

Jacket:

429-408 R-1

Title:

COLA/HB Mailing

Agency:

OPM

Bid Opening:

November 18, 2024

at

1pm

Awarded

Contractor Name	Bid	Terms		Discounted Total
RR Donnelley-Elk Grove, IL	\$214,425.72	0.0%	30 days	\$214,425.72
Advantage Mailing	\$275,648.24	0.5%	21 days	\$274,270.00
Specialty Print Communications	\$301,840.00	5.00%	21 days	\$286,748.00

BID OPENING: Bids shall be opened virtually at 1 pm Eastern Time (ET), on **November 18, 2024** 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 will not be considered for award.***

Note: The GPO 910 “BID” Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 15.**

For information regarding the solicitation requirements prior to award please email at lhollingsworth@gpo.gov. For contract administration after award, contact APS DC at 202-512-0488.

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. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
2. The vendor’s email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO’s stated limit. The bidder’s email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO’s stated limit.
3. Illegibility of bid.
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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO’s email server as the official time stamp for bid receipt at the specified location.

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

Note: The following changes have been made to the previous solicitation:

Page 6: White Offset Book, basis weight 60 lbs. per 500 sheets, 25 x 38”, equal to JCP Code A60.

Page 9: **SCHEDULE:** The Purchase Order will be furnished via email no later than **November 25, 2024**.

Furnished material (as applicable) except for test & production data for Mailers 1 & 2 will be made available by **November 25, 2024**.

Page 10: RI 20-53 (Mailer 1) & RI 25-23 (Mailer 2) Furnished test data will be received by COB **November 25, 2024**.

Proofs will be withheld no more than two (2) workdays...

Prior to production samples will be withheld no more than two (2) workdays...

PRODUCT: Three different mailers (RI 20-53, RI 25-23, and RI 38-38). Mailers are 9 x 16-3/8” flat size, folds down to 9 x 3-3/4” with a 1-1/8” sealing flap wrapping around at top of finished piece.

*Computerized imaging (jet spray or electrostatic) of variable data, with minimum 240 dpi, required. “Electrostatic” means laser or ion-deposition.

TITLE: Notices of Annuity Adjustment for Annuitants

QUANTITY: 3,064,100 total copies.

RI 20-53 (Mailer 1) – Approximately 1,996,500 domestic notices and 8,500 foreign notices.

RI 25-23 (Mailer 2) – Approximately 492,800 domestic notices and 7,200 foreign notices.

RI 38-38 (Mailer 3) – Approximately 574,800 domestic notices and 200 foreign notices.

NOTE: The above quantities are approximate, and the government reserves the right to increase or decrease the quantities stated by up to 10%. Exact quantities will be determined from the number of address files furnished on the final production data. No shortages allowed.

TRIM SIZE: 9 x 16-3/8" (flat size) folding down to 9 x 3-3/4" with a 1-1/8" sealing flap wrapping around at top of finished piece. The flat trim size (both forms) includes a 9/16" perforated edge on each side. Mailers will fold as specified under "CONSTRUCTION".

At contractor's option, trim size width may be reduced to 8-1/4" or 8-1/2" to accommodate contractor's equipment. Upon bid submission, contractor must provide trim size width to be used during production of this contract.

PAGES: Face and back. All forms are single leaf.

GOVERNMENT TO FURNISH (GFM): Receive via email after award.

Purchase order.

Electronic PDF files created with Adobe Acrobat Pro 2024, IBM (or compatible) using Windows 10

Enterprise, which will include departmental return address and postage and fees paid permit imprint.

All printer and screen fonts will be embedded.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

GPO Form 892c (R. 12/17) Proofs

Sample from previous printing to be used as construction guide will be furnished.

Two (2) visuals for each mailer will be furnished. Contractor to provide shipping label.

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 finished product.

ELECTRONIC TRANSMISSION: Electronic transmission protocol for test data and production (variable) data will be furnished as follows –

Electronic data files will be transmitted in accordance with the Government-approved pre-award production plan.

The contractor shall encrypt all OPM data at rest and in transit. This includes on premises, virtual and cloud-based implementations, backup media, removable media, authentication channels and authenticators, information exchanges (e.g., interconnections), web portals, and remote access implementations. Encryption shall adhere to FIPS 140-3 standards.

The contractor shall enforce Transport Layer Security (TLS) encryption for all web-based content and enable Hyper Text Transfer Protocol Strict Transport Security (HSTS). TLS versions shall be evaluated periodically to support the more recent versions of TLS and disable weak or obsolete versions as identified by OPM.

For system and service perimeter protection mechanisms, the contractor shall implement a deny-by-default allow-by-exception configuration such that transitive trust is minimized where practicable. Micro and macro segmentation shall be implemented to the extent practicable. Resources intended for public accessibility are exempt from this requirement.

Data integrity and validation controls shall be implemented on all components of the contractor's solution.

Authentication designs shall be implemented in such a way that accounts uniquely identify all users (e.g., firstname.lastname) and are not default or generic. Authentication designs shall be implemented in such a way that

accounts uniquely identify system processes identification and authentication mechanisms for the contractor's solution used by OPM users and shall be designed and implemented to leverage the PIV-based authentication, federated Single Sign On (SSO) capabilities, or other phishing-resistant authentication mechanism.

Identification and authentication mechanisms for the contractor's solution used by non-OPM users (e.g., public users) shall be designed and implemented to offer phishing-resistant, multifactor authentication to the greatest degree possible.

The contractor's solution shall utilize multifactor authentication for all access. Phishing-resistant, multifactor authentication shall be enforced for OPM users and made available to public users. Corresponding passphrases shall align to OPM cybersecurity policy requirements.

The contractor shall configure the system or service to automatically terminate access connections and Internet-accessible application sessions after 30 minutes of inactivity.

All files furnished by the Government or duplicates made by the contractor, or his/her representatives, and any resultant printouts, must be kept accountable and under reasonable security to prevent their release to any unauthorized persons.

Supply chain risk management techniques shall be implemented by the contractor for the inspection of components, determination of component authenticity, and change controls for component repair or service in alignment with guidance from OPM.

The contractor shall immediately notify OPM upon confirmation of compromised components that are supplied to OPM.

The contractor's solution shall be securely configured, be running supported versions of firmware and software, and be patched with the most recent available updates before being put into operation and while in operation.

Implemented configuration settings should be documented and enforced in all subsystems of the information system.

All components (e.g., on premises, contractor operated, cloud-based) shall be configured consistent with OPM security configuration baselines, implementation instructions, or other guidance. For technologies where no OPM baselines/instructions/guidance is available, the most current versions of Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs) Center for Internet Security (CIS) benchmarks or National Institutes of Standards and Technology (NIST) guidelines shall be used. If none of the above is available, manufacturer provided recommendations may be used with the approval of OPM. The standard installation, operation, maintenance, updates, and/or patching of software must not alter the configuration settings from an approved OPM defined configuration baseline.

The contractor shall implement only commercial software that is approved by OPM and is licensed and registered for OPM use. Software determined by OPM to have demonstrative supply chain risk (e.g., concerns due to Foreign Ownership, Control, and Influence (FOCI)) shall not be approved for OPM use.

The contractor shall at no time store or process PII in non-production environments for the purpose of test, development, modeling, training, or research. Sanitized or simulated PII may be used per review and approval by OPM.

PII shall be stored on network drives and/or in application databases with access controls and shall be made available only to those individuals with a business need to know.

Split tunneling on any contractor end point used in the electronic transmission of OPM data shall be disabled.

NOTE: Currently-approved data exchange platforms at OPM include IBM's Connect:Direct (this platform requires the contractor to acquire a client if one is not already established) and BOX (this platform requires the contractor to sign up for a free account). Connect:Direct is OPM's preferred method, however BOX is acceptable.

The test and production data/address runs supplied will be in ZIP code sequence. The contractor must run an NCOA certification on the production data. The contractor will be required to reformat data, if necessary, to suit contractor's equipment.

Two (2) visuals for each mailer will be furnished.

Test data contains approximately 100 sample addresses. The contractor will use test data to determine record layout and order of actual files for printing and sorting purposes and to complete the validation test. (See VALIDATION TEST.)

Data containing addresses for production run: One (1) set for domestic and foreign mailing in the following format–
File Name: BRMC26X1 – file name may change

Media: Electronic Transmission

File Format: Fixed Record Length

Block Size: 25,450

Record Size: See appropriate file layouts for each mailer

Sequence: Zip Code

Label Records: Standard IBM

The Government will furnish the contractor six (6) files. The test and production files are as follows: Mailer 1 (one domestic file and one foreign file), Mailer 2 (one domestic file and one foreign file), and Mailer 3 (one domestic file and one foreign file).

All files furnished by the Government or duplicates made by the contractor or his/her representative and any resultant printouts must be kept accountable and under reasonable security to prevent release to any unauthorized persons.

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.

All files will be electronically transferred to the contractor. Any programming or other format changes necessitated due to the contractor method of production will be the full responsibility of the contractor and must be completed prior to each of the Government validations. (NOTE: Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract. All duplicate files, or resultant printouts, shall be destroyed by the contractor pursuant to subsequent directions of the Contracting Officer or his/her authorized representative.)

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: Cyrus Benson at cyrus.benson@opm.gov or (202) 936-0401.

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.

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.

Upon completion of the order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished, unless otherwise specified. 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: Two (2) sets of digital color content proofs for each notice. Direct to plate must be used to produce the final product with a minimum resolution 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.

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."

VALIDATION TEST: The contractor shall use the furnished test data to provide an "image proof" showing the variable data in the exact position the data will be imaged on the final printed mailers. No printing required.

Government will furnish approximately 100 different records. Contractor must submit 100 different image proofs.

At contractor's option, an Adobe Acrobat PDF file may be submitted for the image proofs.

PRIOR TO PRODUCTION SAMPLES: Prior to the commencement of production of the contract production quantity, the contractor shall submit not less than 50 printed construction samples of each notice ordered – including variable data imaged on notices using the transmitted files. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO program, purchase order, jacket, and print order numbers.

All samples shall be printed and constructed, as specified herein, and must be of the size, kind, and quality that the contractor will furnish. Samples will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials. All samples must be printed on the required stock, as specified herein. All samples shall be manufactured at the facilities and on the equipment in which the contract production quantities will be manufactured.

Contractor must submit samples via traceable means to: U.S. Office of Personnel Management, Attn: Cyrus Benson, 1900 E Street, NW, Room 3316-L, Washington, DC 20415.

The samples must be submitted within three (3) workdays of receipt of "O.K. to Print" on proofs.

The Government will approve, conditionally approve, or disapprove the samples within three (3) 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, therefore.

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. The Government will require the time specified above to inspect and test any additional samples required.

In the event that 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 sample submitted is at the contractor's risk. Samples will not be returned to the contractor.

All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf All paper used in each copy must be of a uniform shade.

White Offset Book, basis weight 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

PRINTING: Notices print face and back, head-to-head, with static information in black ink. Printing consists of type matter, line matter, and solids only – no tones.

Self-mailers must contain postage and fees paid permit imprint and any other USPS required endorsements for mailing via discounted First-Class mail. Foreign mail pieces will require the imaging of "LETTER" and "PAR AVION." Contractor required to typeset – as applicable.

At contractor's option, information required by the USPS for automation discounts and mailing may be imaged via conventional printing or computerized imaging.

Computerized imaging (jet spray or electrostatic) of variable data, with minimum 240 dpi, required. "Electrostatic" means laser or ion-deposition.

PRESS SHEET INSPECTION: Final makeready press sheets may 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.

The density must be constant across the full width of the sheet with deviations not to exceed plus or minus five (5) percent.

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.

PRINTING/VARIABLE IMAGING: The following specifications apply to Mailers 1, 2 and 3.

Form 1 (outer leaf) prints face and back. Form 2 (inner leaf) prints face only.

All static printing consists of text matter, line matter, and a screen area in black and Pantone 032 (red). All variable data imaging consists of text matter and barcode in black only.

Computerized imaging (jet spray or electrostatic) of variable data with a minimum of 240 x 240 dpi is required. "Electrostatic" means laser or ion-deposition.

Contractor may convert 6-line addresses to a lesser number of lines provided the addresses are acceptable for mailing and include a delivery point barcode and mail sorting scheme line at the top of the address. Contractor must not change house numbers, street names, city, or state for addresses.

USPS BARCODING: The contractor will be required to reformat transmitted files, if necessary, to suit contractor's equipment. The addresses will be furnished in ZIP code sequence and the contractor must NCOA certify the files. The contractor is required to use Coding Accuracy Support System (CASS), Presort Accuracy Validation and Evaluation (PAVE), and Carrier Route Information System (CRIS), or a certified software program licensed by USPS, to correct addresses, add ZIP+4 to the addresses, add the appropriate Intelligent Mail or POSTNET barcode to the addresses, and add any required mail sorting schemes to the top key line of the address label, in order to obtain maximum postage discount in accordance with the USPS's latest First Class automated mail discount structure. The barcode must be positioned in an area specified by USPS in the address field. The contractor must not change an OPM-provided city and state information.

At contractor's option, information required by the USPS for automation discounts and mailing may be imaged via computerized imaging or conventional printing.

COMPUTERIZED IMAGING: Computerized imaging of variable data is required with a minimum resolution of 240 x 240 dpi.

Computerized imaging in black (face only) will consist of a 6-line name and address (which the contractor can convert to five lines), Delivery Point Barcode, mail sorting scheme line at top of address, and a maximum of 26 lines for entries and 55 characters across in the "Reason for adjustment" statement. (See EXHIBIT 3.)

Contractor to reformat transmitted files, if necessary, to suit his/her equipment. The addresses will be in ZIP code sequence and the contractor will be required to run an NCOA certification on the production data. Contractor is required to use Coding Accuracy Support System (CASS), Presort Accuracy Validation and Evaluation (PAVE), and Carrier Route Information System (CRIS), or a certified software program licensed by USPS, to correct addresses, add ZIP+4 to the addresses, add the appropriate Intelligent Mail or POSTNET barcode to the addresses, and add any required mail sorting schemes to the top key line of the address label, in order to obtain maximum postage discount in accordance with the USPS's latest First Class automated mail discount structure. The barcode must be positioned in an area specified by USPS in the address field. Contractor must not change any OPM provided city and state information.

At contractor's option, information required by the USPS for automation discounts and mailing may be imaged via computerized imaging or conventional printing.

The date will be preprinted on the form and is not to be taken from the files. The date block is included on the file, and the contractor is to "ignore/suppress" any data in the date block.

INK: Black.

MARGINS: Adequate gripper. Margins will be indicated on furnished electronic file.

CONSTRUCTION: Notices to be constructed as self-mailers with sealing flap.

Panels require 4 parallel wraparound folds, beginning with the top panel, back to inside.

Perforate (easy tear) along the entire 16-3/8" dimension at 9/16" from left and right edges to form tear-off stubs. Fold suitably to 9 x 3-3/4" with a 1-1/8" sealing flap wrapping around at top of finished piece. Completely secure all parts at left and right in the tear off stubs with a firm glue.

Seal flap along the 9" dimension with a continuous line of temporary glue that will hold securely during mailing and handling but permit easy opening without damage to body of mailer. (See EXHIBIT 4.)

Construction inspection may be conducted at the contractor's plant for quality conformance.

NOTE: At contractor's option, trim size width may be reduced to 8-1/4" or 8-1/2" to accommodate contractor's equipment. Upon bid submission, contractor must provide trim size width to be used during production of this contract. Trim size width must remain consistent through entire contract term.

MAILING PREPARATION: Notices must be mailed as self-mailers.

All notices must be sorted and prepared as required by the USPS to ensure maximum postal discounts. (See "COMPUTERIZED IMAGING" for additional information.) Mailing preparation operations may be inspected at contractor's plant for conformity to specifications.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. If required, a number of copies will be indicated. When ordered, 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 the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, Jacket, and print order numbers must be furnished with billing as evidence of mailing.

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD/ALTERNATE STANDARD
P-7. Type Quality and Uniformity	OK'd Priors / Furnished Electronic Files
P-9. Solid and Screen Tint Color Match	Pantone Matching System

DISTRIBUTION: Mail f.o.b. contractor's city all self-mailers to domestic and foreign addresses. All mailing shall be made at the First-Class rate.

NOTE: Upon award of contract, contractor must coordinate with the U.S. Government Publishing Office, Administrative Services Division, for instruction in using GPO's permit imprint for mailing under this contract at: gpopostage@gpo.gov.

Contractor will mail using departmental mailing permit imprint; however, orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply appropriate postage to each mailing. Contractor

will be reimbursed for postage by submitting a properly completed postal service form (or equivalent) with billing invoice for payment.

The contractor is cautioned that mailing permit imprint may be used only for the purpose of mailing material produced under this contract.

When using permit imprint mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10- 15) and the appropriate mailing statement(s) supplied by USPS. A fillable GPO Form 712 – Certificate of Conformance can be found at: <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

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

To maximize automation discounts, Intelligent Mail or POSTNET barcoding, delivery address verification, and placement used for the mailing are among the items that must comply with USPS requirements for automation compatible mail in effect at the time of the mailing. (See “COMPUTERIZED IMAGING” for additional information.) NOTE: If any mail is rejected by the USPS, the contractor must notify OPM within 12 hours of rejection.

Mailing Statements – Contractor must complete GPO Form 712 and all appropriate USPS mailing statements. Contractor is required to submit two (2) copies of the appropriate USPS mailing statement (e.g., PS 3600, PS 3602-R, PS 3605, PostalOne statements, etc.) to the entry post office for each mailing which bears GPO’s assigned penalty permit imprint number (G-796). In the upper right corner of the mailing statement, contractor must include GPO identification number(s) such as the program, purchase order, jacket, and print order numbers.

Contractor is required to email copies of verified mailing statements, PostalOne statements, and GPO Form 712, containing postage computations, within 24 hours of receipt from the U.S. Postal Service to: GPO Mail Management at: gpopostage@gpo.gov.

Contractor must include copies of verified mailing statements, containing postage computations, with billing invoice for payment.

Upon completion of order, contractor must notify the ordering agency (on the same day the order mails) via email to the address indicated on the print order. The subject line of the email shall be “Distribution Notice for Annual Notices, Jacket Number 429-408.” The notice must provide all applicable tracking numbers, mailing method, and title of publication. Contractor must be able to provide copies of all mailing receipts upon agency request.

Upon completion of each notice, all furnished material (as applicable), 25 printed, non-imaged, folded & bound sample copies, one copy of the contractor’s billing invoice, and completed copies of all applicable USPS forms must be returned to: U.S. Office of Personnel Management, Attn: Cyrus Benson, 1900 E Street, NW, Room 3316-L, Washington, DC 20415.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

SCHEDULE: The Purchase Order will be furnished via email no later than **November 25, 2024**.

Furnished material (as applicable) except for test & production data for Mailers 1 & 2 will be made available by **November 25, 2024**. Furnished material (as applicable) except for test & production data for Mailer 3 will be made available by **January 3, 2025**. Proofs and prior to production samples must be picked up from and delivered to U.S. Office of Personnel Management, Attn: Cyrus Benson, 1900 E Street, NW, Room 3316-L, Washington, DC 20415. All pickups and deliveries of furnished material (as applicable), proofs, prior to production samples, and/or sample copies must be made between 8:30 a.m. and 3:00 p.m. local time.

RI 20-53 (Mailer 1) & RI 25-23 (Mailer 2) Furnished test data will be received by COB **November 25, 2024**. Furnished production data will be received by COB **December 18, 2024**. Production and mailing must be completed by COB **December 30, 2024**.

RI 38-38 (Mailer 3)

Furnished test data will be received by COB **January 6, 2025**. Furnished production data will be received by COB **January 17, 2025**. Production and mailing must be completed by COB **January 28, 2025**.

Furnished material (as applicable), proofs, and prior to production samples must be picked up from and delivered to U.S. Office of Personnel Management, Attn: Cyrus Benson, 1900 E Street, NW, Room 3316-L, Washington, DC 20415.

All pickups and deliveries of furnished material (as applicable), proofs, prior to production samples, and/or sample copies must be made between 8:30 a.m. and 3:00 p.m. local time.

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

- Contractor must submit proofs within three (3) workdays of receipt of furnished material/test files.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- If required, contractor must submit revised proofs, due to author's alterations, within one (1) workday of notification.
- Revised proofs will be withheld no more than one (1) workday from receipt thereof until they are made available for pickup.
- Contractor must submit prior to production samples within three (3) workdays of receipt of "O.K. to Print" on proofs.
- Prior to production samples will be withheld no more than two (2) workdays from their receipt at the ordering agency until approval/disapproval is given. (The first workday after receipt of samples at the ordering agency is day one (1) of the hold time.)
- Production files will be transmitted to contractor as designated in above.
- Contractor must complete production and distribution as designated above.
- Contractor must dispose of waste materials and destroy/shred all PII records and associated data within 30 calendar days of completion of distribution.

Production Plan – Twice daily (morning and evening), contractor is required to furnish OPM an updated mailing production plan to include the following information: impressions per day; self-mailers mailed per day; and cumulative production. This information must be emailed to: Cyrus Benson at cyrus.benson@opm.gov or Yvonne Ikpe at yvonne.ikpe@opm.gov (See EXHIBIT 1.).

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

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 each additional 1000 copies. The price for 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.

PREAWARD PRODUCTION PLANS: As part of the pre-award survey, the contractor shall 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 following 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.

ALL PROPOSED PLANS ARE SUBJECT TO REVIEW AND APPROVAL BY THE GOVERNMENT, AND AWARD WILL NOT BE MADE PRIOR TO APPROVAL OF SAME. THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

Quality Control Plan: The contractor shall provide and maintain, within his/her organization, an independent quality assurance organization of sufficient size and expertise to monitor the operations performed and inspect the products of each operation to a degree and extent that will ensure the Government's quality assurance, inspection, and acceptance provisions herein are met. The contractor shall perform, or have performed, the process controls, inspections, and tests required to substantiate that the products provided under this contract conform to the specifications and contract requirements. The contractor shall describe in detail his/her quality control/quality assurance and recovery plans describing how, when, and by whom, the plans will be performed.

The plans must provide for periodic samplings to be taken during the production run and shall contain control systems that will detect defective, missing, or mutilated pieces. Contractor must generate three (3) random samples every 10,000 copies during production run and at all press break/stops. Samples must be duplicates of live pieces. Samples must be pulled and marked to show date and time of sample. Samples must be submitted to the on-site Government representative or to U.S. Office of Personnel Management, 1900 E Street, NW, Room 3316-L, Attn: Cyrus S. Benson, Washington, DC 20415 within 24 hours of completion of entire production run.

The plans shall detail the actions to be taken by the contractor when defects, missing, or mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 01-18)). The plan shall monitor all aspects of the job, including material handling and mail flow, to assure that the production and delivery of these notices meet specifications and Government requirements. This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

A recovery system will be required to ensure all defective, missing, or mutilated pieces detected are identified, reprinted, and replaced. The recovery system must use unique alpha/numeric identifiers assigned to each piece to aid in the recovery and replacement of any defective, missing, or mutilated pieces and must be capable of tracking and/or locating any individual piece of mail from the time it leaves the press, up to and including, when it is off- loaded at the USPS facility.

The Government will not as a routine matter request that the contractor produce individual pieces in transit within the plant, however, the contractor must demonstrate that he/she has an audit trail established that can comply with this type of request when and if the need arises.

The quality control plan must account for the number of pieces mailed daily.

The quality control plan must also include examples and a detailed description of all reports or logs the contractor will keep documenting the quality control inspections that were performed on each run.

The quality control plan must also include the names of all quality assurance officials and describe their duties in relationship to the quality control plan.

The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and requesting copies of the contractor's quality assurance records and quality assurance random copies.

Mail Plan: This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect

at the time of the mailing and other USPS instructional material. In addition, this plan must explain how the contractor will use the most cost-effective means available to accomplish the mailing under this contract.

Material Handling and Inventory Control Plan: This plan should explain in detail how the following materials will be handled: incoming raw materials; work-in-progress materials; quality control inspection materials; USPS inspection materials; and all outgoing materials cleared for USPS pick-up/delivery.

Personnel Plan: This plan should include a listing of all personnel who will be involved with this contract, including experience with the company and their specific role in the production of this contract. For any new employees, the plan should include the source and screening process of the new employees and a description of the training programs the new employees will be given to familiarize them with the requirements of this program.

Production Plan: This plan should include a daily production schedule beginning with the first day the contractor receives the transmitted production files and ending with the complete distribution date. (See EXHIBIT 1.) This plan should also include equipment capacities. If new equipment is to be utilized, documentation of the source, delivery schedule, and installation dates are required. This plan should also include how contractor officials will execute the electronic transmission of data and list the current inventory of software/hardware available to the contractor to accomplish the required tasking.

The contractor must provide the “validation certificate number or electronic key certificate” of the encryption module/tool to be used during this contract.

Security Control Plan: This plan must address, at a minimum, the following –

Materials – The contractor must explain how all accountable materials will be handled throughout all phases of production. This plan shall also include the method of disposal of all production waste materials.

Production Area – The contractor must provide a secure area(s) dedicated to the processing and storage of data for “Notice of Annuity Adjustment for CSA & CSF Annuitants (COLA Notices)” and “Notice of Annuity Adjustment for Annuitants (HB Notice),” either a separate facility dedicated to this product, or a limited-access area within the contractor’s existing facility. Access to the area(s) shall be limited to cleared employees involved in the production of these notices.

Backup Facility: The failure to deliver these notices in accordance with the contract schedule will have a major impact on the operations of the U.S. Office of Personnel Management. Therefore, if for any reason(s) (act of God, labor disagreements, pandemic, national emergency, etc.) the contractor is unable to perform at the location specified in his/her bid papers for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing the notices in accordance with the requirements specified in this contract. The backup facility must be operated by the contractor. Backup facility plans must include the location of the facility to be used, security at the facility, equipment available at the facility, and a timetable for the start of production at that facility.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor’s representatives at the U.S. Government Publishing Office, Washington, DC – immediately after award. (At the option of the Government, the post-award conference may be conducted via teleconference.)

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance. A representative from all subcontractors must be in attendance.

SECURITY REQUIREMENTS: Protection of Sensitive and Personally Identifiable Information (PII) –

It is the contractor’s responsibility to properly safeguard PII from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information is “any information that can be used to distinguish or trace an individual’s identity such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother’s maiden name, etc.” (Reference: OMB Memorandum 07-16.) Other specific examples of PII include but are not limited to:

- Personal identification numbers, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number.
 - Address information, such as street address or personal email address.
 - Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).
- (a) The contractor shall restrict access to all confidential information obtained from the Office of Personnel Management (OPM) 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 confidential information for performance of the contract will be determined at the post-award conference between the Government and the responsible contractor representative.
- (b) The contractor shall process all confidential information obtained from OPM in the performance of this contract under the immediate supervision and control of authorized personnel and in a manner that will protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.
- (c) The contractor shall inform all personnel with access to the confidential information obtained from OPM in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) For knowingly disclosing information in violation of the Privacy Act, the contractor and the contractor's employees may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1) which is made applicable to contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the OPM. For knowingly disclosing confidential information as described in 5 U.S.C. 552a (m)(1), the contractor and contractor's employees may also be subject to the criminal penalties as set forth in that provision.
- (e) The contractor shall assure that each contractor employee with access to confidential information knows the prescribed rules of conduct, and that each contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act.
- (f) All confidential information obtained from OPM for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) The Government reserves the right to conduct on-site visits to review the contractor's documentation and in-house procedures for protection of confidential information.

DISPOSAL OF WASTE MATERIALS: The contractor is required to dispose of all waste materials used in the production of sensitive records (i.e., burning, pulping, shredding, macerating, or other suitable similar means). Electronic records must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Sensitive records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

If the contractor selects shredding as a means of disposal, it is preferred that a crosscut shredder be used. If a strip shredder is used, the strips must not exceed one-quarter inch. The contractor must provide the location and method planned to dispose of the material. If a subcontractor is used, the same information is required, as well as how the material will be transported from the contractor's plant to the subcontractor. The plan must include the names of all contract officials responsible for the plan and describe their duties in relationship to the waste material plan.

The contractor must dispose of all waste materials and destroy/shred all PII records and associated data within 30 calendar days of completion of distribution for each print order.

ON-SITE GOVERNMENT REPRESENTATIVE: The Government may send a representative to the contractor's plant to perform periodic quality control checks. The Government representative will stay on-site until assured that the contractor has a total understanding of the requirements and adequate control processes in place.

The Government representative may stay during the entire imaging process and will require a work area with a telephone line and wireless access or appropriate Internet connectivity that will be used to verify variable imaged data via a Government-issued laptop computer system.

The on-site representative will not have contractual authority and cannot make changes in the specifications or in contract terms but will bring all defects detected to the attention of the company Quality Control Officer. The representative must have full and unrestricted access to all production areas where work on this program is being performed.

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 pre-award 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

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>.

JACKET NUMBER**BID PRICE:****ADDITIONAL/M****Jacket 429-408:**

\$ _____

Additional Rate:

\$ _____

NOTE: Currently-approved data exchange platforms at OPM include IBM's Connect:Direct (this platform requires the contractor to acquire a client if one is not already established) and BOX (this platform requires the contractor to sign up for a free account). Connect:Direct is OPM's preferred method, however BOX is acceptable.

Indicate data exchange platform: _____ "Connect:DIRECT" _____ "BOX" _____ Undetermined

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).

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 (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 points(s), in exact accordance with specifications.

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms - Publication 310.2. When responding by fax, fill out and return one copy.

Bidder _____

(Contractor Name)

(GPO Contractor's Code)

(Street Address)_____
(City – State – Zip Code)

By _____

(Printed Name, and Title of Person Authorized to Sign this Bid)

(Signature)_____
(Date)_____
(Telephone Number)_____
(Email Address)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)

EXHIBIT 1

SAMPLE PRODUCTION PLAN

Day	Date	Impressions per Day	Self-Mailers Mailed per Day	Cumulative Production	Comments
Monday <i>(Production cartridges received)</i>					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Total					

EXHIBIT 2

Notices (COLA and HB, Domestic and Foreign) – Record Length 1916

----- FIELD LEVEL/NAME -----	--PICTURE--	FLD	START	END	LENGTH
MC26X1-RECORD			1	1916	1916
5 X1-ZIP	X (5)	1	1	5	5
5 FILLER	X	2	6	6	1
5 X1-NA1	X (22)	3	7	28	22
5 X1-NA2	X (22)	4	29	50	22
5 X1-NA3	X (22)	5	51	72	22
5 X1-NA4	X (22)	6	73	94	22
5 X1-NA5	X (22)	7	95	116	22
5 X1-NA6	X (22)	8	117	138	22
5 X1-CLM	X (14)	9	139	152	14
5 X1-OGR	X (8)	10	153	160	8
5 X1-OHB	X (8)	11	161	168	8
5 X1-OMD	X (7)	12	169	175	7
5 X1-OLD-DEDUCTS	GROUP	13	176	307	132
10 X1-OLD-DEDUCT (1) OCCURS 12 TIMES					
	GROUP	14	176	186	11
15 X1-OCOD (1)	XX	15	176	177	2
15 FILLER (1)	X	16	178	178	1
15 X1-OAMT (1)	X (8)	17	179	186	8
10 X1-OLD-DEDUCT (2)	GROUP	14	187	197	11
15 X1-OCOD (2)	XX	15	187	188	2
15 FILLER (2)	X	16	189	189	1
15 X1-OAMT (2)	X (8)	17	190	197	8
10 X1-OLD-DEDUCT (3)	GROUP	14	198	208	11
15 X1-OCOD (3)	XX	15	198	199	2
15 FILLER (3)	X	16	200	200	1
15 X1-OAMT (3)	X (8)	17	201	208	8
10 X1-OLD-DEDUCT (4)	GROUP	14	209	219	11
15 X1-OCOD (4)	XX	15	209	210	2
15 FILLER (4)	X	16	211	211	1
15 X1-OAMT (4)	X (8)	17	212	219	8
10 X1-OLD-DEDUCT (5)	GROUP	14	220	230	11
15 X1-OCOD (5)	XX	15	220	221	2
15 FILLER (5)	X	16	222	222	1
15 X1-OAMT (5)	X (8)	17	223	230	8
10 X1-OLD-DEDUCT (6)	GROUP	14	231	241	11
15 X1-OCOD (6)	XX	15	231	232	2
15 FILLER (6)	X	16	233	233	1
15 X1-OAMT (6)	X (8)	17	234	241	8
10 X1-OLD-DEDUCT (7)	GROUP	14	242	252	11
15 X1-OCOD (7)	XX	15	242	243	2
15 FILLER (7)	X	16	244	244	1
15 X1-OAMT (7)	X (8)	17	245	252	8
10 X1-OLD-DEDUCT (8)	GROUP	14	253	263	11
15 X1-OCOD (8)	XX	15	253	254	2
15 FILLER (8)	X	16	255	255	1
15 X1-OAMT (8)	X (8)	17	256	263	8
10 X1-OLD-DEDUCT (9)	GROUP	14	264	274	11
15 X1-OCOD (9)	XX	15	264	265	2
15 FILLER (9)	X	16	266	266	1
15 X1-OAMT (9)	X (8)	17	267	274	8
10 X1-OLD-DEDUCT (10)	GROUP	14	275	285	11
15 X1-OCOD (10)	XX	15	275	276	2
15 FILLER (10)	X	16	277	277	1
15 X1-OAMT (10)	X (8)	17	278	285	8
10 X1-OLD-DEDUCT (11)	GROUP	14	286	296	11
15 X1-OCOD (11)	XX	15	286	287	2
15 FILLER (11)	X	16	288	288	1
15 X1-OAMT (11)	X (8)	17	289	296	8
10 X1-OLD-DEDUCT (12)	GROUP	14	297	307	11
15 X1-OCOD (12)	XX	15	297	298	2
15 FILLER (12)	X	16	299	299	1
15 X1-OAMT (12)	X (8)	17	300	307	8

5	X1-ONET	X (8)	18	308	315	8
5	X1-NGR	X (8)	19	316	323	8
5	X1-NHB	X (8)	20	324	331	8
5	X1-NMD	X (7)	21	332	338	7
5	X1-NEW-DEDUCTS	GROUP	22	339	470	132
10	X1-NEW-DEDUCT (1) OCCURS 12 TIMES					
		GROUP	23	339	349	11
15	X1-NCOD (1)	XX	24	339	340	2
15	FILLER (1)	X	25	341	341	1
15	X1-NAMT (1)	X (8)	26	342	349	8
10	X1-NEW-DEDUCT (2)	GROUP	23	350	360	11
15	X1-NCOD (2)	XX	24	350	351	2
15	FILLER (2)	X	25	352	352	1
15	X1-NAMT (2)	X (8)	26	353	360	8
10	X1-NEW-DEDUCT (3)	GROUP	23	361	371	11
15	X1-NCOD (3)	XX	24	361	362	2
15	FILLER (3)	X	25	363	363	1
15	X1-NAMT (3)	X (8)	26	364	371	8
10	X1-NEW-DEDUCT (4)	GROUP	23	372	382	11
15	X1-NCOD (4)	XX	24	372	373	2
15	FILLER (4)	X	25	374	374	1
15	X1-NAMT (4)	X (8)	26	375	382	8
10	X1-NEW-DEDUCT (5)	GROUP	23	383	393	11
15	X1-NCOD (5)	XX	24	383	384	2
15	FILLER (5)	X	25	385	385	1
15	X1-NAMT (5)	X (8)	26	386	393	8
10	X1-NEW-DEDUCT (6)	GROUP	23	394	404	11
15	X1-NCOD (6)	XX	24	394	395	2
15	FILLER (6)	X	25	396	396	1
15	X1-NAMT (6)	X (8)	26	397	404	8
10	X1-NEW-DEDUCT (7)	GROUP	23	405	415	11
15	X1-NCOD (7)	XX	24	405	406	2
15	FILLER (7)	X	25	407	407	1
15	X1-NAMT (7)	X (8)	26	408	415	8
10	X1-NEW-DEDUCT (8)	GROUP	23	416	426	11
15	X1-NCOD (8)	XX	24	416	417	2
15	FILLER (8)	X	25	418	418	1
15	X1-NAMT (8)	X (8)	26	419	426	8
10	X1-NEW-DEDUCT (9)	GROUP	23	427	437	11
15	X1-NCOD (9)	XX	24	427	428	2
15	FILLER (9)	X	25	429	429	1
15	X1-NAMT (9)	X (8)	26	430	437	8
10	X1-NEW-DEDUCT (10)	GROUP	23	438	448	11
15	X1-NCOD (10)	XX	24	438	439	2
15	FILLER (10)	X	25	440	440	1
15	X1-NAMT (10)	X (8)	26	441	448	8
10	X1-NEW-DEDUCT (11)	GROUP	23	449	459	11
15	X1-NCOD (11)	XX	24	449	450	2
15	FILLER (11)	X	25	451	451	1
15	X1-NAMT (11)	X (8)	26	452	459	8
10	X1-NEW-DEDUCT (12)	GROUP	23	460	470	11
15	X1-NCOD (12)	XX	24	460	461	2
15	FILLER (12)	X	25	462	462	1
15	X1-NAMT (12)	X (8)	26	463	470	8
5	X1-NNET	X (8)	27	471	478	8
5	X1-BLURBS	GROUP	28	479	1908	1430
10	X1-BL (1) OCCURS 26 TIMES					
		X (55)	29	479	533	55
10	X1-BL (2)	X (55)	29	534	588	55
10	X1-BL (3)	X (55)	29	589	643	55
10	X1-BL (4)	X (55)	29	644	698	55
10	X1-BL (5)	X (55)	29	699	753	55
10	X1-BL (6)	X (55)	29	754	808	55
10	X1-BL (7)	X (55)	29	809	863	55
10	X1-BL (8)	X (55)	29	864	918	55
10	X1-BL (9)	X (55)	29	919	973	55
10	X1-BL (10)	X (55)	29	974	1028	55
10	X1-BL (11)	X (55)	29	1029	1083	55
10	X1-BL (12)	X (55)	29	1084	1138	55
10	X1-BL (13)	X (55)	29	1139	1193	55

10	X1-BL (14)	X (55)	29	1194	1248	55
10	X1-BL (15)	X (55)	29	1249	1303	55
10	X1-BL (16)	X (55)	29	1304	1358	55
10	X1-BL (17)	X (55)	29	1359	1413	55
10	X1-BL (18)	X (55)	29	1414	1468	55
10	X1-BL (19)	X (55)	29	1469	1523	55
10	X1-BL (20)	X (55)	29	1524	1578	55
10	X1-BL (21)	X (55)	29	1579	1633	55
10	X1-BL (22)	X (55)	29	1634	1688	55
10	X1-BL (23)	X (55)	29	1689	1743	55
10	X1-BL (24)	X (55)	29	1744	1798	55
10	X1-BL (25)	X (55)	29	1799	1853	55
10	X1-BL (26)	X (55)	29	1854	1908	55
5	X1-CDT	X (8)	30	1909	1916	8

EXHIBIT 3

LOCATION OF VARIABLE IMAGING (not to scale): Sample to show computerized imaging only.

NOTE: All X's below denote computerized variable imaging plus the address.

RI 38-38 (REV. 1/2004)

NOTICE OF ANNUITY ADJUSTMENT

This notice informs you of a change in the amount of your payments. Please read the back of the notice. If you have questions, call us or write to the address shown below.

GROSS MONTHLY ANNUITY	MONTHLY HEALTH BENEFITS	MONTHLY MEDICARE	OTHER DEDUCTIONS OR ADDITIONS*				NET MONTHLY PAYMENT
			CODE	AMOUNT	CODE	AMOUNT	
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XX	XXXXXXXXXX	XX	XXXXXXXXXX	XXXXXXXXXX
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XX	XXXXXXXXXX	XX	XXXXXXXXXX	XXXXXXXXXX
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	
			XX	XXXXXXXXXX	XX	XXXXXXXXXX	

*SEE BACK FOR CODES FOR OTHER DEDUCTIONS OR ADDITIONS AND ADDITIONAL INFORMATION

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS CENTER
PO BOX 45
BOYERS PA 16017-0045

Reason for adjustment.

YOUR PAYMENT DATED: 02/02/2004

REFER TO
THIS NUMBER
WHENEVER YOU
CONTACT OPM

CLAIM NUMBER

XXXXX XXXXXXXXXX

55 characters
must fit in this
space
horizontally

[illegible]

26 lines of
entries must fit
in this space
vertically

To call our toll-free number, dial 1-888-767-6738. Within local Washington, DC, area, dial 202-606-0500.

9 x 16-3/8" flat folding down to 9 x 3-3/4". Perforate along the entire 16-3/8" dimension appropriately from the left and right edges with a gap between perforations to form tear off stubs. Fold suitable to 9 x 3-3/4" with a 1-1/8" sealing flap wrapping around at top of finished piece.

The diagram illustrates the layout of a pre-printed envelope, divided into two main sections: **Face** (front) and **Back**.

Face (Front):

- Top Section:** Contains a "NOTICE OF ANNUITY ADJUSTMENT" form. It includes fields for "DATE ADJUSTMENT MADE", "ANNUITY ADJUSTMENT", "MONTHLY ANNUITY", "MONTHLY RESERVE", "MONTHLY ANNUITY", "IF THE CREDIT IS A CREDIT", "IF THE CREDIT IS A CREDIT", "IF THE CREDIT IS A CREDIT", and "IF THE CREDIT IS A CREDIT". It also includes a "YOUR PAYMENT DATED" field.
- Middle Section:** Features a "Computerized Imaging" area with a "55 characters" label and "26 lines of entries". Below this is a "Pre-printed Text" area.
- Bottom Section:** Contains an "Ink Jet Address" area.
- Bottom Right:** Includes a "Return Address Form Number/Date" and a "Mail Indicia" box.
- Dimensions and Labels:** The top section is labeled "Face" and "Back". The middle section is labeled "Fold Line". The bottom section is labeled "Fold Line". The bottom right corner is labeled "Easy Tear Perforations".

Back:

- Top Section:** Contains a "CODES FOR OTHER DEDUCTIONS OR ADDITIONS" area.
- Middle Section:** Features a large "PREPRINTED TEXT" area.
- Bottom Section:** Includes a "Continuous line of glue" and "Glue Spots".
- Dimensions and Labels:** The bottom section is labeled "Glue Spots".

NOTICE OF ANNUITY ADJUSTMENT

This notice informs you of a change in the amount of your payments. Please read the back of the notice. If you have questions, call us or write to the address shown below.

15 X1-OCOD (1)
15 X1-OCOD (2)
15 X1-OCOD (3)
15 X1-OCOD (4)
15 X1-OCOD (5)
15 X1-OCOD (6)

15 X1-NCOD (1)
15 X1-NCOD (2)
15 X1-NCOD (3)
15 X1-NCOD (4)
15 X1-NCOD (5)
15 X1-NCOD (6)

Gross Monthly Annuity	Monthly Health Benefits	Monthly Medicare	Other Deductions or Additions*				Net Monthly Payment
			Code	Amount	Code	Amount	
Old Status							
				15 X1-OAMT (1) 15 X1-OAMT (2) 15 X1-OAMT (3) 15 X1-OAMT (4) 15 X1-OAMT (5) 15 X1-OAMT (6)		15 X1-OAMT (7) 15 X1-OAMT (8) 15 X1-OAMT (9) 15 X1-OAMT (10) 15 X1-OAMT (11) 15 X1-OAMT (12)	
5 X-1-OGR	5 X-1-OHB	5 X1-OMD					15 X1-ONET
New Status							
				15 X1-NAMT (1) 15 X1-NAMT (2) 15 X1-NAMT (3) 15 X1-NAMT (4) 15 X1-NAMT (5) 15 X1-NAMT (6)		15 X1-NAMT (7) 15 X1-NAMT (8) 15 X1-NAMT (9) 15 X1-NAMT (10) 15 X1-NAMT (11) 15 X1-NAMT (12)	
5 X1-NGR	5 X1-NHB	5 X1-NMD					5 X1-NNET

15 X1-OCOD (7)
15 X1-OCOD (8)
15 X1-OCOD (9)
15 X1-OCOD (10)
15 X1-OCOD (11)
15 X1-OCOD (12)

15 X1-NCOD (7)
15 X1-NCOD (8)
15 X1-NCOD (9)
15 X1-NCOD (10)
15 X1-NCOD (11)
15 X1-NCOD (12)

*SEE BACK
FOR CODES
FOR OTHER
DEDUCTIONS
OR ADDITIONS

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS CENTER
PO BOX 45
BOYERS PA 16017-0045

YOUR PAYMENT DATED: 01/02/2016

REFER TO
THIS NUMBER
WHENEVER YOU
CONTACT OPM

CLAIM NUMBER
5 X1-CLM

Reason for adjustment.

You may use this notice as proof of your current rate of annuity.

10 X1-BL (1)

THROUGH

10 X1-BL (26)

To call our toll-free number, dial 1-888-767-6738 (TTY 1-855-887-4957).



TO OPEN - FOLD AND
TEAR OFF THIS STUB

5 X1-NA1
5 X1-NA2
5 X1-NA3
5 X1-NA4
5 X1-NA5
5 X1-NA6
5 X1-ZIP

TO OPEN - FOLD AND
TEAR OFF THIS STUB

Services Online (SOL)
TAKE NOTE!
Getting ready to open this old-fashioned mailer? Why not join thousands of your fellow retirees and sign up to have this annual notice and your 1099R sent electronically to your SOL account **next year** by "opting in" **now!** Log on to: www.servicessonline.opm.gov today.
While visiting SOL, go ahead and view your annuity statement, make updates to Federal and state tax withholdings, update your mailing address or update your direct deposit information, if necessary. And remember, you can access SOL any time, day or night, 365 days a year at your convenience, **all without a busy signal.**
Federal Employees' Group Life Insurance (FEGLI) premiums
Effective January 1, 2016, some FEGLI premiums are changing. The new rates are posted on: <https://www.opm.gov/healthcare-insurance/life-insurance/program-information/>.

US GOVERNMENT PRINTING OFFICE
US OFFICE OF PERSONNEL MANAGEMENT
RETIREMENT OPERATIONS CENTER
PO BOX 45
BOYERS PA 16017-0045
OFFICIAL BUSINESS
RI 20-53 (REV. 12/15)

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POSTAGE & FEES PAID
GPO
PERMIT NO. G-796