BID OPENING: Bids shall be opened virtually at 11:00 am, Eastern Time (ET), on September 25, 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 451-962 and bid opening date (September 25, 2026) 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.***

ISSUE DATE: September 22, 2026

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214)767-0451, x8 (Tom Bacon).

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Purchase Division

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

PRODUCT: This order is for the digitization for approximately 6,504,300 pages of paper copy records. Estimated 1,971 banker boxes of files are currently packed. Many boxes show signs of wear, due to age and may need to be replaced before transporting. Contractor must include packing materials, pickup / palletization, and transportation costs as part of their bid price.

FORM NO/TITLE: USASAC IMS New Cumberland Digitization

PREDOMINANT PRODUCTION FUNCTION: Scanning Services (NO PRINTING REQUIRED).

QUALITY LEVEL: N Quality Assurance Through Attributes (GPO Publication 310.1, effective May 1979 (Rev. 09-19)) applies.

QUANTITY: 6,504,300 Estimated scans consisting of approximately 5,913,000 sheets (10% duplex totaling 6,504,300 total scans)

CHANGES IN QUANTITY: The actual number of pages cannot be determined until processed. The contractor is required to maintain a running total of pages throughout the process. When, and/or, if the number approaches +/- 10% of the estimated number of pages the CONTRACTOR MUST INFORM GPO IMMEDIATELY IF ORIGINALS FURNISHED IS MORE THAN 10% OVER THE ORIGINAL ESTIMATED ORIGINALS- DO NOT PROCEED UNLESS INSTRUCTED BY GPO. The actual number of pages within +/- 10% of the estimated number of pages will be calculated at the contractor's quoted line-item prices. An accurate count of actual items/scans processed must be maintained and will be verified by the ordering agency. Payment for the actual number of pages will be calculated according to the quoted price per page.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:
(a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
(b) Address information, such as street address or personal email address; and,
(c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum how government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. 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). The Contractor shall assume all records are unclassified, as all previously classified records should have been declassified. There could be instances where the record(s) were declassified (noted on the first page), but the markings on subsequent pages were not properly removed. In the event records are found with classified markings, the Contractor shall immediately protect the record and contact DLA. The Contractor must utilize a Federal accredited moderate boundary network to ensure the protection of Federal records. The records may contain Controlled Unclassified Information (CUI) and in most cases are not marked properly or have old markings. The Contractor must safeguard the records and the records must be kept under an authorized person's direct control or protected with at least one physical barrier to protect CUI from unauthorized access. When not in an authorized holder's direct possession, CUI will be kept in a locked desk drawer, filing cabinet or within a locked office as long as the CUI is protected from unauthorized viewing. The Contractor MUST follow all NARA (National Archives and Records Administration) standards and guidelines https://www.archives.gov/records-mgmt/policy/digitization. Contractor MUST have in-depth knowledge of NIST (National Institute of Standards and Technology) 800-37 Risk Management Framework (RMF) and NIST Special Publication 800-53.

ADDITIONAL SECURITY REQUIREMENT: Contractor/ ALL employees handling the documents/digital output files at any point during this order MUST have an official Federal Tiered Background Investigation done and active to be cleared to work on this project. Tier 2 or higher is required. The contractor's fulfillment of this requirement must be documented in DISS. If the contractor does not already have this requirement fulfilled from previous work within the Federal Government, the contractor will be required to complete this requirement within 60 days of award. If the contractor wishes to have it sponsored through DLA, they will be required to have Tier 2 Background Investigations done. ALL costs for this will be at the contractor's expense. Cost for the Background Investigation is per employee working on this order.

PAGES: See Description.

TRIM SIZE: 8-1/2 x 11"

DESCRIPTION:

This procurement is for digitization of approximately 6,504,300 pages of paper copy records. See Materials Furnished below for a description of the materials to be scanned.

Contractor will be required to separate each page for scanning. Contractor may disassemble and unbind to scan the furnished document to get it ready for scanning. Contractor must exercise reasonable care to ensure that the integrity of the material is preserved. Where materials are stapled, or otherwise fastened or bound, care must be used in taking the materials apart to ensure that part of the document is not obliterated or that the authenticity of the document becomes questionable.

The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor to contact Publishing Specialist at tbacon@gpo.gov.

PRODUCTS TO BE SCANNED: Hardcopy original documents furnished in estimated 1,971 banker boxes will consist of all 8-1/2 X 11" forms. Documents contain plain paper that are single-sided and double-sided documents printed in grayscale. The condition of the documents are good quality originals. NOTE: 10% of pages may include carbon copies.

CHAIN OF CUSTODY: Chain of custody must be maintained and logged at all times. A courier may be used. Custodian must remain with materials at all times materials are not in secured, locked container or storage.

Security requirements are required to gain access to the pickup location. The following are required: Driver's license, USA Citizenship, Insurance, Registration, no arrest records or warrants.

Pickup boxes with original contents from:

USASAC IMC New Cumberland
5081 J Avenue, Building 81
New Cumberland, PA 17070
POC: Ms. Romina Divincenzo, romina.s.divincenzo.civ@army.mil (520-671-1035)

Materials to be scanned include those involving active litigation. Contractor to take care to keep furnished material in order until the approval to destroy the material is given.

Descriptions for paper records:

10% No Intervention: Furnished source materials are ready to be inserted into an automatic document scanner, requiring no deconstruction. For example: loose leaf documents that are all one standard size (8-1/2 x 11).

68% Light Intervention: Furnished source materials require slight deconstruction before being inserted into an automatic document scanner. For example: all one standard size documents that are rolled, stapled or paper clipped.

20% Medium Intervention: Furnished source materials require moderate deconstruction before being inserted into an automatic document scanner and consists of light intervention. For example: documents may include folder tabs and/or tab dividers, sticky notes to be removed and replaced.

1% Heavy Intervention: Furnished source materials require difficult deconstruction before being inserted into an automatic document scanner and consists of light and/or medium intervention. For example: documents may include folded, torn, or stuck-together pages.

1% Glass Work: Defined as copies made from originals that can only be scanned manually on the scanner glass and may include but are not limited to, receipts, half-pages, envelopes, onion skin, or thermal facsimile paper, odd-size originals, checks, permanently bound books, two-sided spiral bound, computer forms that cannot automatically feed, and extremely poor quality originals that require extensive handling and analysis on a page-by-page basis.-

* The contractor is to prep all documents for scanning (i.e. removing staples, paper clips, rubber bands and other binding methods).
* Files DO NOT need reassembled once scanned. Order of files to be maintained.
* Books CAN be cut apart.
* All Documents to be in Grayscale.
* OCR required- Format to be PDF/A images and text. Single TXT file for each multipage PDF.
* Bates numbering is NOT Required.
* No image cleanup required.
* Must meet 508 accessibility requirements for OCR
* Scanned documents need to be text-searchable
* Naming Convention: CUI_Officesymbol_Fiscal Year, Sensitivity, Record Number, Office_DDMMMYYYY

DELIVERABLE: Media must be encrypted. Contractor to provide single-page and multiple-page PDFs. Files cannot be compressed to reduce file size. All files are to have high-resolution printing optimization. Files to be provided on a suitable sized hard drive. Complete hard drive copies to be provided.

STORAGE MEDIA: These files are to be stored Encrypted Hard Drive compliant with government standards (FIPS 140-3). Contractor to include the cost of 3 hard drives in the bid price. Include an additional rate for each hard drive above that quantity.

QUALITY OF SCANNING: 3Star- 300 ppi, 8 or 16 bit- Web viewing, some digital printing, and OCR capable. (Three star imaging defines a very good professional image capable of serving for almost all uses.) All FADGI 3 Star standards to be required.

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): FADGI May 2023 Technical Guidelines for Digitizing Cultural Heritage Materials. Based on the product being scanned, refer to Chapter 3: Evaluation Criteria Values for Specific Material Types for the most applicable category.

TEST BOX is required. Contents are to be provided through DODSafe Site (https://safe.apps.mil/my.policy). Box is to be uploaded with project title, Req. Number, and jacket number. Scanning is to not proceed until approval is given. GPO and end user are to be notified by email that the test box has been uploaded for review.

Contractor to store all documents until the written approval has been provided by DLA/GPO. Once approval is provided contractor is to dispose of all documents. Documents are to be reduced to a size that ensures ALL the information is unreadable/unidentifiable. Letter of destruction is required. Contractor is to create and maintain a preservation master of all files/ digital storage of all files for 12 months after the hard drives are delivered to the end user. Preserved files must allow content to be readily accessible and recovered, if needed.

Waste must be destroyed in a manner that it is not possible to recreate the product; i.e. burning, pulping, shredding, macerating, or other suitable means. Must meet ALL NIST Requirements. Destroy hard copies after customer approval. Furnished materials must be definitively destroyed. Must follow protocols and be complaint with DODI 5200.48 – Controlled Unclassified Information & NIST SO 800-88r2 – Guidelines for Media Sanitization.

Destruction of source documents must be witnessed and documented to allow contractor to sign off that they were destroyed. The contractor completing the destruction must provide destruction certificates to DLA/GPO upon completion of each service.

Shredding destruction must meet one of the following standards:
1) One-step method: Employ cross-cut shredders that produce particles measuring 1 mm x 5 mm 0.04 in. x0.2 in.) or smaller.
2) One-step method: Pulverize / disintegrate paper using disintegrator devices equipped with a 3/32 in. (2.4 mm) security screen.

GOVERNMENT TO FURNISH:

Purchase Order will be emailed to the contractor upon award.

Estimated 1,971 banker boxes will be available for pickup. It is estimated that approximately 800 of the boxes show signs of aging or wear and tear and will need to be replaced prior to transport. Contractor to include costs of all materials to accomplish this repackaging. Include all of the costs for any packing, wrapping or palletizing necessary to transport the materials to the contractor's location.

IMPORTANT NOTE: Materials to be scanned include those involving active litigation. Contractor to take care to keep furnished material in order until the approval to destroy the material is given.

An accurate number of originals cannot be determined at this time. CONTRACTOR MUST INFORM GPO IMMEDIATELY IF ORIGINALS FURNISHED IS MORE THAN 10% OVER THE ORIGINAL ESTIMATED ORIGINALS. DO NOT PROCEED UNLESS INSTRUCTED BY GPO.

NOTE: No guarantee can be made as to the total number of furnished pages. Upon completion of order, the contractor must submit the final actual number of pages and number of mixed media produced and a final cost to the GPO where any adjustment in the estimated cost will be made via a contract modification. The contractor's invoice for billing to the GPO- Washington, DC MUST include a contract modification confirming the actual number of scans completed, before payment is made.

INSPECTION OF MATERIAL: Contractor is required to examine furnished material immediately upon receipt, pursuant to GPO Publication 310.2, Contract Clauses, 7. Government Furnished Property (GFP). If at that time there is disagreement with the description or requirements as presented in the specifications and PRIOR to the performance of any work, the contractor shall contact the contract administrator Tom Bacon at tbacon@gpo.gov. Failure to bring any discrepancies to the attention of the GPO will not relieve the contractor of the responsibility to perform.

INK: No printing required.

PROOFS:

TEST BOX is required. Contents are to be provided through DODSafe Site (https://safe.apps.mil/my.policy). Box is to be uploaded with project title, Req. Number, and jacket number. Scanning is to not proceed until approval is given. GPO and end user are to be notified by email that the test box has been uploaded for review

CONTRACTOR TO FURNISH:
All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications. The Bid Price is to include the costs for repacking approximately 800 boxes, plus wrapping or palletizing necessary to transport the materials to the contractor's location, 3 hard drives and the scanning of 6,504,300 images.

SCHEDULE:

The Purchase Order will be emailed to the contractor on or before **September 30, 2026.**

Pickup of the material will be coordinated after award between the contractor and the agency contact.

Completion of scanning project on or before **March 31, 2028.**

NOTE: DUE TO THE EXTENDED COMPLETION DATE OF THIS PROJECT, THE CONTRACTOR WILL BE REQUIRED TO PROVIDE MONTHLY UPDATES TO Kristopher.Kowalczyk@dla.mil & tbacon@gpo.gov.

DISTRIBUTION:

Pick up boxes with original contents. The Facility will be open between 8am - 2PM ET. Contact agency contact a minimum of 3 days prior to arrange pick up. Materials to be scanned include those involving active litigation. Contractor to take care to keep furnished material in order until the approval to destroy the material is given.

Pickup location is the following:

USASAC IMC New Cumberland
5081 J Avenue, Building 81
New Cumberland, PA 17070
POC: Ms. Romina Divincenzo, romina.s.divincenzo.civ@army.mil (520-671-1035)

Contractor to store all documents (Estimated 1,971 banker boxes – 5,913,300 sheets) until the written approval has been provided by GPO. Once approval is provided, contractor is to dispose of ALL documents in a secure manner. Documents are to be reduced to a size that ensures ALL the information is unreadable/unidentifiable. Letter of destruction is required. See description.

Delivery Receipt: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, quantity delivered, date, and signature of the person accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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

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

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

PAYMENT: Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.
Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

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

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for additional sets (per each, per hundred, or per thousand). The price of the additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will NOT be a factor for determination of award.

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 (451-962) 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.***

NOTE: Bidders are to fill out, sign/initial, and return pages 8 and 9.

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.

CONTRACTOR: ____________________________

SHIPMENT(S): Shipments will be made from: City __________________________, State ________________

Bid Amount: ____________________________

$__________ per 8-1/2 X 11" page scanned

$__________ per additional packed carton (include the cost to repack 800 cartons in the bid price)

$__________ per additional Hard Drive (include the cost of 3 Hard Drives in the bid price)

DISCOUNTS: Discounts are offered for payment as follows: __________ Percent, _________calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within____________ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) ____________________________

____
(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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 completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including 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 Name) (GPO Contractor's Code)

____
(Street Address)

____
(City – State – Zip Code)

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

____
(Person to be Contacted) (Telephone Number) (Email)

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THIS SECTION FOR GPO USE ONLY

Certified by: ___________________________ Contracting Officer: ___________________________
(Initials and Date) (Initials and Date)

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