

Jacket 672-402  
Specifications by FB  
Reviewed by TS

U.S. GOVERNMENT PUBLISHING OFFICE  
Southwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Forest Service Intermountain Region (R4) Regional Office Records Keeping (on-site Scanning Services)***

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

U.S. Department of Agriculture  
Forest Service, Intermountain Region (R4)

Single Award

**BID OPENING:** Bids shall be opened virtually at 1:00 p.m., Eastern Time (ET), on September 29, 2025 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto: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](mailto: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.***

**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

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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.

**PRODUCTION AREA:** Contractor will have use of agency on-site workspace (Forest Service Regional Office, 324 25th Street, Ogden, Utah 84401).

For information of a technical nature, contact [infosouthwest@gpo.gov](mailto:infosouthwest@gpo.gov) and [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov) .

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised 9-19)).

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>.

**PREDOMINANT FUNCTION:** The predominant function for this procurement is scanning.

**SUBCONTRACTING:** Subcontracting will not be permitted.

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

FADGI Three Star

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.

3.4 Documents (Unbound): General Collections –approximately 95% of products being scanned

3.6 Oversize Items: Maps, Posters, and Other Materials –approximately 5% of products being scanned

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

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

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

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

Files are to be uploaded on GPO filesharing at [filesharing.gpo.gov](https://filesharing.gpo.gov). Prior to uploading, contractor to contact [gcpp@gpo.gov](mailto:gcpp@gpo.gov) for instructions. Files are to be named: Jacket\_Date (e.g., XXXXXX\_mmddyy).

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**SECURITY REQUIREMENT:** Documents may contain PII (Personally Identifiable Information) and SBU (Sensitive But Unclassified). Proper handling of material is required.

The contractor must keep the material locked/secured at the end of each day. The room where the scans are to be performed must be locked with very limited access by others. Additional instructions can be provided once the contractor is onsite.

**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).

**SECURITY:** The contractor shall take all necessary precautions to insure against loss of forms, negatives, or other reproducibles at any time prior to delivery by him to a transportation agent or delivery to destination.

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

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**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 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 (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

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

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

Contractor's billing invoice must be itemized in accordance with the items in the "Schedule of Prices."

**PARTIAL BILLING** once a batch is completed is allowed. Contractor must provide proof of delivery with quantities.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover scanning on-site at agency location (Forest Service Regional Office, 324 25th Street, Ogden, Utah 84401) requiring such operations as high quality (300 ppi), Optical Character Recognition (OCR) capable (for content and keyword search), file naming, and save final files to an agency provided storage device.

**TITLE:** Forest Service Intermountain Region (R4) Regional Office Records Keeping (on-site Scanning Services)

**QUANTITY:** Contractor to scan approximately 500,000 to 750,000 scans. The exact quantity of scans is unknown.

The quantity is an estimated total number of scans. Contractor to confirm quantity. Contractor must notify the ordering agency ([elizabeth.wharton@usda.gov](mailto:elizabeth.wharton@usda.gov), [SM.FS.R4Printing@usda.gov](mailto:SM.FS.R4Printing@usda.gov), and [aaron.graves@usda.gov](mailto:aaron.graves@usda.gov)) and GPO ([infosouthwest@gpo.gov](mailto:infosouthwest@gpo.gov) and [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov)) of the actual total number of scans.

### TRIM SIZES:

Approximately 95% of documents will be index card size up to and including 11 x 17". Majority of these orders will be 8-1/2 x 11".

Approximately 5% of documents will be over 11" x 17" up to and including 38" wide x 48" length.

### GOVERNMENT TO FURNISH:

Documents may contain PII (Personally Identifiable Information) and SBU (Sensitive But Unclassified). Proper handling of material is required.

Documents are stored in file cabinets and boxes. It is anticipated that the majority of documents are located in filing cabinets. The size and weight of file cabinets is unknown. See attached pictures of some of the material (Attachment A).

The documents are stored in unlocked storage containers, but secured by a locked office door.

Content may include single-sided, double-sided, handwritten. Type of paper may include carbon copy, colored paper, plain white paper, onion skin.

Contractor must scan on-site at agency location (documents are located Forest Service Regional Office, 324 25th Street, Ogden, UT 84401).

Security requirements for the building housing the documents: This is a federal building and as such, there are security guards and a checkpoint at the entrance. A Forest Service employee will need to meet the contractor at the entrance and escort them up to the office space each day.

At the request of the agency the agency to have continual access to scanned materials once completed on contractor's end.

Contractor will be required to check in (with photo ID) at the front desk each day.

Hours of access to the documents located at agency location: 7:00 am – 5:00 pm.

Contractor will not have access to Wi-Fi on-site.

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Contractor will not have wired network access on-site. If a data connection is required, the contractor must provide their own; example: a Cellular Wi-Fi Hotspot device.

Office space and furniture will be provided. The work area will be 20' x 20' conference room.

Storage media: Reusable thumb drives to transfer scanned documents.

Contractor must contact ordering agency ([aaron.graves@usda.gov](mailto:aaron.graves@usda.gov)) to arrange access of Government furnished material.

Identification markings of any kind, such as commercial identification marks, etc., must not be included in the final digital deliverables.

**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.

Contractor must provide all scanning equipment.

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

Hard copy documents may be furnished loose or bound. Contractor will be required to separate each page for scanning/conversion.

Documents may have frayed edges, may be good quality originals, may be poor quality originals.

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 ordering agency and GPO.

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.

Contractor may disassemble the furnished document before scanning.

Contractor may remove binding before scanning.

It will be acceptable in most instances to place the files back into the folders without being re-assembled. When indicated by the agency the contractor is required to re-assemble furnished documents in the same order or manner as received. Re-assembling documents may include items that are stapled or held together with clips or other fasteners as well as folders, binders, and document cases.

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

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

**Light Intervention:** Approximately 60% of the total furnished source materials that shall require slight deconstruction before being inserted into the automatic document scanner. (For example, all one standard size documents that are rolled, stapled, or paper clipped.)

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Medium Intervention: Approximately 15% of the total furnished source materials that shall require moderate deconstruction before being inserted into the automatic document scanner and consist of light intervention. (For example, documents of various standard sizes; may include folder tabs and/or tab dividers; sticky notes to be removed and replaced.)

Heavy Intervention: Approximately 5% of the total furnished source materials that shall require difficult deconstruction before being inserted into the automatic document scanner and consist of light and/or medium intervention. (For example, documents of various standard sizes; may include pages that are folded, torn, or stuck together.)

## **SCANNING AND CONVERSION:**

Contractor shall scan all documents as furnished (i.e., grayscale only documents in grayscale; color documents in color). The majority of documents will be in grayscale (approximately 95%-98%) with an occasional document in color.

NOTE: Grayscale and color images only. No bitonal images.

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

All documents will be scanned at High Resolution 300 ppi, 16 bit (print offset).

The quality of the scan must be consistent at 300 ppi, single-sided, which will allow for web viewing, some digital printing, and Optical Character Recognition (OCR) capable, which will allow for content search.

Contractor to use the following as the file naming convention: As labeled. The naming/naming convention will be self-explanatory as the contractor must copy the exact name as provided on each of the files/folders unless otherwise specified by the agency. Number of characters for naming convention is up to 80 characters. The naming convention will be using the name that is typed/printed on each file. Names of scans will reflect existing file/folder names. While many of the file names will be under 40 characters, there will be others that will require the full character limit. Contractor must confirm the required file naming convention with the agency contact ([aaron.graves@usda.gov](mailto:aaron.graves@usda.gov)).

The scanned documents must be converted using Optical Character Recognition (OCR). The OCR target format is PDF Image + text. OCR must allow a proper keyword search.

Scanned/converted documents must be text-searchable. It is understood by the ordering agency that there will be instances where the OCR process is unable to read/interpret the material being scanned. Therefore “uncorrected” OCR will be acceptable.

Contractor to return scanned/converted documents as either single page PDF or multiple page PDF, as indicated by the agency ([aaron.graves@usda.gov](mailto:aaron.graves@usda.gov)). The contractor to determine which pages need to be a Single page PDF and which should be Multiple page PDF by the numbers of pages in each folder. A folder with pages greater than one (1) will be a multi-page scan. Contractor to contact ordering agency with any questions on single page PDF or multiple page PDF.

Contractor shall save final files to agency provided thumb drive. Contractor to contact ordering agency ([aaron.graves@usda.gov](mailto:aaron.graves@usda.gov)) to arrive pickup of thumb drives.

The ordering agency may require that the contractor return the furnished documents (or a small subset of the furnished documents) that have already been picked up by the contractor, but are still being scanned/converted.

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

When required, the contractor must email the file or return the requested original furnished hard copy file to an authorized representative of the ordering agency within *[insert specified timeframe]* of the initial request. A list of authorized agency personnel will be provided to the contractor after award of the contract.

**MARGINS:** Follow Government furnished material.

**PROOFS:** At the start of each scan for a specific requesting office (an estimate of approximately 4-5 offices total) the contractor to scan the first drawer and provide the files to the ordering agency and wait for agency approval to proceed. Contact the ordering agency to verify receipt.

Files will typically be withheld not more than 5 workdays from receipt by the Government to receipt in contractor's plant.

When proofs are required the contractor must not proceed prior to receipt of an "OK to proceed."

NOTE: If an office in question will be providing 50 cabinets of material, the 'first drawer' will only occur at the beginning, NOT for each of the 50 cabinets.

**DISTRIBUTION:** Contractor must contact agency ([aaron.graves@usda.gov](mailto:aaron.graves@usda.gov)) to arrange delivery of storage device.

## **SCHEDULE:**

Production date is estimated to start approximately around October 6, 2025. After receipt of Purchase Order the contractor must contact the agency ([aaron.graves@usda.gov](mailto:aaron.graves@usda.gov)) to confirm when the Government Furnished Material will be available.

Contractor to contact agency for material to be scanned (example: a file cabinet of material). Once the provided material is completed the agency would provide the next material to be scanned. There is no/zero turnaround time needed to provide the next file cabinet. Meaning, there is no wait time that the contractor would anticipate between the finished scans and the next set of scans. It is understood that some of the file cabinets are more full than others and some make take a couple of days to complete while others may take a week or more.

Deliver complete by March 31, 2026\*\*\*

\*\*\*The 3/31/26 is an estimated delivery date. A reasonable extension to the delivery date would be acceptable. After award the contractor must contact GPO ([infosouthwest@gpo.gov](mailto:infosouthwest@gpo.gov) and [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov)) and the agency ([aaron.graves@usda.gov](mailto:aaron.graves@usda.gov)) if requesting a reasonable extension to the delivery date.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to the agency ([aaron.graves@usda.gov](mailto:aaron.graves@usda.gov)) and to [compliance@gpo.gov](mailto:compliance@gpo.gov). Call the agency to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for JACKET 672-402". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.



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**SECTION 3.- DETERMINATION OF AWARD**

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

The following item designations correspond to those listed in the "Schedule of Prices".

- |           |            |         |
|-----------|------------|---------|
| <b>I.</b> | <b>(a)</b> | 593,750 |
|           | <b>(b)</b> | 31,250  |

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**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. destination.

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

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared 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) or blank spaces for an item may be declared nonresponsive.

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

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

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

Contractor's billing invoices must be charged in accordance with the line items in the "Schedule of Prices."

**I. SCANNING:** Prices offered shall be all-inclusive and must include the cost of all required materials and operations necessary for the complete scanning in accordance with these specifications.

- (a) Scanning up to and including 11" x 17" .....per scan..... \$ \_\_\_\_\_
- (b) Scanning over 11" x 17" up to and including 38" x 48" .....per scan.....\$ \_\_\_\_\_

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 (Initials)

RETURN THIS PAGE TO bids@gpo.gov

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**ATTACHMENT A**





**ATTACHMENT A**





Attachment for Jacket 672-402

**ATTACHMENT A**



**ATTACHMENT A**





ATTACHMENT A





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**The following photos are to show the on-site work space (The chairs and other equipment shown in the photos will not be in the room. There are tables that would be in place).**

