires shall not exceed 0.20 square mm in size within the inside of variable content areas (check boxes and answer zones) and shall not exceed 0.40 square mm in size anywhere else on the questionnaires. This requirement does not supersede the barcode specification. Nonconformance with this requirement shall be classified as a Major defect. Strike-through (bleed-through) shall be evaluated as spots or extraneous marks. When evaluating strike-through, Questionnaires shall be placed printed side down on a black backing per ANSI CGATS.4-1993 and measured under standard viewing conditions.

Spots and extraneous marks on the remainder of products shall conform to GPO Publication 310.0, Attributes P-1 and P-2 with the exception that Category 2 extraneous marks shall be no larger than 5.00 square mm in total area. Nonconformance with this requirement shall be classified as a Major defect.

NOTE: The contractor is responsible for excess processing costs incurred for furnishing products that do not meet specifications.

SPECIFICATIONS FOR COLOR MATCH:

Questionnaires Only: The color match for Process Cyan and Pantone 368U (Green) inks is a specifically identifiable color termed a “dropout color” for the questionnaires only. The dropout ink shall not contain any black pigment.

The data capture system being used for the questionnaires is a highly efficient system using scanned images of completed census questionnaires and a combination of Optical Mark Recognition (OMR) and Optical Character Recognition (OCR) to tabulate entries. Questionnaires must be printed with strict adherence to specifications on color, halftone, and color-to-black registration.

Density: Measurements shall be made with a spectral response ISO/ANSI Status T, D50 illumination, following ANSI CGATS.4-1993 Graphic Technology - Graphic arts reflection densitometry measurements - Terminology, equations, image elements and procedures, and following manufacturer’s recommendations for calibration and operation of the instrument.

All density measurements shall be relative measurements (substrate excluded). All density measurements to determine conformance to specifications must be made to dry ink film. When measurements relative to wet ink films are made (e.g., for process controls), the correlation between wet and dry shall be established.

Target Ink Densities: Process Cyan and Pantone 368U (Green) inks status T density, cyan or magenta filter nominal value for questionnaires shall be set by measurements of the specified standard (“O.K. Press Sheet”). The target nominals will be set at the press sheet inspection.

The black solid status T density, visual filter, nominal value for questionnaires shall be set by measurements of the specified standard (“O.K. Press Sheet”). Solid black target nominals will be set at the press sheet inspection.

CRITICAL: CENSUS IDENTIFICATION: The placement of the Auth Code (Census ID) and postal barcodes, as well as the addresses on the questionnaires and letters, is critical. The Census ID and the entire address, including postal barcodes, must be visible through the window of the outgoing envelope regardless of the shifting of the contents within the envelopes. There must be a minimum of 1/8” clear space from the left and right edges of the postal barcode and a minimum of 2/10” from the left and right edges of the Census ID barcodes and the edges of the window when the inserts are jogged in those directions. A minimum of 1/25” clearance is required from the top and bottom edges of the Intelligent Mail barcode (IMb) and the edges of the window, as well as other printing, when jogged in those directions. In addition, when the contents are jogged to the bottom of the envelope, there shall be a minimum of 1/25” clearance between the bottom line of the address and the bottom edge of the window.

For questionnaire packages, the Census ID must show through the window of the outgoing envelope when the contents are jogged to the flap score. At contractor's option, the IMb may be printed inside the window, or it may be printed on the outgoing envelope. If the IMb is printed inside the window, it must be visible while maintaining the required clear space (i.e., 1/25" from top and bottom edges of the barcode and 1/8" from the left and right edges of the barcode to the edges of window). NOTE: If contractor chooses to print the IMb inside the window, it must be printed *through* the window onto the questionnaire. It cannot be printed on the questionnaire prior to being inserted into the package envelope

DEFECT PURGING (ALL PRODUCTS):

The contractor shall identify spoilage and/or incorrectly printed or constructed products, as well as perform a purge and replacement of purged pieces.

All products containing one or more Critical and/or Major defects shall be classified as defective and shall not knowingly be delivered.

If a defective product is found, the contractor shall inspect 20 copies before and 20 copies after the defective product. If a Critical/Major defect is found in any of these 40 copies, the contractor shall inspect all copies in production sequence before and after the defective product until 20 successive defect-free copies are found in each direction.

In no case shall the performance of defect purging relieve the contractor of their responsibility for conforming to the specified "Acceptable Quality Levels."

The contractor will be required to inspect and record inspection results for each item. Comprehensive quality control (QC) records for all acceptance sampling that is performed must include machine stamped dates and times of exact time of when sampling was done. All QC samples are to be filed. At a minimum, the contractor shall inspect for:

Printing Attributes:

- Type quality and uniformity
- Solid and screen tint color match
- Image position
- Extraneous marks in the check boxes and answer zones

Finishing Attributes:

- Trim Size
- Missing, duplicate, or blank pages

The Government has the option of either: 1) having the contractor forward copies of the completed QC records to the appropriate Government office; or, 2) requiring the contractor to allow appropriate Government representatives to review these records during visits to the contractor's site.

PHYSICAL SECURITY: After award, but prior to processing Title 13 data, the contractor shall be in accordance with the following (to be verified by Census Bureau):

- a) Contractor's facilities must meet requirements outlined by the Department of Homeland Security (DHS) Interagency Security Committee (ISC) Risk Management Process for Federal facilities. This process provides the method for determining the facility security level (FSL) based on the characteristics of each facility and the Federal occupant(s). Once this phase is complete, it is followed by an appropriate application of countermeasures based on the FSL to mitigate the impact of an undesirable event.

- b) The contractor shall provide for site-specific physical security at all contractor facilities used in the production of this contract. The contractor shall work with the Office of Security at the Census Bureau to determine the appropriate security controls for each site based on the facility's security level determined by the Office of Security.
- c) The contractor shall ensure that the space used in the production of this contract is kept separate from other operations in the contractor's facilities. The contractor shall develop physical and logical barriers (as determined by the Office of Security based on the level of classification given to the facility) to ensure that only authorized personnel work in spaces reserved for the Census Bureau. The contractor shall restrict access to locations where census data are handled to avoid unintentional or accidental disclosure.
- d) At any time during the term of the contract, the Census Bureau reserves the right to inspect contractor facilities to ensure compliance with the DHS Interagency Security Committee guidelines.
- e) Site Specific Security Requirements:
 - 1) Materials printed with Title 13 information must be protected at all times utilizing barriers approved by the Office of Security. Temporary physical controls may be erected to protect the designated secure area but must be approved by the Office of Security before Title 13 materials are present in the area. All temporary physical controls must comply with applicable life safety codes and standards.
 - 2) All emergency exit doors shall be equipped with panic-bar type hardware (e.g., crash bars), allowing exit without the use of a key. Additionally, the emergency exit device will have a local alarm feature (with disabling key) that sounds when the door is opened.
 - 3) Site exterior lighting shall be present at entrances, exits, parking lots, garages, and closed-circuit television (CCTV) locations. For minimum lighting levels, refer to the Illuminating Engineering Society (IES) Lighting Handbook. Lighting should be sufficient to illuminate potential areas of concealment and provide for the safety of personnel moving between adjacent parking areas, streets, alleyways, and around the facility. Site lighting should be coordinated with the CCTV system.
 - 4) Blinds, curtains, or other window treatments in production areas shall be installed to prevent visual observation.
 - 5) Require photo ID that is worn and is visible at all times when in controlled space.
 - 6) Provide a means to secure employee entrance doors and to verify the identity of persons requesting access prior to allowing entry in the facility by physical or electronic means.
 - 7) Use signage to designate nonpublic areas and establish procedures to prevent unauthorized access. Require visitors to nonpublic areas be sponsored by an authorized employee and be escorted at all times.
 - 8) Secure perimeter doors with non-removable hinges and high-security mechanical or electronic locks.
 - 9) Secure emergency exit doors using an automatic door closer and exit hardware that are compliant with applicable life safety codes and standards. Monitor all emergency exits via visual, electronic, or audible means.
 - 10) Provide CCTV coverage of personnel entrances and exits. Record CCTV views using a digital medium and retain recordings for at least 60 calendar days. Post signage at the entrance of the location for surveillance.

- 11) Provide an Intrusion Detection System (IDS) (e.g., motion/door contacts) on perimeter entry and exit doors, and operable ground-floor windows. The IDS shall report all conditions (alarms, troubles, tests, etc.) to an alarm monitoring service. The contractor will ensure that the appropriate monitoring service has uploaded the alarm system program and that all zones have been fully tested and communicated.
- 12) Provide uninterruptible emergency power to essential electronic security system for a minimum of four (4) hours.
- 13) Develop, publish, and maintain an Occupant Emergency Plan (OEP) and conduct annual training/exercises.
- 14) Inspect all mail/packages and deliveries visually prior to distribution throughout the facility. Refer to the DHS ISC Safe Mail Handling procedures which can be accessed at:
https://www.fbiic.gov/public/2010/nov/safe_Mail_Handling.pdf.

CYBERSECURITY AND PRIVACY POLICY COMPLIANCE: After award, but prior to processing Title 13 data, the contractor shall be in accordance with the following (to be verified by Census Bureau):

- a) The contractor shall comply with the Department of Commerce and Census Bureau enterprise cybersecurity policies and implement the requirements of the organizations cybersecurity governance framework, comprised of policies, controls based on the most current versions of all applicable laws, orders, Standards, and Handbooks that guide the implementation of processes supporting DOC and Census Cybersecurity policies.
- b) The contractor shall obtain an approval of a Federal Authority to Operate (ATO) PRIOR to receiving and processing any of the Government provided Controlled Unclassified Information (CUI) data that contains Personally Identifiable Information (PII), Business Identifiable Information (BII), or Title 13 Information. Test data may be used on the system prior to ATO. This process requires that all contractor systems used to fulfill contract requirements be categorized according to Federal Information Processing Standard (FIPS 199), comply with all applicable cybersecurity controls as selected, and demonstrate that these controls have been implemented, assessed for effectiveness, accompanied by a risk-based authorization recommendation, and subject to ongoing continuous monitoring. Additionally, any identified weaknesses must be remediated promptly and effectively.

The Census Bureau Authorizing Official(s) then makes a Risk Based Decision in approving or disapproving an authorization. Once the solution receives authorization, the contractor shall perform continuous monitoring activities in accordance with Federal policies. The contractor is required to address the following areas:

- 1) Assessment & Authorization Process
- 2) Assessment & Authorization Package Documentation
- 3) Continuous Monitoring
- 4) Vulnerability and Compliance Scanning
- 5) Management and Remediation of Weaknesses

ASSUMPTIONS AND CONSTRAINTS:

- The contractor shall comply with all IT security policies, procedures, and methodologies in use by the Census Bureau. Requirements set forth by the Census Bureau incorporate and supersede any general guidance published by the National Institute of Standards and Technology and will be in full compliance with Department of Commerce directives.

- Any proposed cloud solution must be FedRAMP certified. All applicable Customer Service Provider (CSP) controls shall be addressed by the bidder through the Risk Management Framework Assessment and Authorization (RMF A&A) process.
- All information systems used within the solution shall have a Census Bureau approved ATO in order to store, process, or transmit U.S. Government PII, BII, Title 13, or Title 26 information.

SECURITY REQUIREMENTS: Protection of Controlled Unclassified Information (CUI):

- (a) The contractor shall restrict access to all CUI (including Title 13 data) obtained from the Census Bureau in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to CUI for performance of the contract will be determined at the postaward conference between the Contracting Officer and the responsible contractor representative.
- (b) The contractor shall process all CUI obtained from Census Bureau in the performance of this contract under the immediate supervision and control of Special Sworn Status authorized personnel, and in a manner that protects the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) CAR 1352.209-75 TITLE 13 AND NON-DISCLOSURE REQUIREMENTS (APR 2010) – The Census Bureau’s data are protected by Title 13 of the United States Code. The contractor may not use Title 13 data for any purpose other than the intended purpose for which it is supplied or obtained. All contractor personnel who will have access to Title 13 data must take an oath and complete the Census Bureau Form BC-1759 (Special Sworn Status) that requires nondisclosure of Title 13 data. An authorized Census employee or a Notary Public must administer the oath of nondisclosure.
- (d) Contractors working with Title 13 data must adhere to all applicable Census Bureau Data Stewardship and IT Security Policies and must complete Data Stewardship and IT Security Awareness training as required.
- (e) All CUI from Census Bureau for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (f) The contractor shall not allow the transfer of Census Bureau CUI to unauthorized servers, laptops, computers and/or personally assigned devices.
- (g) The contractor shall work with the Census Bureau to produce and maintain remedial plans that may be required to meet an acceptable level of risk.
- (h) The Government reserves the right to conduct on-site visits to review the contractor’s documentation and in-house procedures for protection of CUI at any time during the term of this contract.
- (i) The contractor shall contact the Census Cybersecurity Center (C3) at (301) 763-3333 (Option 1) within one (1) hour whenever a system security violation is discovered or suspected.
- (j) If a subcontractor(s) is used in the performance of this contract, the subcontractor(s) shall conform to all security requirements of the contract. (See “SUBCONTRACTING.”)
- (k) The contractor shall demonstrate the ability to protect the confidentiality, integrity, and availability of the information provided to or by the contractor. The contractor shall demonstrate such ability by providing the applicable documentation in the proposed preaward production plans described herein.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard CUI from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss/theft/disclosure.

Applicability –

The responsibility to maintain the confidentiality of CUI data that contains PII, BII, or Title 13 information is a lifetime obligation, continuing even if the contractor is no longer affiliated with the Census Bureau. These policy provisions include, but are not limited to, the following:

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

The following list provides examples of situations where CUI is not properly safeguarded –

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

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

Whenever the contractor's employee(s) has doubts about a specific situation involving their responsibilities for safeguarding CUI, they should consult the Contracting Officer or the contract administrator.

PERSONNEL SECURITY: The Government will develop and execute processes required to adjudicate security clearances for the proposed contractor staff. All contract personnel who will have access to CUI data that contains PII, BII, or Title 13 information shall have a Government-approved background investigation prior to gaining access to the data.

All contractor personnel assigned to tasks associated with the Small-Scale Census Response Test shall have successfully passed the Census Bureau security screening prior to accessing or working with Title 13 protected data.

- The contractor shall obtain Government approval for each staff member before he/she can start the work.
- The contractor shall identify candidates, execute processes associated with selecting individuals for the clearance process, and ensure the candidates respond to communications from Government representatives in a complete and timely manner.

The Government uses the U.S. Office of Personnel Management (OPM) Position Designation Tool to determine the position's risk level.

Government-approved background investigations may include the Applicant Name Check, the National Agency Check and Inquiry (NACI), and/or other Government-approved investigation(s), including but not limited to a resume, Declaration for Federal Employment (OF-306) and a Questionnaire for Non-Sensitive Positions (SF-85). The extent of the background investigation will be based upon the risk designation assigned by the Personnel Designation Record using the OPM's Position Designation Tool. The result will be a Low (T1), Moderate (T2), or

High (T4) risk level, which will determine the nature of the required background check and the level of clearance granted by the Census Bureau's Office of Information Security (OIS). The Government will utilize the tool and provide the risk level designation results to the contractor. A portal to the tool can be found here:

<https://www.opm.gov/suitability/suitability-executive-agent/position-designation-tool/#url=Automated-Tool>.

GOVERNMENT ON-SITE REPRESENTATIVE(S): One (1) or more Government representatives may be present at the contractor's production facility to provide oversight, surveillance, and coordination, for the duration of each shift, to monitor the production - reviewing quality of products, reviewing labeling and configuration of mailing packages, etc.

These representatives do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the contractor's QC official. It is the responsibility of the contractor to identify points of contact for the Government Representatives. These representatives shall have access to all production areas, escorted if necessary, where the Census work is being produced. The contractor/subcontractor(s) must provide office space for the Government representatives. The office must be in an enclosed, secured area adjacent to the production operation(s).

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility(ies) 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 shall be required to provide the following financial documents:

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

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

Additionally, the preaward survey will include a review of all subcontractors involved, along with their specific functions; and the contractor's/subcontractor's (if applicable) security, quality control, production, production area, and disposal of waste materials plans as required by this specification.

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

PREAWARD PRODUCTION PLANS: As part of the preaward survey, the contractor must present, in writing, to the Contracting Officer within three (3) 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 plans, the contractor must submit updated plans within two (2) workdays of request.

The Preaward Production Plans must be formatted so that each plan, as specified below, is its own section, and all information required for that plan is specified in that section. At contractor's option, each plan can be a separate document or one document with each plan separately identified.

Security Plan - The contractor must submit a comprehensive Security Plan that meets the requirements specified in "SECURITY REQUIREMENTS" specified herein and also found in the most current versions of all applicable laws, orders, Standards, and Handbooks that guide the implementation of processes supporting DOC and Census Cybersecurity policies.

In addition, the Security Plan must contain the following, at a minimum:

- This plan must include a detailed listing of the contractor's operating software platform.
- The contractor shall use encryption for all electronic transmissions of address file information utilizing the most current Federal Information Processing Standard (FIPS) compliant encryption package while in transit.
- How Government files (data) will be secured to prevent disclosure to a third party.
- How the disposal of waste materials will be handled and how printed material will be prepared for and maintained in post-print storage (see "*Disposal of Waste Materials Plan*").
- How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s). (See "SECURITY REQUIREMENTS," paragraphs a) through k)).
- A floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations.

Quality Control Plan: A Quality Control Plan from the contractor and each subcontractor is required and shall encompass all phases of production for all items in the contract. The minimum system elements to be included in the Quality Control Plan are:

- Identify the Government's primary point of contact (company name, individual name, and title of person[s]) on all quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.
- The plan for QC staffing.
- The plan for how samples will be pulled and measured.
- The plan for how quality metrics are gathered and communicated to the Government.
- Evaluation of Government-furnished material.
- Assurance that materials (e.g., paper and ink) meet requirements.
- Assurance that components from different sources (subcontractors and subsidiary plants) will be compatible BEFORE the start of production.
- Process controls, inspections, and tests.
- Quality information, including records of process controls, inspections, tests, management reports, and defect elimination procedures. Records of process controls, inspections, and tests shall be maintained, dated and time stamped, and made available to the Government until six (6) months after the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.
- Procedures for ensuring that all variable data (e.g., serialized barcodes, addresses, and Postal barcodes) are accurately and completely imaged in the correct location, on the correct item, and that all addressed items are mailed or distributed accordingly. These procedures shall explicitly describe the methods to be used to ensure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g., due to equipment malfunction).
- Methods for ensuring that packages are complete and contain the correct item according to specified package descriptions. These procedures also shall explicitly describe the methods to be used to ensure that no records are missed or duplicated when an interruption occurs (e.g., due to equipment malfunction).

- The plan for identifying defective product, purging defective materials, and segregating defective materials so that they do not get mailed or distributed.
- The written plan shall also contain an outline description of how, where, and when in the production process each system element will be performed. The plan shall consist of sections in accordance with the elements described above.

Special Characteristics: For each of the Special Characteristics listed below for Questionnaires only, the plan shall describe the method(s) to be used for process controls, inspections, and tests.

The following include a minimum number of characteristics (contractor may add more as necessary) –

1. Damaged questionnaires
2. Offset image position
3. Color and Cyan ink
4. Integrity of Questionnaire content - Barcodes must be scanned to ensure that the barcode data matches the eye-readable Human Readable Interpretations (HRI) on each page.
5. Variable Computerized Serial Numbers on Questionnaires - Unique serial numbers shall be generated and then printed on questionnaire pages to ensure that each questionnaire displays the same generated serial number on all of its designated pages and that no two or more questionnaires display the same serial number.

For each special characteristic, the plan shall include –

1. How and with what equipment the process controls, inspections, and tests will be performed.
2. Where, when, how often, and on how many components in the production process the process controls, inspections, and tests will be performed.
3. The name and title of the person(s) at the prime contractor and subcontractor(s) (as applicable) who will perform the process controls, inspections, and tests.

Contamination of products with a material that is harmful, or may be perceived by recipients as harmful, poses a potentially significant risk to the success of the Census operations. Therefore, the use of any powders in printing and finishing processes is not permitted. The contractor also shall minimize excess dust and paper fibers through the control of dust causing agents from dull slitters, dull cutter knives, etc. The contractor shall change cutters and knives at regular intervals to ensure paper dust is not generated and shall ensure all such measures are addressed in the contractor's Quality Control and Production Plans.

Dust and Paper Fibers on Questionnaires: The plan shall describe the method(s) for controlling dust and loose paper fibers on items due to causes such as dull slitter or cutter knives.

Ink Quality Assurance: The plan shall describe the method(s) for ensuring that the densitometer values of the ink on the specified paper are within tolerance. Density tests of ink shall conform to the requirements of the "SPECIFICATIONS FOR COLOR MATCH" herein.

Production Plan: A production plan for the contractor and each subcontractor (as applicable) is required and shall include and describe, at a minimum, the following –

- A detailed flow chart containing the proposed step-by-step methods of production, including all subcontractors, for all phases of production.
- The name and address of all facilities (including all subcontractors) used for each phase of production.
- The company name, individual name, and title of person(s) in charge of or leading this project.
- The company name, individual name, and title of person(s) responsible for each production phase.
- Purchase and delivery dates for paper and ink supplies and other raw materials.

- The proposed master schedule of all startup dates of all phases of production for all items which will show the operation (i.e., printing, computerized imaging, binding, construction, package assembly, storage, transportation, etc.), length of the production period for each operation, anticipated quantity, and completion rate per production day for each item and operation.
- The proposed schedule of shifts and times to be worked to complete all phases of production (including days of the week and calendar dates to be worked).
- The number and types of printing presses and other equipment used for production of each item, including the hourly and daily output capacity of each press and/or machine.
- The proposed method of variable computerized imaging as well as the proposed location for all questionnaire serialized barcodes (i.e., page location and page numbers).
- How the coordination will be handled from one production phase to the next.
- How the contractor intends to control contaminants from entering the mailstream (i.e., dust, paper fibers, etc.).
- How production phases performed by subcontractors (as applicable) will be coordinated and who (name, title, and company name) will be responsible for these phases.
- Transportation and storage of each product, including the storage of the final product until final shipment is made.
- How the final products will be staged/shipped, and who is responsible for this phase.
- How the contractor will replace spoiled/destroyed products and meet product delivery schedules.
- The plan for how production and purge information will be communicated to the Government.
- Any other special requirements that the contractor deems necessary to successfully perform the contract.

Production Area Plan – The contractor must provide a secure area(s) dedicated to the processing and storage of CUI data that contains PII, BII, or Title 13 information, either a separate facility dedicated to this product, or an enclosed, limited-access area within the contractor’s existing facility. Access to the area(s) shall be limited to security-trained employees involved in the execution of this contract, as described in “PHYSICAL SECURITY” and “PERSONNEL SECURITY” specified herein.

Part of the Production Area Plan shall include a floor plan detailing the area(s) to be used, showing existing walls, proposed temporary barriers (if needed), equipment to be used, and the printing and finishing locations.

Disposal of Waste Materials Plan – All printing plates, paper waste, and erroneous copies produced by the contractor are to be definitively destroyed by means of abrasive destruction, burning, shredding, or other method that guarantees complete protection against access. The contractor, at a minimum, must crosscut shred all documents into squares not to exceed 1/4 inch. 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. The contractor is required to demonstrate how all waste materials used in the production of Census Bureau records will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations.

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, (to include at least one (1) mailing representative), at the Government Publishing Office, Washington, DC, at a date and time determined by the Government. At the Government’s option, the postaward conference may be conducted via teleconference.

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

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

PRIVACY ACT

(a) The contractor agrees:

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

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

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

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

PAYMENT: 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/agency/billing-and-payment>.

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.

SCOPE: These specifications cover the production of various mailing packages (consisting of questionnaires, letters, inserts, Business Reply Mail (BRM) envelopes, and outgoing envelopes) and postcards requiring such operations as electronic prepress, printing (in multiple ink colors), variable imaging, binding, construction, gathering and assembly, and distribution.

TITLE: 2027 Small-Scale Census Response Test.

PRODUCTS, QUANTITIES, AND TRIM SIZES:

The total requirement for this project is 331,500 questionnaires, 1,522,400 letters, 816,900 inserts, 876,000 postcards, and 1,853,900 envelopes.

NOTE: The quantities specified in the below tables are approximates. It is anticipated that total overall quantities will be adjusted after award but prior to production. The adjustment will be dependent on final Census Bureau testing requirements and may result in a decrease or increase of total production quantities by approximately 15%. Billing adjustment(s) due to quantity change(s) will be made in accordance with the contractor's bid prices in the "SCHEDULE OF PRICES." The quantities in the below tables do not include spoilage from the manufacturing process; contractor is expected to adjust quantities as needed to meet quantity and distribution requirements. Additionally, quality control samples are not included in the quantities specified in the below tables. **NO SHORTAGES ALLOWED.** The contractor is cautioned that they will be required to make up any shortages at no additional cost to the Government.

Item	Approximate Total Quantity	Estimated Number of Versions	Number of Pages	Trim Sizes
Questionnaire (English)*	252,500	1	8 pages	18 x 11" flat (folds down to 9 x 11")
Questionnaire (Bilingual English/Spanish)*	79,000	1	16 pages	18 x 11" flat (folds down to 9 x 11")
Letters	1,522,400	17	One leaf (face and back)	8-1/2 x 11"
Inserts *	816,900	3	One leaf (face and back)	8-1/2 x 11"
Postcards (Small)	399,200	3	Face and back	6 x 4-1/4"
Postcards (Large)	476,800	6	Face and back	8-1/2 x 5-1/2"
Business Reply Mail (BRM) Questionnaire Envelope	331,500	1	Face and back (after manufacturing)	5-3/4 x 9-7/16", plus flap, with covered pistol window and security tint
Outgoing Questionnaire Package Envelope*	331,500	1	Face and back (after manufacturing)	6-1/16 x 10-1/16", plus flap, with open window
Outgoing Letter (Small) Envelope*	465,300	1	Face and back (after manufacturing)	4-1/8 x 9-1/2", plus flap, with covered window
Outgoing Letter (Large) Envelope*	725,600	1	Face and back (after manufacturing)	5-7/8 x 9-1/4", plus flap, with covered window

NOTE: In addition to the questionnaires, other items may print in Bilingual English/Spanish.

*Upon receipt of furnished files or receipt of any approval(s) needed (e.g., proofs, inspections), as applicable to each item, the items marked with an asterisk in the above tables are items that may be produced in full quantity (at the contractor's option) and then stored (at the contractor's expense) awaiting packaging (if required), imaging (if required), and distribution in accordance with the specified schedules.

GOVERNMENT TO FURNISH: Electronic media for the print files for all items will be furnished as follows –

NOTE: Print files for the envelopes will be furnished on or before 10/30/2026, or immediately upon award if award is after 10/30/2026. All other print files will be furnished on or before 1/5/2027.

Platform: Windows (most current version).

Storage Media: Email; SFTP.

Software: Adobe Acrobat (11.0 or higher).

NOTE: All software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

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

Additional

Information: All print files will be provided in PDF format.

Details of the materials outlined in the tables under "PRODUCTS, QUANTITIES, AND TRIM SIZES," "GATHERING AND ASSEMBLY OF PACKAGES," and "SCHEDULE, *Production and Distribution Schedule*" will be provided upon contract award. For items in the "PRODUCTS, QUANTITIES, AND TRIM SIZES" table, details will include specific item IDs and the approximate quantity (or confirmed quantities, as available) for each version. For package assembly, details will include specific items to be included in each package and the quantity of each specific package (package assembly specifications for each package will be provided with the final print files). For production and distribution schedule, details will include the approximate quantity (or confirmed quantities, as available) for each version of each package.

Address files will be furnished as CSV files using an approved secure file transfer (e.g., contractor-hosted Secure File Transfer Protocol (SFTP) or other approved alternative). *Address files for the various packages and postcards will be furnished in phases based on when they are to be mailed (refer the tables specified in "SCHEDULE, Production and Distribution Schedule" for the specified dates).*

Test address file. (The test address file is to ensure that there are no issues with the Census Bureau sending the live address files or with the contractor receiving the live address files. Specifications for the test address file will be sent prior to sending the actual test address file).

The Census Bureau will furnish the Mailer ID (MID) to the contractor. The MID will be provided prior to delivery of the first address files and must be used by the contractor. The contractor shall use only the furnished MID for all mailings produced under this contract, including creation of Intelligent Mail® barcodes (IMb), mail tracking, and all USPS reporting. Any USPS interfaces, certifications, or file formats required to use the furnished MID (including Full-Service IMb compliance) are the responsibility of the contractor.

Government may furnish some or all of the required stock for the postcards (see “STOCK/PAPER”); however, the contractor must be prepared to provide the required stock. Government will notify the contractor after contract award if this stock will be furnished. If furnished, the Government may ship directly to the contractor, or the contractor may be required to arrange for pickup (*reimbursable* – contractor will be reimbursed for shipping costs upon receipt of shipping receipts with billing invoice).

A PDF file for the Census shipping container label (size 8 x 5”) sent via email.

“Postage and Fees Paid” mailing indicia will be furnished as part of the envelope print files.

Shipping document for Census Quality Assurance Random Copies.

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

EXHIBITS (Envelopes): The facsimiles of samples pages shown as Exhibits A through D are representative of the requirements which will be ordered under this contract.

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

The contractor must be able to accept and send files electronically via a contractor-hosted Secure File Transfer Protocol (SFTP) server (for print files (when applicable)) and for address files (as specified above)). Appropriate log-on instructions and protocol must be provided to the Government at time of award. The contractor must provide necessary security for the SFTP, which at a minimum, must have a unique user ID and password, and encrypted transmission for SFTP.

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

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

Output must be generated on high-resolution image processors with minimum 2400 dpi and 150-line screen or finer.

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

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

Digital Deliverables: Upon completion of the contract, the contractor must furnish final production native application files (digital deliverables) via contractor-hosted SFTP, as specified. The digital deliverables must be an exact representation of the final printed product. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (The Government will accept PDF files as digital deliverables when furnished by the Government.)

PROOFS: Three (3) sets of digital color content proofs for each product. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, and folded to the finished size of the product, as applicable.

For products with variable imaging, the proofs must include the variable imaging using dummy data. A dummy version of the data that will be contained in the address files produced by the Census Bureau will be provided; however, other dummy data (e.g., questionnaire serial number, second barcode, etc.) will be the responsibility of the contractor.

Proofs for envelopes must have all elements in proper position (i.e., flap to size, window location, adhesive position indicated for flap and seams) and must show security tint.

Contractor to submit proofs as follows:

- Send two (2) sets of proofs to: U.S. Census Bureau Headquarters, Attn: Alison Wise, 4600 Silver Hill Road, Suitland, MD 20746.
- Send one (1) set of proofs to: Government Publishing Office, Publishing Support Operations, Quality Control for Published Products, Attn: John Carey/Duane Underwood, Stop: CSPS, Room C613, 732 North Capitol Street, NW, Washington, DC 20401.

The containers and accompanying documentation shall be marked “PROOFS,” and shall include the GPO Purchase Order and Jacket Numbers.

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

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

INK DRAWDOWNS FOR ALL INKS: Prior to commencement of any production of the contract production quantity and for each ink manufacturing run, the contractor shall furnish not less than three (3) sets of ink drawdowns for each required ink color on the 8-1/2 x 11” paper stock required for the questionnaires. The contractor shall also furnish the manufacturer’s CIELAB data from the lot of ink they are using on a cover sheet identifying the GPO Purchase Order and Jacket Numbers.

Contractor to submit the ink drawdowns as follows:

- Two (2) sets to the Census Bureau: Ink drawdowns for the Census Bureau must be submitted with the proofs to the address specified under “PROOFS.”
- One (1) set to GPO: Ink drawdowns for GPO must be submitted with the proofs to the address specified under “PROOFS.”

POSTAWARD PAPER SAMPLES (Questionnaires Only): The sample requirement is not less than 25 blank paper samples in original, unaltered condition to be used in the production of the contract requirements for questionnaires: White Opacified Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A80.

Each sample shall be approximately 8-1/2 x 11” and must be of the kind and quality required by the specifications.

Paper samples will be used to determine the readability for processing the returned questionnaires on the Census Bureau’s recognition system.

Sampling shall be conducted in accordance with the current edition of the standard method described in TAPPI T-400, Sampling and Accepting a Single Lot of Paper, Paperboard, Containerboard, or Related Product.

A covering document shall accompany each sample set and must include the following information:

- 1) GPO Jacket Number
- 2) Mill or manufacturing run number
- 3) Manufacturer's test data obtained at regular intervals throughout the manufacturing run (for ALL properties in this specification including CIELAB measurements, a 3-dimensional coloring measurement system)
- 4) Description of the paper (e.g., White Opacified Text, basis weight 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A80).
- 5) Statement certifying that sampling was conducted in accordance with TAPPI T-400.

NOTE: The cover document which includes the information for 1), 2), and 5) above requires a signature from the paper manufacturer's official who is responsible for sampling, quality control, and quality assurance.

Contractor to submit paper samples to: Government Publishing Office, Publishing Support Operations, Quality Control for Published Products, Attn: John Carey/Duane Underwood, Stop: CSPS, Room C613, 732 North Capitol Street, NW, Washington, DC 20401. The container and accompanying documentation shall be marked "PAPER SAMPLES," and shall include the GPO Purchase Order and Jacket Numbers.

Paper samples are to be submitted within five (5) workdays of receipt of notification of award.

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

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

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

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

Manufacture of the final product prior to approval of the paper samples submitted is at the contractor's risk. Samples will not be returned to the contractor. Costs of all samples shall be included in the contract price for the applicable paper.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein and listed for the corresponding JCP Code numbers in the “Government Paper Specification Standards No. 13” dated September 2019.

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

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

All paper must be of a uniform shade.

Questionnaires: White Opacified Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A80.

Letters: White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Inserts: White Uncoated Text, basis weight: 50 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Postcards (Small): Blue (Baby/Sky Blue) Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

Postcards (Large): White Index, basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2”, equal to JCP Code K10.

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

PRINTING: For all items, contractor to match Pantone colors as specified.

Questionnaires: Print head-to-head as specified below for each item.

- *Questionnaire (English):* Print in black and Process Cyan.
- *Questionnaire (Bilingual English/Spanish):* Print in black, Process Cyan, and Pantone 368U (Green).

Printing on all questionnaires consists of type and line matter and flattones. Flattones must be generated on high-resolution image processors with minimum 2400 dpi and minimum 150-line screen, 45-degree angles, elliptical dot halftone screen tints in 10%, 20%, and 50% color densities as indicated in the furnished electronic files.

Questionnaires variable image in black as specified under “VARIABLE COMPUTERIZED IMAGING (Questionnaires, Letters, and Postcards).”

All questionnaires must be produced using the offset lithographic process; flexographic printing is not acceptable. If questionnaires are produced on a web press, it must be a heat-set, or equivalent, process.

The questionnaires must be printed on a press capable of printing all (two or three, as required) colors in a single pass through the press (minimum two or three printing units, as applicable). The inks used for the questionnaires must not contain any black pigment ink. Ink colors are tints, not tones, and are not built out of CMYK. Additionally, the use of automated color/density control on press (i.e., closed loop color control system) must be used for printing the questionnaires.

The data capture system being used for the questionnaires is a highly efficient system using scanned images of completed Census questionnaires and a combination of Optical Mark Recognition (OMR) and Optical Character Recognition (OCR) to tabulate entries. Questionnaires must be printed with strict adherence to specifications on size (no magnification or reduction), color, halftone, color density, color-to-black registration, and serialization.

Letters: Print face and back in black and Process Cyan, or in black, Process Cyan, and Pantone 368U (Green). Printing consists of text and line matter.

Letters for the Letter Packages variable image in black as specified under “VARIABLE COMPUTERIZED IMAGING (Questionnaires, Letters, and Postcards).” NOTE: Letters for Questionnaire Packages do not require variable imaging.

Inserts: Print face and back in black ink only. Printing consists of text and line matter and halftones. No variable imaging is required.

All Postcards: Print face and back in black ink only. Printing consists of text and line matter. Variable image in black as specified under “VARIABLE COMPUTERIZED IMAGING (Questionnaires, Letters, and Postcards).”

Business Reply Mail (BRM) Envelopes: Print face and back (after manufacturing) in black ink only. Printing consists of text and line matter. Envelopes are to print in Business Reply Format. Print on the inside of envelope flap in black ink only. Printing consists of text matter (e.g., insertion instructions/thank you message) on the flap below the adhesive.

BRM Envelopes require a security tint (lining is not acceptable) printed on the inside (back – before manufacturing) in black ink. Contractor may use their own design but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein. NOTE: The security tint must not appear in the window area.

All Outgoing Envelopes: Print face and back (after manufacturing) in black and Pantone 199U (Red). Printing consists of text and line matter.

NOTE: No variable imaging is required on the BRM envelope or any of the outgoing envelopes. Imaging will be required on the USPS Priority Mail envelopes (see “ASSEMBLING AND PACKAGING CONFIGURATIONS” for more information).

All envelope printing shall be in accordance with the requirements for the style of envelope ordered. All printing shall comply with all applicable U.S. Postal Service (USPS) regulations, if required. The envelope shall accept printing without feathering or penetrating to the reverse side.

PRESS SHEET INSPECTION: Final makeready press sheets will be inspected and approved at the contractor’s plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. NOTE: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

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

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

VARIABLE COMPUTERIZED IMAGING (Questionnaires, Letters, and Postcards): Variable computerized imaging required for this contract consists of: addressing questionnaires, letters, and postcards; the application of serialized barcodes and corresponding Human Readable Interpretations; addressing and inserting an identification number on the front (English version) or front and back (Bilingual version) of letters inside a designated block within the body of the letter.

Variable computerized imaging, including barcodes, must be inkjet, ion deposition, laser, or equivalent quality.

Variable computerized images (barcodes, addresses, ID numbers, etc.) shall be of a black, permanent, water-resistant medium and shall not “run,” “smear,” or “bleed” when exposed to moisture (mist, rain, snow, or other adverse condition). The contractor shall avoid any unreasonable strike-through (bleed through) and barcode rub-off. The serialized barcode and HRI shall conform to specifications for variable image type quality, filled in characters, address voids, and other quality requirements.

Interleaved 2 of 5 barcodes shall conform to the following:

- Imaging Addressability: No fewer than 240 dots per inch
- Nominal Element Width (X): $0.015'' < X < 0.019''$
- Wide to Narrow Ratio (N): $2.2 < N < 3.0$
- Quiet Zone: 10X minimum

Barcodes shall comply with ISO/IEC 16390:2007 - “Information technology - Automatic identification and data capture techniques - Interleaved 2 of 5 barcode symbology specification” ISO/IEC 15416:2000 - “Barcode Print Quality Test Specification - Linear Symbols.” Symbol grades shall be at least C/10/660.

QUESTIONNAIRE SERIALIZATION BARCODING: A set of Interleaved 2 of 5 serialized barcodes shall be produced and shall be unique to each printed copy of a questionnaire. Additionally, to the serialized barcode, there will be the equivalent HRI (eye-readable serial number). The placement of serialized barcodes on designated pages is described below. All designated pages of each questionnaire printed shall display the same serialized barcode and HRI number.

The contractor shall not duplicate serialized barcoded numbers on various questionnaire types. The contractor shall use the same serial number (i.e., the serial number for that individual questionnaire) in the barcoded rendition of the serial number and the human readable rendition of the serial number on every designated page of the questionnaire.

The serialized barcode number shall be 10 digits in length, consisting of a 9-digit sequential number and one check digit, calculated using the MOD10 Algorithm described herein.

The 10-digit serialized barcode shall have the following numerical format:

- Digits 1 through 9 shall represent the whole number of the serialized number.
- Digit 10 shall be the MOD10 check-digit.

The first serialized barcode shall be 0000000019. The whole number represented by digits 1 through 9 shall increase by increments of 1 for each new questionnaire (gaps in the sequence are acceptable). The 10-digit serialized number shall not be duplicated for or on any final questionnaire within the production of this contract.

The barcoded serial number shall have a height of at least $1/4''$ or at least 15% of the barcode width (excluding quiet zones - whichever is greater). The barcodes shall have a maximum width of $1-11/16''$ (excluding quiet zones). The bars shall be perpendicular to the 18" dimension of the page. A Human Readable Interpretation of the serial number shall be printed in a 10-point San Serif font.

Formula for Mod10 Check-Digit:

The MOD10 algorithm will calculate a check digit for the serial number. The check digit is calculated using the LUHN's algorithm (MOD10 algorithm). The MOD10 check-digit is calculated as follows:

- 1) From the rightmost digit, which is the check digit, moving left, double the value of every second digit; if the product of this doubling operation is greater than 9 (e.g., $7 * 2 = 14$), then sum the digits of the products (e.g., 10: $1 + 0 = 1$, 14: $1 + 4 = 5$).
- 2) Take the sum of all the digits.
- 3) If the total modulo 10 is equal to 0 (if the total ends in zero) then the number is valid according to the Luhn formula; else it is not valid.

Assume an example of a serial number "123456789" that will have a check digit added, making it of the form 123456789x:

- Double every other (starting with the first digit) 2 2 6 4 10 6 14 8 18
- Sum of resulting digits $2 + 2 + 6 + 4 + 1 + 6 + 5 + 8 + 9 = 43$

The check digit (x) is obtained by computing the sum of digits then computing 9 times that value modulo 10 (in equation form, $(43 * 9 \text{ mod } 10)$). In algorithm form:

- 1) Compute the sum of the digits (43).
- 2) Multiply by 9 (387).
- 3) The last digit, 7, is the check digit.

Alternative Method:

The check digit (x) is obtained by computing the sum of digits then subtracting the units digit from 10 ($43 = \text{Units digit } 3$; $10 - 3 = \text{check digit } 7$). In algorithm form:

- 1) Compute the sum of the digits (43).
- 2) Take the units digit (3).
- 3) Subtract the units digit from 10 (7).
- 4) The result, 7, is the check digit. In case the sum of digits ends in 0, 0 is the check digit.

For this example, the serial number with check digit is 1234567897.

PLACEMENT OF SERIALIZED BARCODES AND HRIs ON DESIGNATED PAGES OF QUESTIONNAIRES: For the 8-page and 16-page questionnaires, the serialized Interleaved 2 of 5 barcodes and equivalent HRIs shall be unique to each questionnaire and shall be printed on one side of each numbered page of the finished product (i.e., page 1 or page 2; page 3 or page 4; up to page 15 or page 16). The barcoded serial number, including quiet zone, and the HRI serial number shall not overlap any printed text or images.

The serialized Interleaved 2 of 5 barcode shall be located in the BOTTOM margin of each odd or even page. The leading edge of this barcode shall measure 1-1/2" from the LEFT, or the trailing edge of this barcode shall measure 1-1/2" from the RIGHT edge of the page. (The edge of the page is either the spine or finished edge.) The vertical position shall be 1/16" below the printed border line. The barcode must meet minimum height requirements (15% of width) after trimming.

The HRI shall be positioned in the TOP margin of the same page containing the serialized barcode. The location of the HRI shall measure 1-1/2" from the LEFT or RIGHT edge of the page, centered vertically within the top margin (or centered in the space above any printed text in the top margin) of the page. Serialized barcodes and HRIs shall align horizontally within each page.

The location of variable image for the serial barcode and HRI shall be within 1/8" horizontally and 1/16" vertically from the specified position.

The contractor's selected pages and locations for the serialization are to be provided in the contractor's production plans. (See "PREAWARD PRODUCTION PLANS.")

LINKING ADDRESS DATA TO SERIALIZED PAGES OF QUESTIONNAIRES: The contractor shall link the questionnaire Auth Code (Census ID) within the address block to the USPS Destination IMb Tracing™ content to each serialized page and the Origin IMb Tracing™ barcode. The contractor may use a Data Matrix 2D Barcode within the address block to accomplish the link. Alternative methods for linking MUST be approved by the Government.

The contractor will construct the unique serial number in accordance with these specifications. The requirement is to link the address record (ID) to the serialized barcode prior to mailing. It is NOT the requirement to preassign the serialization to the address. The contractor will be required to provide the postal barcodes and the serial numbers assigned to the questionnaires prior to mailing. Details for the file format will be provided after award.

The data to be returned to Census Bureau will include the record ID, the postal barcodes assigned, and the serial number assigned to pages. The Census Bureau's address files do not contain names but will have a unique ID assigned to each address.

MARGINS: Margins will be as indicated in the furnished electronic media.

BINDING:

Questionnaires:

Paste-on-Fold: A continuous bead of glue shall be applied on the 11" dimension and trim three sides. The glue shall hold all pages securely together for a period of four (4) months from delivery. The glue shall be applied, with no gaps, along the bind edge and extend no more than 1/8" onto the inside sheets from the fold. A vertical measurement shall exist 3/16" from the binding on all pages. The contractor shall ensure that once the bind edge is trimmed off by 1/4" (successor operation), all pages properly separate, and there is no glue residue on the sheets. All adhesives shall be clean and free from offensive odor and/or ingredients that would discolor the paper. NOTE: Paste-on-fold operations must be performed inline on press and not as a separate function off press.

Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of the paste-on-fold binding will not be allowed.

NOTE: Returned questionnaires will be used in high-speed scanning equipment. The binding will be guillotined before inserting into scanning equipment.

After binding, fold from 9 x 11" down to 9 x 5-1/2" for insertion into outgoing envelope.

Letters: Trim four sides. Fold from 8-1/2 x 11" down to 8-1/2 x 5-1/2" or trifold down to 8-1/2 x 3-7/8" (as applicable for the outgoing envelope) for insertion into outgoing envelopes, as follows:

- For letters with variable imaging, fold with addressing imaging out for visibility through envelope window.
- For English letters, fold with "Frequently Asked Questions" in.
- For Bilingual letters, fold with English side out.

Inserts: Trim four sides. Fold from 8-1/2 x 11" down to 8-1/2 x 5-1/2", English side out, for insertion into envelopes.

All Postcards: Trim four sides.

CONSTRUCTION (Envelopes):

See Exhibit A for the slightly angled sides and rounded corners on the flap.

BRM Envelope (5-3/4 x 9-7/16"): (See Exhibit A.) Envelopes must be open side, with gummed, fold-over flap for sealing with high-cut side seams. Flaps must have a straight edge with slightly angled sides and rounded corners. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content.

Face of envelopes to contain one (1) covered, die-cut pistol window (1-1/8 x 8-3/8" overall size - the smaller part of the window is 3/4 x 3-3/4", and the larger part of the window is 1-1/8 x 4-5/8"). The bottom edge of window shall be located 2-3/8" from the bottom edge of the envelope, and the right edge of the window shall be located 5/8" from the right edge of the envelope. Die-cut window with 1/4" radius rounded corners.

Window is to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standard/requirements.

Outgoing Questionnaire Package Envelope (6-1/16 x 10-1/16"): (See Exhibit B.) Envelopes must be open side, with gummed, fold-over flap for sealing and contain high-cut side seams. Flaps must have a straight edge with slightly angled sides and rounded corners. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content.

Face of envelopes to contain one (1) open, die-cut window (2-3/4 x 4-1/4" in size). The bottom edge of window shall be located 1" from the bottom edge of the envelope, and the right edge of the window shall be located 1-1/8" from the right edge of the envelope. Die-cut window with 1/4" radius rounded corners.

Outgoing Letter (Small) Envelope (4-1/8 x 9-1/2"): (See Exhibit C.) Envelopes must be open side, with gummed, fold-over flap for sealing with high-cut side seams. Flaps must have a straight edge with slightly angled sides and rounded corners. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content.

Face of envelopes to contain one (1) covered, die-cut window (1-5/16 x 4-3/4" in size). The bottom edge of window shall be located 5/8" from the bottom edge of the envelope, and the left edge of the window shall be located 13/16" from the left edge of the envelope. Die-cut window with 1/4" radius rounded corners.

Window is to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standard/requirements.

Outgoing Letter (Large) Envelope (5-7/8 x 9-1/4"): (See Exhibit D.) Envelopes must be open side, with gummed, fold-over flap for sealing with high-cut side seams. Flaps must have a straight edge with slightly angled sides and rounded corners. Envelopes shall be sufficiently high cut as to prevent flap adhesive from contacting envelope content.

Face of envelopes to contain one (1) covered, die-cut window (1-5/8 x 5" in size). The bottom edge of window shall be located 1-5/8" from the bottom edge of the envelope, and the right edge of the window shall be located 1" from the right edge of the envelope. Die-cut window with 1/4" radius rounded corners.

Window is to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standard/requirements.

Flap Adhesive for ALL Envelopes: All sealing flap adhesive shall be the water-activated type of such a consistency to prevent premature sealing of the flap and curling of the envelope after drying.

Adhesive shall be uniformly applied, have a minimum thickness of 0.0006", and shall be applied continuously along the length of the flap, extending almost to the envelope edge, with not more than 1/2" unapplied space at each end of the flap.

The flaps shall be capable of being quickly and securely sealed using fingertips after moistening the adhesive. When opened 15 to 20 seconds after sealing, the flap shall pull fibers from the body of the envelope from not less than 75% of the adhesive area. The flap adhesive must cover at least 60% of the area of the flap beyond the throat.

All adhesives shall be clean and free from offensive odor and/or ingredients that would discolor the paper.

Side Seam Adhesive: The side seam adhesive must extend almost the entire length of the seam, with not more than 1/2" unapplied space at the beginning of the top seam overlap and no more than 1/2" unapplied space at the bottom edge of the envelope. The width of the adhesive on the side seams must be no less than 3/16". Adhesive shall be applied so that it is continuous. All adhesives shall be clean and free from offensive odor and/or ingredients that would discolor the paper.

BINDING AND CONSTRUCTION INSPECTIONS: All binding (trimming, folding, paste-on-fold) and construction operations will be inspected and approved (by the Government) at the contractor's plant for quality conformance and for the purposes of establishing specific standards that are to be maintained throughout the run.

Upon approval, the contractor is charged with maintaining those standards throughout the binding/construction processes (within QATAP tolerances, when applicable). The contractor must discard all products that preceded approval.

A binding/construction inspection does not constitute a prior approval of the entire run. When the binding/construction inspection is required for questionnaires, the contractor must not perform the paste-on-fold binding prior to receipt of an "O.K. to Print" by the Government during the press sheet inspection.

ASSEMBLING AND PACKAGING CONFIGURATIONS: All outgoing envelopes must be securely sealed prior to mailing and must be capable of remaining sealed under normal mailing conditions. It is the contractor's responsibility to ensure that only one copy of each appropriate item required is inserted into the appropriate outgoing envelope and that only allowable content (e.g., the mailing address) is visible through the envelope window.

When required, questionnaires, letters, and inserts (as applicable to the package) fold separately.

The assembling and packaging configurations for each version/ mailing will be specified at contract award. The package assembly specifications (specific order of items in each package) will be provided with the final print files.

NOTE Regarding Package E: Once Package C or D (as specified for the address) is assembled and the package is imaged with the mailing address, the sealed package is to be inserted into a USPS Priority Mail envelope with the mailing address imaged on the priority envelope. **Contractor is responsible for obtaining the USPS Priority Mail envelopes from the postal service. It is the contractor's responsibility to ensure that the name and address imaged on the inside package matches the name and address imaged on the USPS Priority Mail envelope. This package becomes Package E.**

GATHERING AND ASSEMBLY OF PACKAGES:

Package	Approximate Quantity	Estimated Number of Versions
Package A: Letter and outgoing envelope (4-1/8 x 9-1/2" or 5-7/8 x 9-1/4")	784,500	10
Package B: Letter, one insert, and outgoing envelope (5-7/8 x 9-1/4")	406,400	3
Package C: Questionnaire, letter, one insert, BRM envelope, and outgoing envelope (6-1/16 x 10-1/16")	252,500	2
Package D: Questionnaire, letter, two inserts, BRM envelope, and outgoing envelope (6-1/16 x 10-1/16")	79,000	2
Package E: Questionnaire package (Package C or Package D) inserted into a USPS Priority Mail envelope	72,700	2

ADDRESS AND BARCODE LAYOUTS (GENERAL):

An address file will be provided in a delimited or flat format as outlined in documentation to be provided postaward and is expected to include, but is not limited to, the following elements:

- Document ID, identifier assigned by Census.
- Auth Code (Census ID) for the reporting unit.
- Address Line 1.
- Address Line 2.
- City.
- State abbreviation.
- ZIP Code.
- Plus4.
- A package ID which identifies the mailing package (or item, in the case of postcards) associated with the reporting unit.
- Contact strategy, this identifies the panel (Census internal) associated with the address.
- Solicitation ID, identifier assigned by Census.

The font for address text and HRI numbers shall be sans serif, 10 point (except where specified as 6 point), normal type (no bold). Addresses should be printed in all caps with no comma between the city and state (following [USPS Publication 28](#)).

State Address records:

Line 1: House Number and Street Name and Unit Designation
Line 2: n/a

Or when line exceeds 40 characters with Unit Designation then:

Line 1: Unit Designation

Line 2: House Number and Street Name

Character numbers are positioned in delivered address records and are described in tables below.

ADDRESS AND BARCODE LAYOUTS (MAILING ADDRESSES):

NOTE: Barcoding is continuous (from one file to the next) with each mailing.

Mailing Address Layout for Questionnaire Packages:

LINES TO BE IMAGED	DESCRIPTION	CHARACTERS (from provided address file records)
1	22-digit Document ID (6pt font, right justified)*	
2 - 5	Interleaved 2 of 5 barcode (22-digits)*	
6	Auth Code (Census ID)**(parsed)	
7	Blank	
8	Intelligent Mail ® Barcode	
9	The words “TO RESIDENT AT”	
10	Address Line 1	Address Line 1 – 53 characters
11	Address Line 2	Address Line 2 – 53 characters
12	City, State, ZIP Code, or ZIP+4 (if known)	28 characters (city), 2,5,4 characters state and ZIP

For ALL Questionnaire Packages, an IMb for Origin Confirm shall be applied on the questionnaire to the left of the address block, prior to insertion into the outgoing envelope.

*The Document ID will be a 22-character barcode. The HRI of the 22-character Document ID will be right justified on the line above the interleaved 2 of 5 barcode in 6-point font.

**The Auth Code (Census ID) will be printed below the barcode, left justified, and parsed as follows:

Reading from left to right, as follows:

<4-characters, space, hyphen, space, 4- characters, space, hyphen, space, 4-characters>

Example: BCD1 _ _ FGH2 _ _ JKL3

Addressed Sample Image:

Document ID eye-readable

<Barcode of the Document ID>

XXXX-XXXX-XXXX

<2of5 barcode>

<Postal Endorsement 1 line>

<Intelligent Mail Barcode (IMb)>

TO RESIDENT AT:
123456 ABCDEFGHIJKLMNOPQRSTUVWXYZ AVE 40
APARTMENT 123456789012345678901234567840
ANYCITY US 00000-0000

Mailing Address Layout for Addressed Letters:

LINES TO BE IMAGED	DESCRIPTION	CHARACTERS (from provided address file records)
1	Intelligent Mail ® Barcode	
2	The words “TO RESIDENT AT”	
3	Address Line 1	Address Line 1 – 53 characters
4	Address Line 2	Address Line 2 – 53 characters
5	City, State, ZIP Code, or ZIP+4 (if known)	28 characters (city), 2,5,4 characters state and ZIP

The contractor shall place the 12-digit Auth Code (Census ID) for the reporting unit in the Address file, in designated boxes on both sides of the bilingual letter. The contractor shall parse the 12-digit number(s) with hyphens into the following format.

Reading from left to right, as follows:

<4- characters, space, hyphen, space, 4- characters, space, hyphen, space, 4-characters>

Example: BCD1_-_FGH2_-_JKL3

Mailing Address Layout for Postcards:

LINES TO BE IMAGED	DESCRIPTION	CHARACTERS (from provided address file records)
1 - 3	Alpha/numeric barcode (12-characters)	Auth Code (Census ID)
4	12-digit Auth Code* (parsed)	Auth Code (Census ID)
5	Blank	
6	Intelligent Mail ® Barcode	
7	The words “TO RESIDENT AT”	
8	Address Line 1	Address Line 1 – 53 characters
9	Address Line 2	Address Line 2 – 53 characters
10	City, State, ZIP Code, or ZIP+4 (if known)	28 characters (city), 2,5,4 characters state and ZIP

*The Auth Code (Census ID) will be provided as a 12-character string. It will be printed as a barcode with an HRI below the barcode. The Auth Code (Census ID) will be printed below the barcode, left justified on the line below the barcode, and parsed as follows:

Reading from left to right, as follows:

<4- characters, space, hyphen, space, 4- characters, space, hyphen, space, 4-characters>

Example: BCD1_-_FGH2_-_JKL3

PACKING:

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 shipment.

Delivery:

First 50 Copies Produced for All Items: Shrink-film wrap or bundle with paper bands (at contractor's option) each item in suitable units. Pack all wrapped/bundled packages in shipping containers not to exceed 45 pounds when fully packed. NOTE: The different items can be packed into the same shipping container.

Mailing and Shipping:

All mailed packages are to be packaged in accordance with the table specified under "GATHERING AND ASSEMBLY OF PACKAGES." Seal all outgoing envelopes.

Remaining Copies After Mailing of Packages: Shrink-film wrap or bundle with paper bands (at contractor's option) each item in suitable units. Pack all copies in shipping containers not to exceed 45 pounds when fully packed (if shipped) or in accordance with USPS regulations (if mailed). NOTE: The different items can be packed into the same shipping container.

LABELING AND MARKING:

Delivery/Shipping:

First 50 Copies: 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.

Mailing and Shipping:

All mailed packages are to be addressed/imaged as specified under "VARIABLE COMPUTERIZED IMAGING" and "ADDRESS AND BARCODE LAYOUTS."

Remaining Copies after Mailing of Packages: If shipped, 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. If mailed, contractor to create and affix an address label or image address directly onto the container.

PACKING, LABELING AND MARKING, AND MAILING INSPECTIONS: Packing, labeling and marking, and mailing inspections will be required at the contractor's plant for the purpose of establishing that the packing, labeling and marking, and mailing are being accomplished in accordance with contract quality attributes and requirements. A production inspection is for the purpose of setting specific standards that are to be maintained through the entire run. It does not constitute a prior approval of the entire run.

QUALITY ASSURANCE RANDOM COPIES (QARCs): The contractor is required to submit QARCs to test for compliance against the contract. The purchase order/specifications will indicate the number required. The contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The certificate and a copy of the purchase order/specifications must be included with the QARCs.

Business Reply Mail label (GPO Form 915) for mailing the QARCs can be downloaded from GPO.gov. The copies are to be mailed at the same time as the final shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers must be furnished with billing as evidence of mailing.

CENSUS QUALITY ASSURANCE RANDOM COPIES:

1. After approval is received on the press sheet inspection and starting with the first day of printing, the contractor shall, during each day, randomly select one (1) sample every 5,000 copies of each type of press sheet produced that day. Each sample shall have: 1) the date and time, stamped by machine, when the sample was pulled; 2) the shift noted on the sample; 3) the press number noted on the sample; 4) sample pull number (e.g., 5,000, 10,000, etc.); and 5) sample pull location (e.g., layer, bale, etc.). The sample pull number identifies the sample itself. Pull location helps Census locate the area a critical issue has been pulled from.
2. The contractor shall develop a method for selecting the press sheet samples that is acceptable to the Government. For example, if items are printed roll-to-roll, the samples may be selected from the tail of each output roll.
3. For the binding, one (1) random sample, every 3,000 copies, per day from each operation shall be selected. Each sample shall have: 1) the date and time, stamped by machine, when the sample was pulled; 2) the shift noted on the sample; 3) the press number noted on the sample; 4) sample pull number (e.g., 5,000, 10,000, etc.); and 5) sample pull location (e.g., container and pallet number).
4. The on-site Government representatives will inspect the Census Quality Assurance Random Copies indicated above.
5. After inspection, the contractor shall ship these samples (marked "Quality Samples") overnight to NPC Quality Assurance Analysis Section, Attn: Shannon Gamble. 1751 Penny Martin Lane, Charlestown, IN 47111.

Container labels shall uniquely identify the container contents and quantity. Reproduce shipping container label from furnished PDF file, fill in appropriate blanks, and attach to shipping containers.

Include "Small-Scale Census Response Test," Package Type or Item Description, Form Number, and Quantity Per Container on all shipping labels.

Each container must be labeled to indicate what container of how many (e.g., 1 of 3, 2 of 3, 3 of 3).

Do not mix packages within shipping containers. It is imperative that all shipping containers are marked as indicated.

DISTRIBUTION:

- Deliver f.o.b. destination the first 50 copies of each item (printed, trimmed, bound to final size) to: U.S. Census Bureau Headquarters, Attn: Alison Wise, 4600 Silver Hill Road, Suitland, MD 20746.
- Mail f.o.b. contractor's city all assembled packages and postcards to domestic destinations nationwide. Contractor is responsible for all costs associated with transporting the packages and postcards to the USPS.
- Ship/mail f.o.b. contractor's city (reimbursable) any remaining copies after mailing is completed. NOTE: Address to be provided after all distribution is completed.

Complete addresses and quantities will be furnished after award in the address file deliveries.

All remaining assembled packages and postcards will be mailed at the First Class Rate, except the Priority Mail packages (which will be mailed at the Priority Mail rate).

Contractor must mail using the furnished “Postage and Fees Paid” mailing indicia for all mailing.

The contractor is cautioned that the “Postage and Fees Paid” indicia may be used only for the purpose of mailing material produced under this contract. Mailings which result in less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the billing invoice for payment.

Contractor to ship/mail all remaining copies (after mailing is completed) via traceable means (*reimbursable*) at the most economical means to the Government. Contractor will be reimbursed for shipping/postage by submitting all shipping receipts or a properly completed Postal Service form (or equivalent) with their billing invoice.

The Census Bureau will furnish the Mailer ID (MID) to the contractor. The MID will be provided prior to delivery of the first address files and must be used by the contractor. The contractor shall use only the furnished MID for all mailings produced under this contract, including creation of Intelligent Mail® barcodes (IMb), mail tracking, and all USPS reporting. Any USPS interfaces, certifications, or file formats required to use the furnished MID (including Full-Service IMb compliance) are the responsibility of the contractor.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “Domestic Mail,” as applicable.

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

USPS Requirements: Postal barcodes, including the Intelligent Mail® Barcode (IMb), shall conform to USPS postal regulations. The Census Bureau will use the IMb, and possibly other barcodes, as specified by the Postal Service Regulations, including compliance with the Full Service IMb requirements. The contractor shall demonstrate completion of the USPS IMb certification process if required by the USPS. Interfaces with the USPS regarding achieving any barcode certification shall be the responsibility of the contractor. The contractor shall keep the Census Bureau informed at every step of the process and shall immediately inform the Census Bureau of any issues regarding the certification process.

The contractor shall also be responsible for ensuring compliance with Mail Evaluation Readability Lookup Instrument (MERLIN) requirements and other Domestic Mail Manual (DMM) requirements. The contractor shall provide images (unaddressed) of each type of mailpiece to the Census Bureau prior to each mailing.

Postal Address Services and Tracing: The contractor shall comply with applicable USPS requirements for Full-Service Intelligent Mail barcode (IMb) mailings. The Census Bureau will provide or designate the applicable Mailer ID (MID) and Service Type Identifier (STID). The contractor shall use the Census Bureau-designated MID in the applicable IMb and shall use the Census Bureau-designated STID, as applicable, in the appropriate USPS mailing documentation and configuration. The contractor shall not substitute contractor-owned or other identifiers for Census Bureau-designated identifiers without prior written approval from the Census Bureau.

Prior to mailing, the contractor shall provide sufficient evidence for the Census Bureau to validate that the required Census Bureau-designated postal identifiers have been correctly implemented. Any discrepancies shall be resolved and approved by the Census Bureau prior to mailing.

Coding Accuracy Support System (CASS) and Delivery Point Validation (DPV): The contractor shall process all address files using CASS and DPV certified address matching software and make processed files as described below available to the Census Bureau. The file formats will be jointly determined by the contractor and Census Bureau and finalized prior to delivery of a test address file.

The contractor shall inform the Government if a file contains addresses that cannot be delivered by the USPS. These addresses meet the following criteria:

- a. All address fields missing or invalid
- b. STREET field missing or invalid
- c. STATE field and ZIP field missing or invalid
- d. CITY field and ZIP field missing or invalid

At least two (2) workdays prior to each mailing, for each address record, the contractor shall provide to the Census Bureau output file(s) from the postal coding software and contractor's address management. The contractor will only update the zip code fields in any address processing. These updates will be reflected in the fields described below.

The file(s) shall contain the following output from CASS/DPV and other processing:

1. **SolicitationID** (Required for all records)
2. **Destination IMb** (31 char, Required for outbound tracking only),
3. **Origination IMb** (31 char, Required for Business Reply Mail, inbound tracking only)
4. **Questionnaire Serial Number** (where applicable)
5. **DPV_VACANT** (1 char): Contains the results of the call to the DPV Vacant table (dph.hsv). Valid codes are:
 - a. Y = Address was found in Vacant table
 - b. N = Address was not found in Vacant table
 - c. Blank = Address was not presented to hash table
6. Additional or revised fields may be requested in a required Interface Control Document.

The contractor shall use the proper codes or endorsements to employ requested services, as well as supplying any samples required by the USPS and filing all pre-shipment notifications. The contractor shall prepare mail and image (address) to employ IMb Destination Tracing™, Address Correction Service type 2 - notice of non-delivery, secure destruction of "Undeliverable As Addressed" (UAA), and Origin IMb Tracing™ (questionnaire packages only).

The contractor shall use the Mailer ID (and/or zip code(s) for origin confirm) provided by the Census Bureau for all IMbs. All assigned IMbs shall contain unique sequence numbers, which may not be reused throughout the duration of the project.

No more than one (1) week after receiving the test address file, the contractor shall provide a test file of the postal processing output. (See "GOVERNMENT TO FURNISH.")

All expenses incidental to picking up and returning materials (if applicable), submitting proofs, ink drawdowns, and prior to production paper samples, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to the below schedules must be maintained.

Preproduction Schedule:

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

- Contractor to submit postaward paper samples within five (5) workdays of receipt of notification of award.
- The Government will approve, conditionally approve, or disapprove these samples within 10 workdays of the receipt thereof.

- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them and still complete production and distribution in accordance with the below production schedule.
- Proofs and ink drawdowns will be withheld no later than three (3) workdays from receipt by Census and GPO until they are made available for pickup by the contractor. (NOTE: The first workday after receipt of proofs and ink drawdowns is day one (1) of the hold time.)

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

Production and Distribution Schedule:

Mailing	Address File Delivery Date(s)	In-Home Date(s)	Mailing (Package or Item) Types	Approximate Total Quantity	Estimated Number of Versions
Mailing 1	2/9/2027	3/15/2027	Package B	406,400	3
			Package C	53,000	2
			Package D	5,900	2
Mailing 2	2/9/2027	3/19/2027	Package A	465,300	3
Mailing 3*	3/25/2027	3/30/2027	Postcard (Small)	399,200	3
Mailing 4*	4/9/2027	4/13/2027	Package A	145,400	4
			Package C	199,500	1
			Package D	20,500	1
			Package E	72,700	2
Mailing 5*	4/21/2027	4/26/2027	Postcard (Large)	347,600	3
Mailing 6*	5/7/2027	5/12/2027	Package A	173,800	3
Mailing 7*	5/24/2027	5/27/2027	Package D	44,600	1
			Postcard (Large)	129,200	3
Paper Questionnaire Fulfillment (PQF)**	3 - 6/2027	3 - 6/2027	Package D	8,000	1

**Quantities are estimates, and final quantities will be based on response rates. Final quantities will be provided with the address files.*

***Specific address file delivery dates and corresponding in-home dates will be provided after contract award. There will be six (6) separate mailings between March and June 2027.*

The ship/deliver date(s) indicated is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified, and the date products ordered for shipping/ mailing f.o.b. contractor's city must be picked up by small package carrier or delivered to the U.S. Postal Service.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, 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 must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of distribution, 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.

DAILY PRODUCTION REPORTS: The contractor will be required to email daily production reports to the Census Bureau contact (to be specified after award) and to Juliann Handziak at jhandziak@gpo.gov. Reports are to be furnished as an Excel file. Formatting/layout of the reports must be approved by Census prior to using.

The daily production report shall include, but is not limited to:

- Plant location(s)
- Actual production against project plan
- Any purged materials
- Mail preparation
- Number of packages mailed or delivered
- Any other relevant performance details

The contractor is responsible for compiling this information from each location used in the production of this contract.

DETERMINATION OF AWARD

Award will be made to the lowest, responsible offeror whose offer the Government has determined to be fair and reasonable by applying the prices listed in the "SCHEDULE OF PRICES" to the following units of production.

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

	(1)	(2)
I. (a)	1	2,525
(b)	1	790
(c)	10	12,534
(d)	7	2,690
(e)	3	8,169
(f)	3	3,992
(g)	6	4,768
(h)	1	3,315
(i)	1	3,315
(j)	1	4,653
(k)	1	7,256

II. (a)	16,420
(b)	23,393
(c)	3,992
(d)	4,768
(e)	3,315
(f)	3,315
(g)	4,653
(h)	7,256

III.	11,911
------	--------

IV. (a)	7,845
(b)	4,064
(c)	2,525
(d)	790
(e)	727
(f)	1

SCHEDULE OF PRICES

Prices offered shall include the cost of all required materials and operations for each item listed necessary for the complete production and distribution of the products 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 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.

Billing invoice presented to the GPO must reflect the most economical method of production.

Fractional parts of 100 will be prorated at the per-100 rate.

Cost of all required paper (excluding postaward paper samples) must be charged under Item II. "PAPER."

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

I. PRINTING, IMAGING, BINDING, AND CONSTRUCTION: Prices offered shall be all-inclusive and include the cost of all required materials and operations (including proofs, ink drawdowns, and postaward paper samples) necessary for the printing, imaging (excluding variable imaging on letters), binding, and construction of the products listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) 8-Page Questionnaires (English): Printing/imaging in two ink colors, including binding..... per questionnaire.....	\$ _____	\$ _____
(b) 16-Page Questionnaires (Bilingual English/Spanish): Printing/imaging in three ink colors, including binding..... per questionnaire.....	\$ _____	\$ _____
(c) Letters: Printing in two ink colors, including binding per letter.....	\$ _____	\$ _____
(d) Letters: Printing in in three ink colors, including binding per letter.....	\$ _____	\$ _____
(e) Inserts: Printing in black ink, including binding per insert.....	\$ _____	\$ _____

(Initials)

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(f) Postcards (Small – 6 x 4-1/4”): Printing/imaging in black, including binding per postcard..... \$	_____	\$ _____
(g) Postcards (Large - 8-1/2 x 5-1/2”): Printing/imaging in black, including binding per postcard..... \$	_____	\$ _____
(h) BRM Envelopes: Printing in black only, including construction per envelope..... \$	_____	\$ _____
(i) Outgoing Questionnaire Envelopes (6-1/16 x 10-1/16”): Printing in two ink colors, including construction per envelope..... \$	_____	\$ _____
(j) Outgoing Letter (Small) Envelopes (4-1/8 x 9-1/2”): Printing in two ink colors, including construction per envelope..... \$	_____	\$ _____
(k) Outgoing Letter (Large) Envelopes (5-7/8 x 9-1/4”): Printing in two ink colors, including construction per envelope..... \$	_____	\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

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

Questionnaires, Letters, Inserts, and Postcards: A charge will be allowed for each page-size leaf.
All Envelopes – One leaf will be allowed for each envelope.

NOTE: Contractor is not allowed to charge for any stock/paper furnished by the Government.

	<u>Per 100 Leaves</u>
(a) Questionnaires (9 x 11”): White Opacified Text (50-lb.).....\$	_____
(b) Letters and Inserts (8-1/2 x 11”): White Uncoated Text (50-lb.)\$	_____
(c) Postcards (Small – 6 x 4-1/4”): Blue (Baby/Sky Blue) Index (110-lb.).....\$	_____
(d) Postcards (Large – 8-1/2 x 5-1/2”): White Index (110-lb.)\$	_____
(e) BRM Envelope (5-3/4 x 9-7/16”): White Writing Envelope (24-lb.)\$	_____

(Initials)

Per 100 Leaves

- (f) Outgoing Questionnaire Package Envelope (6-1/16 x 10-1/16"):
White Writing Envelope (24-lb.).....\$ _____
- (g) Outgoing Letter (Small) Envelope (4-1/8 x 9-1/2") White Writing Envelope (24-lb.).....\$ _____
- (h) Outgoing Letter (Large) Envelope (5-7/8 x 9-1/4") White Writing Envelope (24-lb.).....\$ _____

III. ADDITIONAL OPERATIONS:

Variable imaging on letters only per 100 letters\$ _____

IV. GATHERING, INSERTING, PACKING, AND DISTRIBUTION: Prices offered must be all-inclusive, as applicable, and include the cost of all required materials and operations necessary for the distribution of the packages including cost of gathering all required items, as applicable for each package or container; insertion of items into appropriate outgoing envelope; packing; shipping containers; CASS/DPV verification; and distribution in accordance with these specifications.

The price submitted for Item II.(e) is for inserting the complete Package C or complete Package D into the USPS Priority Mail envelope. The costs for gathering and inserting the required items for Packages C and D into their appropriate outgoing envelope are to be charged under Item II. (c) or (d), as applicable.

Costs for folding items for insertion into the appropriate outgoing envelopes are to be charged under Item II. line items, as applicable.

- (a) Package A..... per 100 packages\$ _____
- (b) Package B..... per 100 packages\$ _____
- (c) Package C per 100 packages\$ _____
- (d) Package D..... per 100 packages\$ _____
- (e) Package E (including cost of imaging address on
USPS Priority Mail envelope) per 100 packages\$ _____
- (f) Packing and sealing shipping containers (including
shrink-film wrapping/paper banding, at contractor's option)..... per 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 agree, if this bid is accepted within _____ calendar days (90 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 points(s), in exact accordance with specifications. *NOTE: Failure to provide a 90-day bid acceptance period may result in expiration of the bid prior to award.*

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

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

(Street Address)

(City – State – Zip Code)

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

(Printed Name) (Telephone Number)

(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

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

EXHIBIT A
(Business Reply Mail (BRM) Questionnaire Envelope)
Face (after construction)

Page 1 of 2

Draft #2 (09-21-2026)



United States[®]
Census
Bureau

U.S. Census Bureau
NATIONAL PROCESSING CENTER
1201 E 10TH ST
JEFFERSONVILLE IN 47132

OFFICIAL BUSINESS
Penalty for Private Use \$300



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 16081 WASHINGTON DC

POSTAGE WILL BE PAID BY U.S. CENSUS BUREAU

4-5/8"

To return your census questionnaire, please make sure the
BARCODE ABOVE YOUR ADDRESS appears in this window.

5/8"

7/16"

Para enviar de vuelta su cuestionario del censo,
asegúrese de que el CÓDIGO DE BARRAS ENCIMA
DE SU DIRECCIÓN aparezca en esta ventana.

1-1/8"

3/4"

3-3/4"

8-3/8"

US CENSUS BUREAU
PO BOX 5000
JEFFERSONVILLE IN 47199-5000

2-3/8"

5-3/4"

Size: 9-7/16 x 5-3/4" covered window: 8-3/8w x 3/4"v (barcode window) and 1-1/8"v (larger window)

D7-ER(E/S) Specifications

9-7/16"

EXHIBIT A
(Business Reply Mail (BRM) Questionnaire Envelope)
Back (after construction)

Page 2 of 2

Thank you for participating in the [REDACTED].
Gracias por participar en la [REDACTED].

Your return envelope should look like this.
Make sure the BARCODE ABOVE YOUR ADDRESS
appears in the larger part of the window.

Su sobre para enviar el cuestionario debe ser como
este. Asegúrese de que el CÓDIGO DE BARRAS
ENCIMA DE SU DIRECCIÓN aparezca
en la parte más grande de la ventana.



D7-ER(E/S) (09-2026)

"Thank you for participating in the [REDACTED]", prints on the interior of the flap.

D7-ER(E/S) (BACK)

EXHIBIT B
(Outgoing Questionnaire Package Envelope)
Face (after construction)

Page 1 of 2

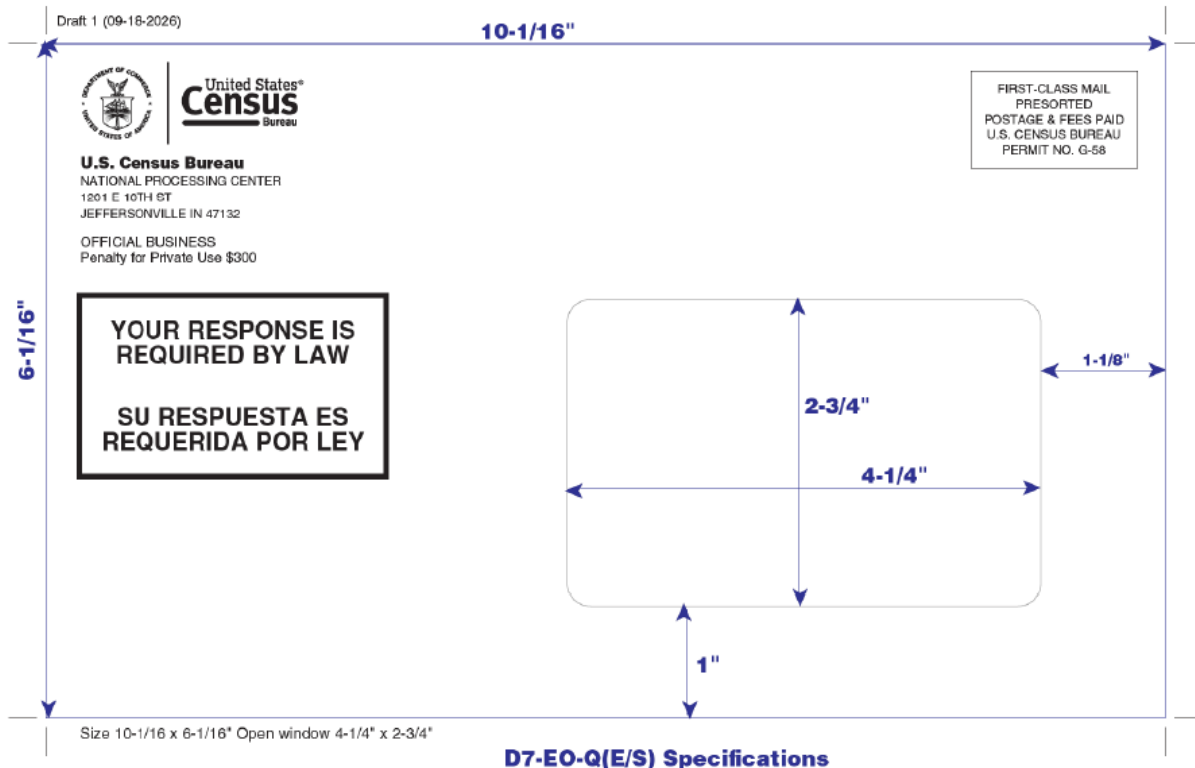


EXHIBIT B
(Outgoing Questionnaire Package Envelope)
Back (after construction)

Page 2 of 2

Available online
Disponible en internet



 .gov

D7-EO-Q(E/S) (09-2026)

EXHIBIT C
(Outgoing Letter (Small) Envelope)
Face (after construction)

Page 1 of 2

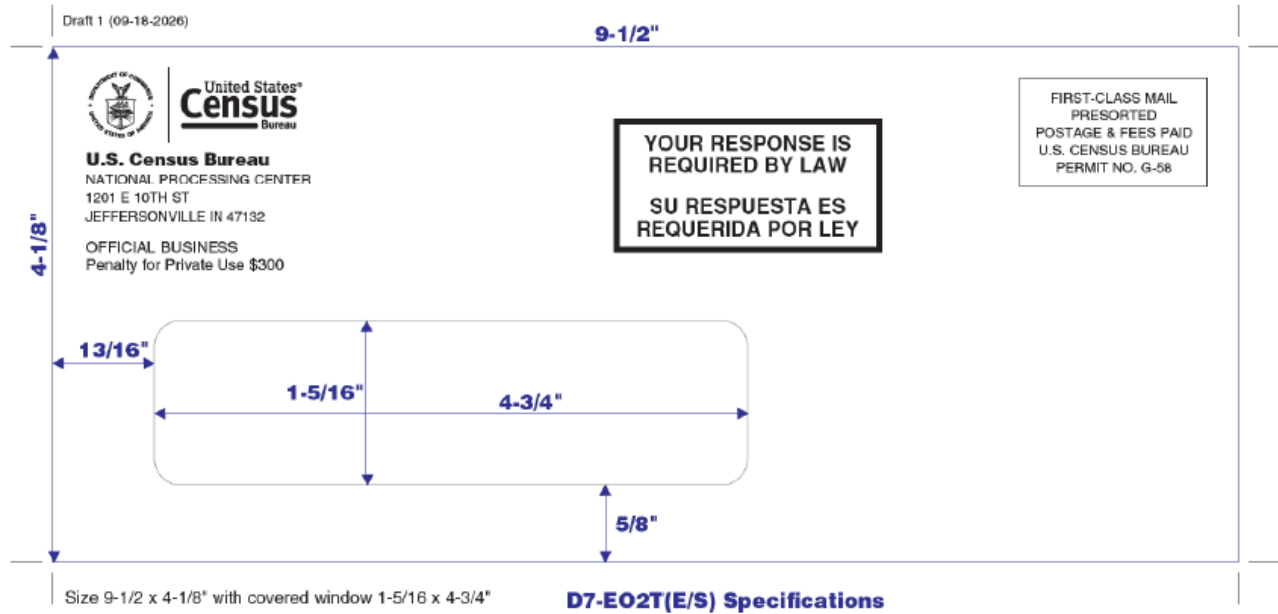


EXHIBIT C
(Outgoing Letter (Small) Envelope)
Back (after construction)

Page 2 of 2

Respond online
and leave a note for
future generations

Responda por internet
y deje una nota para las
generaciones futuras

Available online
Disponible en internet



EXHIBIT D
(Outgoing Letter (Large) Envelope)
Face (after construction)

Page 1 of 2

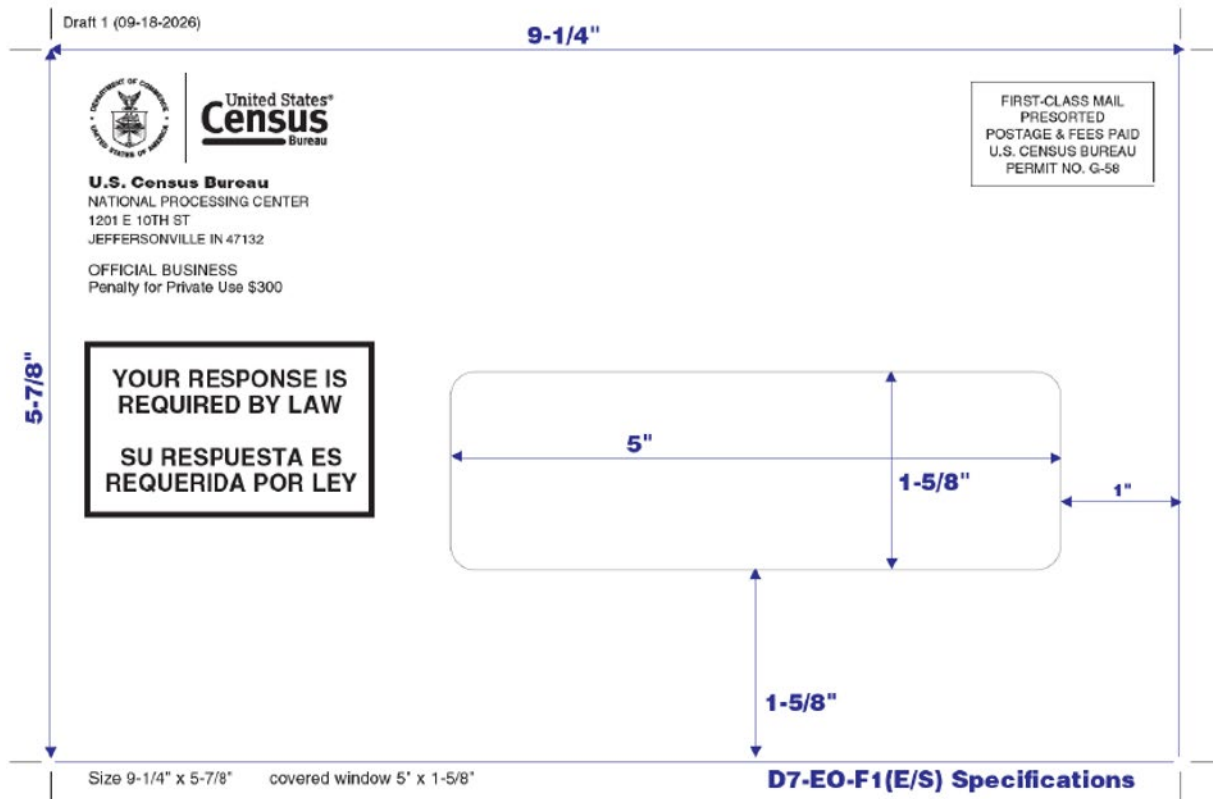


EXHIBIT D
(Outgoing Letter (Large) Envelope)
Back (after construction)

Page 2 of 2

Available online
Disponible en internet



D7-E0-F1(E/S) (09-2026)

Size 9-1/4" x 5-7/8"