

<b>Jacket: 412-789</b>					
<b>Title: NOTICE 1444 (Cat. No. 74360R)</b>					
<b>Agency: Treasury/IRS</b>					
<b>Bid Opening Date and Time: 4/6/2020 @ 1:00pm</b>					
<b>Contractor</b>	<b>BID PER/M</b>	<b>COST FOR BASE LOT (15M)</b>	<b>COPIES OFFERED</b>	<b>DISCOUNT</b>	<b>TOTAL NET</b>
Specialty Print Comm	\$33.30	\$499,500.00	31,000,000	5%/21	\$474,525.00
RRD Green Bay	\$38.98	\$584,700.00	30,000,000	NET	\$584,700.00
RRD Elk Grove	\$46.50	\$697,500.00	15,000,000	NET	\$697,500.00
RRD Elk Grove/Lancaster	\$53.00	\$795,000.00	30,000,000	NET	\$795,000.00
Sourcelink	\$55.06	\$825,900.00	20,000,000	NET	\$825,900.00
RevSpring	\$68.00	\$1,020,000.00	15,000,000	NET	\$1,020,000.00
Advantage	\$69.30	\$1,039,500.00	60,000,000	.5%/20	\$1,034,302.50
OSG/Microdynamics	\$100.00	\$1,500,000.00	15,000,000	NET	\$1,500,000.00
Infoseal	\$105.70	\$1,585,500.00	15,000,000	NET	\$1,585,500.00
IMS, Inc.	\$120.00	\$1,800,000.00	15,000,000	NET	\$1,800,000.00



April 4, 2020

This is Amendment No. 1. The specifications in our invitation for bids on Jacket 412-789, scheduled for opening at 10:00 AM on April 6, 2020, are amended as follows:

1. Bid opening is changed from 10:00 AM to **1:00 PM EST on April 6, 2020**.
2. Production is allowed at multiple locations. Note: the copies per 1,000 rate is a complete product price that includes all make-ready and materials required, regardless of number of production locations utilized.
3. SECTION 1- SCHEDULE is changed as follows:
  - From: 04-07-20 Award of contract (Purchase Order Number by phone).
  - To: (Add) At award of Contract – IRS will send dummy data to the contractor by Secure File Transfer Protocol (STFP) or CD-ROM to ensure that contractor can read data the required data.
  - From: 4-14-20 Notice 1444 quantity adjustments (to be received by email).
  - To: 4-15-20 Notice 1444 (EN/SP) quantity adjustments (to be received by email).
  - From: 4-14-20 Address data sent by IRS (estimated quantity 75,000,000 (minimum 15,000,000 per lot to contractor)
  - To: 4-15-20 Address data sent by IRS (estimated quantity 75,000,000 (minimum 15,000,000 per contractor).
  - From: 4-15-20 Imaging samples to IRS for review (Virtual Proof).
  - To: 4-16-20 Imaging samples to IRS for review (Virtual Proof).
4. SECTION 3 – NOTICE 1444 SPECIFICATIONS is clarified as follows:
  - On Page 7, 3.8 Proofs, the contractor will submit proofs and construction samples of both construction methods if they offer and are producing both options.
5. SECTION 4.3 IMAGING SPECIFICATIONS is changed as follows:
  - From: FACE (Notice 1444): Image the first name line, second name line, street address, city state, zip code, on face of notices using position 1 to 147 on the record layout.
  - To: FACE (Notice 1444 (EN/SP)): Image “Direct Deposit/Deposito Directo” and dollar amount, and first name line, second name line, street address, city state, zip code, on face of notices using position 1 to 186 on the record layout.
6. SECTION 12 – SCHEDULE OF PRICES



On Page 20 of 21 Construction Method is hereby changed as follows:

Contractor is to identify which production option that they will use. This is at contractor's option. Contractor may use a combination of the two options in order to satisfy the minimum lot quantity. However, contractor is to provide only one price for line item 12.1 regardless of the method they choose to fulfill the requirement.

All other specifications remain the same.

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission, which is via e-mail to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

JULIE HASENFUS  
Contracting Officer

**BID OPENING:** Bids shall be opened at 10:00 AM., prevailing Eastern Standard Time (EST), on April 6, 2020 by the U.S. Government Publishing Office, in Washington, DC 20401 Due to the COVID-19 pandemic, this will NOT be a public bid opening

**BID SUBMISSION: NOTE:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to [bidsapsdc@gpo.gov](mailto:bidsapsdc@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket Number 412-789 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 10:00 AM EST on the bid opening date specified above will not be considered for award.

For information regarding the solicitation requirements *prior to* award, email Dalton Everett at [deeverett@gpo.gov](mailto:deeverett@gpo.gov). For contract administration *after* award, contact APS DC at 202-512-0307.

Additional e-mailed Bid Submission Provisions:

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed 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.*
- (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)).

**BIDDERS, PLEASE NOTE:** GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

SPECIFICATIONS FOR CONTRACT PRINTING, BINDING,  
AND IMAGING OF NOTICE 1444

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**SUBCONTRACTING:** Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev.1/18)), is modified to permit subcontracting of envelopes for printing firms.

All the requirements of these specifications apply equally to both items unless otherwise indicated herein.

**SCOPE:** These specifications cover the printing, binding, imaging and distribution of 75,000,000 copies of

Notice 1444, face and back folded forms as either a self-mailer or as a letter inserted into a separate envelope at the contractor's option. Sorting, assembling by ZIP Code (staging), and turnover for First-Class mailing of Notice 1444 to USPS. Commingled, bundled and tray mail will be required.

**BID LOTS:** The Government will make multiple awards under this solicitation since it is anticipated that one firm will not be able to meet all of the requirements.

**BID QUANTITIES:** 75,000,000 total copies. This quantity will be divided into varying-sized lots, which must not be less than 15 million copies, to be awarded to multiple contractors. Bidders will submit the maximum number of copies they can produce by the specified mailing date (refer to Schedule, page 5) with their bid.

**CHANGES IN QUANTITY:** The Government, may adjust the awarded quantity by a variance of up to plus or minus 25%. Notice of quantity adjustment may be made by the Government by e-mail at any time prior to April 14 (refer to Schedule, page 4). These adjustments will not change the scheduled date for turnover to USPS.

Billing adjustments for quantity changes will be at the contractor's quoted "ADDITIONAL RATE" (see Offers Section).

**NOTE:** Contractor must mail the full Final Quantity to all consignees. No shortages or overruns will be allowed.

Security Requirements: Protection of Confidential Information:

The Contractor shall restrict access to all information obtained from the IRS in the performance of this contract to those employees and officials who need it to perform the contract.

The Contractor shall process all information obtained from the IRS in the performance of the contract under the immediate supervision and control of authorized personnel in a manner that will protect the confidentiality of the records and in such a way that the unauthorized persons cannot retrieve any such records.

The Contractor shall inform all personnel with access to the confidential information obtained from the IRS in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.

The Contractor shall assure that each Contractor employee with access to IRS work 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. When the Contractor employees are made aware of this information, they will be required to sign the Contractor Personnel Security Certification. A copy of this signed certification must be forwarded to the IRS [glenn.r.pelishkek@irs.gov](mailto:glenn.r.pelishkek@irs.gov).

All confidential information obtained from the IRS for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.

All Contractor employees shall either be literate in English or have a translator available at all time who can read, speak, and understand the language in order to ensure all operational, security, and contract requirements are met. The Contractor shall ensure communications are provided at a level such that employees can understand instructions and converse with the customer.

Work Areas for the production of IRS work shall be in dedicated areas that are roped or taped off with access to those employees working on IRS work. Signs will be posted that only assigned employees may enter. All phases of work will be staged in one main area for each process and roped off for security. All work areas will be open for IRS representatives at all times.

At least one supervisory employee must be permanently assigned to the secured areas to visually observe at all times the printing, packing, storing, shipping and destruction of any spoiled materials.

Contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout run. The Contractor must ensure that there are no missing or duplicate pieces and no pieces with miss-imaged data or imaged data derived from more than one record on the same piece. The Contractor must also ensure that no outgoing envelope contains IRS statements for more than one individual. The contractor must submit point of contacts for the weekday and weekend for the duration of the contract to IRS.

**SECTION 1 - SCHEDULE**

<b><u>Date</u></b>	<b><u>Event</u></b>
04-06-20	Bid opening.
04-07-20	Award of contract (Purchase Order Number by phone).
04-7-20	Proofs due. (See Section 3.8)
04-7-20	Production & Quality Plans (See Sec. 1.2 & Sec. 8), Security Letter (See Sec. 4.2), and Safeguarding IRS Confidential Information.
04-7-20 and 4-8-20	Preproduction conference call. (See Section 1.2).
4-9-20	Electronic Media for Notice 1444 to contractor (See Section 3 .8 - Proofs).
4-14-20	Notice 1444 quantity adjustments (to be received by email).
4-14-20 to contractor)).	Address data sent by IRS (estimated quantity 75,000,000 (minimum 15,000,000 per lot
4-15-20	Imaging samples to IRS for review (Virtual Proof).
4-30-20	Complete turnover of Notice 1444 to Postal Service
5-3-20	Contractor must submit 1 complete set of PS Forms 3600 and listings report. (See Section 2.4).

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. **This is a time sensitive procurement.** In the event of any uncontrollable delays by the Government, no schedule adjustments or extensions may be allowed.

Unscheduled material such as delivery lists, receipts or instructions, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

**1.1 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 low contractor 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 a timely manner may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**1.2 Preproduction teleconference call** will be held as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor MUST submit two (2) copies each of detailed written

Production and Quality plans. The plans shall be submitted, by the date in the schedule to [deeverett@gpo.gov](mailto:deeverett@gpo.gov) and to [apsdc@gpo.gov](mailto:apsdc@gpo.gov) at the U.S. Government Publishing Office.. The proposed Quality plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved Quality plan will be reviewed in depth. Items to be included in the Production Plan are: 1) processing and sorting master-file magnetic cartridges, as well as the security of the cartridges and taxpayer information, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the Quality Systems Plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Publishing Office and USPS Headquarters Office Personnel. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance. The IRS Cybersecurity Team will be involved with the preconference call, estimated time of call will be four hours.

**1.3 QUALITY SYSTEMS AUDIT:** In connection with the preproduction conference, should the Government elect, a quality systems audit could be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be perform. This procedure will be mandatory for all contractors doing IRS Tax Notice mail outs work for the first time.

**Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default.**

**1.4 Postage Summary Report:** The reports must be submitted **electronically** by the date in the schedule, otherwise there may be a delay in payment processing. Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total. The reports are to be submitted following Delivery Point Validation processing. E-mail the reports to [Glenn.R.Pelishek@irs.gov](mailto:Glenn.R.Pelishek@irs.gov), and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov). **Shipping Notification:** Contractors must also submit shipping notification on the final day of shipping. E-mail the notification to [Glenn.R.Pelishek@irs.gov](mailto:Glenn.R.Pelishek@irs.gov), [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov) and [deeverett@gpo.gov](mailto:deeverett@gpo.gov).

## **SECTION 2 - MATERIALS**

### **2.1 FURNISHED BY GOVERNMENT:**

- (1) Electronic Media for the Notice 1444,
- (2) Contractors must be capable of reading produced in EBCDIC format. The data will be encrypted/password protected using WinZip 9.0 (256 Bit AES encryption). Secure File Transfer Protocol (STFP) or CD-ROMS will be used for the taxpayer's data transfer to the contractor. The password will be secured emailed to the contractor.
- (3) USPS pallets made available by the USPS upon request,
- (4) IRS Form 13456, IRS Publishing - Postage Report in a fill able PDF file,
- (5) IRS Form 9558 – Inspection Notification Report



\*Note: Electronic transfer will be via e-mail attachment or Secure File Transfer Protocol (SFTP) in Portal Document Format (PDF) generated from Adobe Acrobat 9.0 or later. The Government will supply a composite PDF file, and all fonts will be embedded in the files at the PDF level. **Do not unembed fonts!** This may result in a loss of data. The PDFs are backward compatible to Adobe Acrobat 8.0. Prior to image processing the contractor is responsible for checking files to ensure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. The contractor must verify the accuracy of the Postal barcodes, output as part of the envelope printing, if producing this option, with the USPS.

NOTE: If CD-ROMs are furnished, contractor must shred all CD-ROMs immediately after completion of this contract and destruction certificate to IRS. CD-ROMs must not be returned to the IRS.

**2.2 FURNISHED BY CONTRACTOR:** All other materials and operations necessary to fulfill the contract requirements, including telephone, facsimile transmission capability, personal computer, internet access and the following:

For completing Forms 13456 and 13456A: The contractor is required to have Internet access provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0. The contractor is also required to have Adobe Acrobat 9.0 (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

**2.3 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.

**2.3.1 Notice 1444 Paper:** At contractor's option the following stocks/paper may be used - White uncoated text, basis weight 25 x 38", 50 or 60 lbs. per 500 sheets, equal to JCP code A60 or White Writing, basis weight 17 x 22" 20 lbs., per 500 sheets, equal to JCP code D10.

**2.4 Postage Statements/IRS Postal Forms:** The contractor is required to complete and submit via email Form 13456 to the IRS within three days after the final turnover of mail packages to the USPS. E-mail Form 13456 to [postage@publish.no.irs.gov](mailto:postage@publish.no.irs.gov) and to [Glenn.R.Pelishkek@irs.gov](mailto:Glenn.R.Pelishkek@irs.gov) and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov).

For your convenience, Form 13456 is provided as a fillable PDF file. The IRS will complete the top portion of the form prior to e-mailing the form to the contractor. If there is any information missing or incorrect, please contact at [Glenn.r.pelishkek@irs.gov](mailto:Glenn.r.pelishkek@irs.gov).

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The five elements are: (1) barrel stamped post office zip code, (2) postage statement date, (3) quantity mailed, (4) postage amount, and (5) postage statement type. **The form must contain only postage information for the designated GPO jacket number.** Prior to submitting Form 13456, the contractor must rename the file "GPO Jacket number\_date\_" i.e. **123-456\_9-02-03.pdf**. If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter "a" then "b", etc. i.e. **123-456\_09-02-03pdf**. The contractor is also responsible for the accuracy of the information returned to the IRS. **Any delay or missing input could result in delay of payment.**

All Postage Statements (i.e. USPS Form 3600, 3602-R, 3600) must contain the IRS Agency Cost Code "67039" in the "Federal Agency Cost Code" box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement.

Contractor to send daily report showing completed mailing, by email to [Glenn.R.Pelishkek@irs.gov](mailto:Glenn.R.Pelishkek@irs.gov) and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov)

**SECTION 3 – NOTICE 1444 SPECIFICATIONS**

At Contractor's option, production may be done via Option A or Option B below. Contractor will specify which option they will use to produce the job in Section 11: Offers/Bids.

**Construction Option A – Self Mailer**

**Number of Pages:** Face and back folded form.

**Trim Size:** 8 x 21" flat\* 8 x 5-1/4" folded\* \*plus 1/4-1/2" firm glued perforated tear-off stubs on the three open sides after folding.

**Format:** Type & rule form, head-to-head. Prints one color on face and back with a 10% screen on face.

**Ink:** Black ink.

**Imaging:** Contractor must image variable elements from the IRS record layout on the face and back of the notice.

**Construction Option B – Notice with Mailer Envelope**

**Number of Pages:** Face and back folded form.

**Quantity:** 75,000,000.

**Trim Size:** 7-1/2 to 8 x 10-1/2 to 11" flat\* 7-1/2 to 8 x 3-1/2 to 3-7/8" folded\*

**Format:** Type & rule form, head to head. Prints one colors on face and back only with a 10% screen on face.

**Ink:** Black ink.

**Imaging:** Contractor must image variable elements from the IRS record layout on the face of the notice.

**Mailer Envelope:** Contractor must insert the notice into a window mailer envelope with security print printed inside the print envelope. Contractor has the option to image taxpayers name and address directly on the mailer envelope, eliminating the window.

**3.6 GPO Imprint:** Contractor must set and insert a GPO imprint line, per Contract Terms, GPO Publication 310.2 (page 9).

**3.7 Margins (approx.):** Face 1-1/4" head, center left and right. Follow trim marks on furnished copy.

**3.8 Proofs:** (Electronic Proofs E-Mailed Direct to Agency)

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Submit one construction sample to: [Glenn.R.Pelishak@IRS.GOV](mailto:Glenn.R.Pelishak@IRS.GOV) and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov) The CONSTRUCTION SAMPLE and shall include the GPO jacket number. The samples must be submitted by the date specified in the schedule.

If any contractor's errors are serious enough in the opinion of the IRS 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.

Submit proofs to: [Glenn.R.Pelishkek@irs.gov](mailto:Glenn.R.Pelishkek@irs.gov) and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov) Proofs will be review in the same workday from receipt in IRS until contractor is given an O.K. to print.

**SECTION 4 – IMAGING SPECIFICATIONS:** Secure File Transfer Protocol (SFTP) or CD-ROM(s): The IRS will generate and make available the datafile to the contractor. The contractor will be expected to retrieve the datafile(s) from the IRS using SFTP protocol. In case of a data transfer failure, the IRS will furnish CD-ROMs containing the same data.

CD-ROM(s): The furnished CD-ROMs are raw unedited mail label records and must be formatted for an address label at the contractor's expense. Computer dumps are not acceptable. The CD-ROMs are sorted by Service Centers. The service center code included in the record layout can be used for sorting addresses by service center. The raw data contained on these cartridges has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization.

Contractor must pass the entire file against a **USPS Code Accuracy Support System (CASS) certified** software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.

**4.1 Unusable CD-ROM:** CD-ROMs received in an unusable condition, out of ZIP code sequence, or missing CD-ROMs, will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of CD-ROMs, it will be understood that none exists.* The contractor may notify [Glenn.R.Pelishkek@irs.gov](mailto:Glenn.R.Pelishkek@irs.gov) directly only if there is a physical problem with the CD-ROMs or the shipment in which they are received. Provide the following: Job Run File ID; Batch Cycle Group; CD-ROM Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last box of CD-ROMs, if more than 1 box.

**4.2 CD-ROMs, and Security/Security Letter:** The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of the CD-ROMs furnished by IRS, nor use or allow any person to use the CD-ROMs, for any other purpose than mailing the Notice 1444. The contractor must email on company letterhead (reference the GPO jacket number), to [Genn.R.Pelishkek@irs](mailto:Genn.R.Pelishkek@irs) and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov), a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS CD-ROMs and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Publication 4812 "Contractor Security & Privacy Controls". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://WWW.IRS.GOV) then click on forms and pubs, or from IRS by calling 1-800-829-3676).

**4.3 Imaging/Addressing:** The imaging and addressing may be accomplished by either impact printers or non-impact printers.

IMAGING - Must meet the following requirements:

- (a) **The size of the type must be at least 12 point (in height not characters to the inch)** and the font may be Helvetica, Siemens Gothic Text, Siemens Essay Standard, Scitex Gothic International Medium, or Kodak Gothic. Any other must be approved before preproduction meeting.
- (b) Imaging must be black.
- (c) All characters must align.
- (d) No missing data or entries.
- (e) No duplicate data or entries.
- (f) Addresses will have no more than 5 lines. (7 lines including carrier route line and delivery point barcode)
- (g) There will be a maximum of 39 characters per line and spaced 6 lines per inch vertically.
- (h) No broken characters.
- (i) No smearing.
- (j) No visible wicking.
- (k) No visible gloss.
- (l) Reflectance of characters shall be visually uniform across the whole label.

FACE (Mailer Envelope or Notice 1444): Must meet all U.S. Postal Service requirements for First-Class Mail. The mailing address will be on the face of the mailer envelope or the face of Notice 1444 (depending on the option selected by contractor – See Section 5.1.1).

The contractor must reformat the data to image the carrier route endorsement and literal, name, address, city, state, and zip code plus the postal sack number, and break number (change indicator) in 6 lines (See Record Layout). The contractor will be required to take information from the furnished CD-ROM and format it to create an 11 digit Delivery Point Barcode to achieve lowest postage costs to Government. This Barcode is to be imaged below the last line of the address, in accordance the USPS Domestic Mail Manual It must be on all 3/5 digit and basic mail, and may print on carrier route mail.

FACE (Notice 1444): Image the first name line, second name line, street address, city state, zip code, on face of notices using position 1 to 147 on the record layout.

**4.4 Prior-to production email samples are required.** Using furnished IRS data image 20 samples for the notice. **There will be a total of one version of Notice 1444.** Image all notices with taxpayer's name and address and notice information as required in Section 4.3. Submit samples no later than April 15, 2020. Samples are to be emailed to IRS. These samples will be used to test for proper type font, spacing, alignment, stock, adhesive, imaging quality, etc. Contractor will be given an approval, conditional approval, or rejection within the same after receipt in the IRS. Contractor is not authorized to print prior to his receipt of an approval or conditional approval.

**4.5 Unique Number:** The contractor will be required to produce a unique number for each Notice 1444, using their own equipment, so the contractor may retrieve and reproduce records for any unusable package or when packages are pulled as QA Samples. If the unique number contains more than 10 characters, it must NOT begin with 1800, 1866, 1877, 1888, or 1900. The unique number must not appear on any labels.

**4.6 Spoiled Notice 1444:** The contractor must replace all spoiled imaged notices. The contractor must provide sufficient detail to fulfill the contract requirements for 100% mailing that there are no missing pieces.

**4.7 USPS Regulations:** The contractor must comply with all U.S. Postal Service regulations governing the preparation of First Class rate mailings which are in effect at the time of the mailing, including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor must meet with local postal authorities before the start of production.

The Domestic Mail Manual (**DMM**) has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.

**4.8 Carrier Route Presort:** Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

**4.9 Presort Palletization:** As outlined by the Postal Service in the Domestic Mail Manual, the carrier route presort palletization program requires that in **most cases, depending on thickness and weight**, individual self-mailers of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets.  
See DMM for specific requirements.

**4.10 Internal Wrapping or Tying:** All bundles containing mixed carrier routes or 3/5-digit ZIP codes require internal wrapping or tying in direct packages of ten or more letters. See Domestic Mail Manual for details.

**4.11 Postal Pallets:** The U.S.P.S. will provide pallets upon contractor's request, or contractor may use their own pallets that meet postal requirements, at his own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual for (Notices and Bundles Presented on Pallets) and (Palletizing Sacks). See the DMM for preparation requirements for palletizing First-Class Mail. Letters must be palletized separately from sacks. The sack tags must be bar coded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives, bulk mail acceptance personnel or RCC.

**4.12 ZIP Code Count Report:** Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count report for the contractor's use during the addressing operation. **A copy must also be provided for the IRS resident coordinator.**

**4.13 Daily Production Report:** The contractor will provide daily addressing production information required to complete Report Form 9659. The contractor must email the report to IRS, [Glenn.R.Pelishek@irs.gov](mailto:Glenn.R.Pelishek@irs.gov) and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov)

**4.14 Order of Addressing:** Contractor must ship to furthest destinations first.

## Section 5 – Envelope Specifications

### 5.1 Size and Quantity:

**5.1.1 Mailer Envelope** – 4-1/8 to 6” x 8 to 10” window (covered). Contractor must determine placement of window so all mailing information shows after notice is inserted. At contractor’s option in lieu of window, taxpayer’s name, address, and service center address may be imaged directly on envelope in a typeface and size to matching the mailer notice.

**5.1.2** Contractor must print security tint of their own design on inside of envelope to prevent show through of information.

**5.2** Paper: White Writing, sub. 24 or White uncoated text, 50 lbs. or 60 lbs. (per 500 sheets, 25 x 38”) equal to JCP Code A60 and JCP Code V20

**5.3** Construction: All envelopes must have a fold at bottom, with a square cornered or diagonal sealing flap. The flap adhesive must completely seal.

**5.4** Construction options for Mailer Envelopes: Diagonal seam, welded seam, or side seam.

**5.5** Printing: IRS will furnish files via electronic transfer for envelopes.

**5.6** Mailer Envelopes: Prints with one return addresses.

**5.7** Ink for Envelope Printing: Print black ink.

**5.8 ENVELOPE ELECTRONIC/E-MAIL PROOFS** (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN “OK TO PRINT”. One set of E-Mailed Electronic Page Proofs. Contractor to submit one “Press Quality” PDF “soft” proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position (to include security tint on proofs), and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number, “Envelope Proofs” plus return name and E-Mail address) directly to the Agency at [Glenn.R.Pelishek@irs.gov](mailto:Glenn.R.Pelishek@irs.gov) and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov) and accompanying documentation. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than 1 workday from receipt at the Department to receipt in the contractor's plant. At Agency request, revised proof may be requested. Revised proof to be held 1 work day from receipt at IRS until made available for pickup by the contractor. Contractor will be given either an approval, conditional approval, or rejection, may be by e-mail or telephone.

Envelope Quality Control Procedures: The prime contractor must establish and administer a quality assurance program which will ensure all envelopes meet specifications whether they are produced “in line” or at a subcontractor’s site.

**5.9 Subcontractor:** If envelopes are produced by a subcontractor, production must be completed in same timeframe and according to the same contract specifications, and be made per the prior-implemented assurance program. This schedule is to facilitate timely replacements necessitated by failure to meet

contract specifications.

## **SECTION 6 - STAGING**

**6.1 Pallet Assembly and Storage/Staged:** Loaded pallets must be assembled and stored "staged" for eventual turn over to U.S. Postal Service beginning no sooner than the date specified in the Schedule. The pallets are to be staged in order so that the furthest destinations will be turned over first and the closest destinations last.

**6.2 Location of Staging Area and Point of Entry:** Contractor will specify in the bid the location of the staging area/areas and the proposed point of entry/entries for the 1444 notice mail. (See Offers Section 10)

## **SECTION 7 - MAIL TURNOVER TO POSTAL SERVICE**

**7.1 First Class Mail:** The Postal Service will verify the total weight of the mailing. The contractor must comply with all Domestic Mail Manual (DMM) regulations governing use of First Class Mail.

**Due to the IRS's 100% delivery requirement, Optional Mail procedures that do not weigh EACH pallet of mail are not allowed or authorized.**

**7.2 Vehicles Provided:** Truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated in schedules without demurrage costs.

**7.3 Turnover Requirements:** Contractor must ship to furthest designations first. Contractor must release Notice 1444 to USPS no later than April 30, 2020.

**7.4 APO/FPO:** APO/FPO self-mailers, if any, will be part of the Ogden Service Center requirement. APO/FPO mail is to be addressed by the contractor, tied into 5 digit packages, placed in regular canvas bags for each unique zip code, and mailed to San Francisco/Oakland or New York per the DMM requirements. APO/FPO Requirements: The contractor must obtain bag tags (or produce tags at own expense) from the Postal Service for each APO/FPO destination. Each bag tag should contain the following:

1. APO Destination, and code (e.g.: APO AE 09028)
2. First-Class Mail (STD A FLATS)
3. IRS Washington D.C. 20224

**7.5 Indicia:** The Government will furnish a permit number and indicia for the First-Class Mail. A PS Form 3600, Statement of Mailing with Permit Imprints and a GPO Form 712, Certificate of Conformance must be completed and submitted to the entry post office for all bulk shipments using permit imprint mailing labels.

## **SECTION 8 - QUALITY SYSTEMS**

**8.1 Quality Systems:** The prime contractor shall initiate, prior to start-up and maintain throughout the term of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

The Quality Systems shall include procedures for assuring that all variable data elements are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction) during all phases of production.

**8.2 Quality Systems Official:** The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's main point of contact on quality matters during the term of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.



**8.3 Records:** Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract (see GPO contract terms). Copies of the forms used to record the inspections and test results shall be submitted with the plan.

All quality control samples must be produced at no additional cost to the Government.

**8.4 Inspection by the Government:** The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY. Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

**8.5 Quality Systems Plan:** The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to [Glenn.R.Pelishkek@irs.gov](mailto:Glenn.R.Pelishkek@irs.gov), [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov) at the IRS and [deeverett@gpo.gov](mailto:deeverett@gpo.gov) at the U.S. Government Publishing Office. The proposed Quality Systems Plans are subject to Government approval.

**8.6 QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards, per GPO Publication 310.1, shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

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. - The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	OK'd Proofs/Government Furnished electronic file
P-9. Solid and Screen Tint Color Match	Pantone Matching System

## **SECTION 9 - PRODUCTION SAMPLES**

NOTE: The copies included in A, B, C, D, and E are to be considered sample copies and will not be included in the quantity ordered and may not be included in the quantity billed. Shipping of these samples is to be at the contractor's expense, and must be sent by a traceable means. NOTE: All live imaged samples must be replaced as soon as practicable to ensure that the full quantity is delivered by the completion date.

A. QUALITY ASSURANCE RANDOM COPIES - The contractor MUST submit 200 quality assurance copies complete with addresses, at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sub lots and select 1 copy from a different general area of each sub lot. The contractor will be required to execute the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished Pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Pink stock. The container and its contents shall be recorded separately on all shipping documents and sent to U.S. Government Publishing Office, Printing Procurement, Stop: PSQ, Room A-843, Quality Assurance Section, 732 North Capitol St. NW, Wash., DC 20401. Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Quality Assurance Random Copies.

B. Notice 1444 SAMPLES: Ship or mail 50 imaged of Notice 1444, to **Internal Revenue Service, Attn: Glenn Pelishkek – Room 6235, 1111 Constitution Ave. Washington, DC 20224.** Image the Notice 1444 using the following information:

ECRLOT \*\*CO 17  
8900025764325  
JAMES A & ANDREA A TAXPAYER  
16305 Main Ave NW  
ANYTOWN US 99999-9999  
(Apply Delivery Point Barcode here)

C. Notice 1444 SAMPLES: Ship or mail, by an overnight delivery service, 25 of each version of Notice 1444 complete, within 24 hours of binding startup to two destinations:

25 copies (Imaged) - Internal Revenue Service  
Attn: Terri Skyrn  
New Carrolton Federal Building  
Lanham, MD 20706

D. Notice 1444 SAMPLES: Ship or mail 2 Notice 1444, imaged with the information in Section C, with envelopes, to: U. S. Government Publishing Office, Stop CSAP, Room A-838, 732 North Capitol St. NW, Washington, DC 20401, M/F Attention: (APS DC).

E. GPO SAMPLES: Ship or mail 16 Notice 1444 to 2 destinations as follows:

Ship 1 unimaged copy to: BAC (C+1) 1523-01, US Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H St., NW, Loading Dock, Washington, DC 20401, Marked item # 0964-B-02.  
Ship 15 unimaged copy to: BAC (BY-LAW) 1525-01, Library of Congress, U.S. Serials and Government Documents Section, U.S. Anglo Division, 101 Independence Avenue SE, Stop 4276, Washington, DC 20540-4276. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS), Marked "Depository File Copies"

**SECTION 10: SECURITY REQUIREMENTS:** 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. All Sensitive But Unclassified (SBU) data must be adequately protected and secured and meet the required physical security minimum protection standards as defined in Publications 1075, and 4812. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed in accordance with IRS Publications 1075 (Rev. 8-2010) and 4812, Tax Information Security Guidelines for Federal, State, and Local Agencies.

The contractor agrees that it shall establish and maintain full Secure Data Transfer (SDT) compliance throughout the term of this contract. Contractor receiving SBU information from the IRS shall meet the requirements set forth below, in accordance with the IRS Publications 1075, 4812, and Federal Information Security Management Act (FISMA) Compliant Data Protection and Internal Revenue Code 6103 (n):

(a) All federal, state, and local agencies or entities shall comply with IRS Publications 1075, and 4812. Tax Information Security Guidelines for Federal, State and Local Agencies and Entities (as revised) if transmitted data contains Federal Taxpayer Information (FTI). All data that originates from the IRS shall be protected to ensure compliance with FISMA, including the technical security, physical security, personnel security, and record retention requirements.

**(b) All IRS systems that handle or process Federal Tax Information or other Sensitive but Unclassified information, including Personally Identifiable Information (PII), source code, etc. are categorized at the moderate risk level, as required by Publication FIPS 199, Standards for Security Categorization of Federal Information and Information Systems. This contract handles FTI at the moderate risk level.**

NOTE: Personally identifiable information is "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).
- 

**Contractors shall comply with moderate risk controls of National Institute of Standards and Technology (NIST) SP 800-53, Recommended Security Controls for Federal Information Systems and Organizations, Revision 3 or 4. NIST is a federal technology agency that develops and promotes measurement, standards, and technology. NIST also provides additional guidance, publications, and compliance tools to Government agencies at <http://csrc.nist.gov/groups/SMA/fisma/index.html>.**

1. Authorized Data Recipients: Only authorized individuals may receive SBU information from the IRS. Individual identification and authentication will be accomplished through use of a third-party digital certificate issued by name to authorized individuals. Authorized contractor employees shall apply, authenticate, and retrieve a digital certificate.
2. Data Tracking and Accounting: Contractors receiving SBU information are responsible for ensuring the security of SBU information within the firm and shall establish procedures to track and account for data from receipt to disposition. If contracted entity is a federal, state, or local agency and transmitted data contains FTI, these procedures shall meet the requirements of Publications 1075, and 4812.
3. All contractors shall ensure that the individual responsible for accounting for receipt of SBU information is provided with the "control file" that accompanies the extract file on SDT. The contractor is required to provide IRS with a separate acknowledgement of receipt of SBU information.
4. Data Transfer Log File: Contractors receiving SBU information must maintain a log file that records complete and incomplete data transfers. For complete transmissions, the log file must identify the sender of the information, the file name, the date/time of receipt, and the record count. For incomplete transfers, the log file must identify as much of the above information as is possible.
5. Confirmation of Successful Data Transfers and Record Count: When a contractor receives a file from the IRS via SDT, the contractor shall check the file to see that it is intact and usable; the contractor shall also validate the record count provided on the "control file." In the event of incomplete or unsuccessful transfers, including a file where record counts cannot be validated, the contractor shall notify [Glenn.R.Pelishsek@irs.gov](mailto:Glenn.R.Pelishsek@irs.gov) and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov) the IRS immediately and request that the file be retransferred. Requests for retransfer shall include the following information: Name, phone number, and email address of the person making the request; Name, phone number, and email address of an alternate contractor contact; file name; job run file ID number; and, complete contractor name.
6. Sensitive but Unclassified Information Breach/Misrouted File: An SBU information breach includes any incident where SBU data is lost, misused, or compromised. This includes but is not limited to situations involving a misrouted file (a file meant for one entity or contractor is received by another entity or contractor) containing SBU data.

In the case of an SBU breach, the contractor shall contact the following offices within one (1) hour: the Computer Security Incident Response Center (CSIRC)/the Situation Awareness Management Center

(SAMC) through the CSIRC/SAMC Incident Hotline at (866) 216-4809; the Government Publishing Office, DC Team 2 at (202) 512-1239, and the Contracting Officer's Representative, [Glenn.R.Pelishkek@irs.gov](mailto:Glenn.R.Pelishkek@irs.gov). The Government will take appropriate action and advise the contractor of further action, if any, required by the contractor and/or consequences resulting from the SBU Breach.

7. Access Controls and Audit Logs: The contractor shall ensure that any information system (server, workstation, laptop, etc.) storing SBU information maintains access controls to the information and audit logs that document any access to the information in accordance with NIST SP 800-53. Audit logs must be saved for seven (7) years. For all federal, state, and local agencies or entities, if data transmitted through the SDT and stored on the agency's system contains FTI, access to the information shall be recorded and reviewed, as identified for access controls and auditing within Publications 1075, and 4812.
8. Validation of Authorized Users: All logical access to IRS information shall be controlled by U.S. Government-approved authentication methods to validate the authorized users.
9. Web Accessible File Sharing Support: There shall be no dial-up or broadband support for web accessible file sharing. Remote administration of the web accessible file sharing systems is permitted only via FIPS 140-2 compliant products. Safeguard Disclosure of Federal Taxpayer Information Data Transmitted Through the Secure Data Transfer: If SDT is used by the contractor to receive FTI data from the IRS, a revised Safeguard Procedures Report (SPR) is not required to participate in the SDT. The contractor's next annual Safeguard Activity Report (SAR) submission shall document all protection mechanisms used to secure and store all data received in performing this contract. This shall include identifying the protection procedures, as well as the destruction procedures for data files received via SDT.
10. Contractor shall ensure that all laptops being used for this contract use full disc encryption.

All IT assets must be configured to ensure compliance with the NIST Security Content Automation Protocol (SCAP) located on the NIST web site.

**SECURITY REQUIREMENTS: Protection of Confidential Information:**

The contractor shall restrict access to all information obtained from the IRS in the performance of this contract to those employees and officials who need it to perform the contract.

The contractor shall process all information obtained from the IRS in the performance of the contract under the immediate supervision and control of authorized personnel in a manner that will protect the confidentiality of the records and in such a way that the unauthorized persons cannot retrieve any such records.

The contractor shall inform all personnel with access to the confidential information obtained from the IRS in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.

The contractor shall assure that each contractor employee with access to IRS work 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. All confidential information obtained from the IRS for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.

Work areas for the production of IRS work shall be in dedicated areas that are roped or taped off, under camera surveillance, with access to those employees working on IRS work. Signs will be posted that only assigned employees may enter. All phases of work will be staged in one main area for each process and roped off for security. It is prohibited for cameras and cell phones to be in the work areas of the IRS production. All work areas will be open for IRS representatives at all times.

At least one supervisory employee must be permanently assigned to the secured areas to visually observe, at all times, the printing, imaging, inserting, storing, mailing, and destruction of any spoiled materials.

The contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout the run. The contractor must ensure that there are no missing or duplicate pieces and no pieces with mis-imaged data or imaged data derived from more than one record on the same piece. The contractor must also ensure that no outgoing envelope contains IRS statements for more than one individual.

**SENSITIVE BUT UNCLASSIFIED (SBU) SYSTEMS OR INFORMATION:**

- (a) In addition to complying with any functional and technical security requirements set forth in the schedule and elsewhere in the contract, the contractor shall request that the Government initiate personnel screening checks and provide signed user nondisclosure agreements, as required by this clause, for each contractor employee requiring staff-like access, i.e., unescorted or unsupervised physical access or electronic access, to the following limited or controlled areas, systems, programs, and data: IRS facilities, information systems, security items and products, and sensitive but unclassified information. Examples of electronic access would include the ability to access records by a system or security administrator.
- (b) The contractor shall submit a properly completed set of investigative request processing forms for each such employee in compliance with instructions to be furnished by the IRS, within 24 hours of award.
- (c) Depending upon the nature of the type of investigation necessary, it may take a period up to eleven months to complete complex personnel screening investigations. At the discretion of the Government, background screening may not be required for employees with recent or current favorable Federal Government investigations.
- (d) To verify the acceptability of a non-IRS, favorable investigation, the contractor shall submit the forms or information needed, according to instructions furnished by the IRS.
- (e) The contractor shall ensure that each contractor employee requiring access executes any nondisclosure agreements required by the Government prior to gaining staff-like access. The contractor shall provide signed copies of the agreements to the Contracting Officer's Representative for inclusion in the employee's security file. Unauthorized access is a violation of law and may be punishable under the provisions of Title 5 U.S.C. 552a, Executive Order 12356; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783(b)) and other applicable statutes.

NOTE: The contractor shall immediately notify the Contracting Officer (GPO) and the Contracting Officer's Representative of the termination, resignation, or reassignment of any authorized personnel under the contract. Further, the contractor shall include the steps taken to ensure continued performance in accordance with the contract. Replacement personnel or new hires must have qualifications that are equal to or higher than the qualifications of the person(s) to be replaced.

The contractor may contact [Bartholomew.S.Trutt@irs.gov](mailto:Bartholomew.S.Trutt@irs.gov) or [Glenn.R.Pelishkek@irs.gov](mailto:Glenn.R.Pelishkek@irs.gov) regarding questions

concerning requirements for a security clearance. The requirements include, but are not limited to, financial history of the contractor's firm and on-site visit(s) by the IRS security personnel. The IRS will send the Risk Assessment Checklist to the contractor on the award of contract.

**PERSONNEL SECURITY AND ANNUAL TRAINING REQUIREMENTS:** The IRS requires that the contractor's employees having a need for staff-like access to sensitive but unclassified information must be approved through an appropriate level of security screening or investigation.

Immediately upon award, the contractor must furnish the Government with a description of all positions requiring staff-like access to IRS data. The Government (including an IRS personnel security officer) will assess the risk level for each position and determine the need for individual security investigations.

Upon award of contract, the IRS will provide the necessary forms and instructions to the contractor. Within 24 hours of receipt of the forms/instructions, the contractor must return the forms filled out for each employee who will be involved in the production on this contract.

- The IRS shall bear the cost of conducting a security screening for contractor employees requiring one.
- The Government will provide electronic copies of the required forms.
- Any costs for fingerprinting will be done by the contractor.

Contractor personnel requiring investigation will not be allowed staff-like access to IRS data until approved by the IRS National Background Investigation Center (NBIC).

Other employees will be screened on an "as needed" basis. All employees will receive a moderate level security clearance initially, which may be raised, as applicable, if deemed necessary by the IRS at any time during the contract.

Contractor must ensure that all contractor and subcontractor employees who require staff-like access to IRS information or information systems, where these are located at contractor managed facilities using contractor managed assets; regardless of their physical location complete the required Privacy Training and Security Awareness Training prior to being granted access to Sensitive But Unclassified (SBU) data. IRS will forward training material on award of the contract. Training certification must be returned to within 24 hours of receipt to [Bartholomew.s.truitt@irs.gov](mailto:Bartholomew.s.truitt@irs.gov) or [Glenn.R.Pelishek@irs.gov](mailto:Glenn.R.Pelishek@irs.gov). Contractor must return training certification to IRS within 24 hours of receipt to [Bartholomew.s.truitt@irs.gov](mailto:Bartholomew.s.truitt@irs.gov) or [Glenn.R.Pelishek@irs.gov](mailto:Glenn.R.Pelishek@irs.gov).

**SECTION 11 OFFERS (BIDS):**

**DETERMINATION OF AWARD AND PLACEMENT OF WORK:** The Government will make multiple awards under this solicitation since it is anticipated that one firm will not be able to produce the entire 75,000,000 +/- 25% required by the Government.

Award will be made to the low responsible offer(s) whose prices are determined to be fair and reasonable. Award will be made in the manner that is determined to be the most economical to the Government.

Transportation and mail costs will not be used as a factor in the basis of award.

In order to make multiple awards and to determine the sequence of bidders, the Government will apply the per 1,000 price offered by each bidder in the "Schedule of Prices" for a minimum lot of 15,000,000 notices. "Fractional parts of 1,000 will be prorated at the per-1,000 rate."

If bidders would like to produce a lot larger than 15,000,000 notices, they are to indicate with their bid the number of additional copies they would be able to produce per the schedule, at the initial price per 1,000. The Government reserves the right to determine the final lot sizes that will be the most economical to the Government. In making award, the Government will communicate first with the low bidder to confirm the ability to produce the quantity that was offered. The Government will be obligated to place the order with the low contractor first, the next low contractor second, and so on until the complete quantity has been awarded.

Note: The quantity remaining for award to the last bidder may be smaller than the minimum lot specified.

**SECTION 12- SCHEDULE OF PRICES**

**JACKET NUMBER:** \_\_\_\_\_

**BID PRICE:** SEE SCHEDULE OF PRICES BELOW BEGINNING WITH SECTION 12.1

**ADDITIONAL RATE:** SEE SCHEDULE OF PRICES BELOW BEGINNING WITH SECTION 12.2

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discount" of solicitation Provision 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 e-mail, fill out and return one copy of all pages in "SECTION 11. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor 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)

Contracting Officer Review: \_\_\_\_\_ Date: \_\_\_\_\_ Certifier: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

**CONSTRUCTION METHOD:** Contractor is to identify which production option they will use. This is at contractor's option and will not have a bearing on determination for award.

Option A –Self Mailer \_\_\_\_\_ or Option B- Notice inserted in Envelope \_\_\_\_\_

**BID PRICES:**

Offers must include the cost of all materials and operations in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies in 12.2. The prices 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.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AFTER THE INITIAL AWARD QUANTITY, AND ANY DECREASE OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Bidder MUST submit a price for each line item under "Additional Rate" Section 12.2 for the production option chosen above. If an entry of NC (No Charge) is entered it shall be held the bidder intends to furnish those individual items at no charge to the Government. NA (Not Applicable) should be entered if a line item will not be used.

**12.1 COMPLETE PRODUCT PRICE:** Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution to the post office of the product listed in accordance with these specifications. Prices offered for 11.1 are for the minimum quantity of 15,000,000. Note: If the last bidder in line for award should receive a quantity for less than the initial minimum quantity, they will be paid in accordance with the per 1,000 price offered for 12..

Complete product (15,000,000 copies)..... per 1,000 copies \$ \_\_\_\_\_

Note: If the Offeror would like to bid on more copies than the minimum 15,000,000 lot size, indicate the number of ADDITIONAL copies they would like to produce per the schedule, at the initial complete product price offered in 12.1 per 1,000. The Government reserves the right to determine the final lot sizes that will be the most economical to the Government.

Number of additional copies \_\_\_\_\_

**12.2 ADDITIONAL RATE:** These prices will be applied for any adjustments to the quantity stated on the Purchase Order. Note: A bidder who is awarded less than 15,000,000 (the remainder after other lots are awarded) will be paid in accordance with the price they submitted in 12.1 above.

Additional rate cannot exceed the complete product price in 12.1 above.

12.2.1 Printing: per 1,000 copies \$ \_\_\_\_\_

12.2.2 Imaging: per 1,000 copies \$ \_\_\_\_\_

12.2.3 Folding: per 1,000 copies \$ \_\_\_\_\_

12.2.4 Envelopes: per 1,000 envelopes \$ \_\_\_\_\_

12.2.5 Sorting, storing, staging, and turnover for mailing: per 1,000 copies \$ \_\_\_\_\_

**12.3 SUBCONTRACTORS:** Name, address, and phone number of subcontractors, if any, and what they

will perform on this contract:

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**12.4 LOCATION OF STAGING AREA:**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**12.5 POINT OF ENTRY FOR FIRST CLASS MAIL:**

Post Office \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(Initials) \_\_\_\_\_

**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 low contractor 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 a timely manner 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>.

**AT THE SAME TIME INVOICES ARE SUBMITTED TO GPO FOR PAYMENT, CONTRACTOR MUST SUBMIT A DUPLICATE COPY AND POSTAGE COSTS TO IRS- EMAIL TO: [GLENN.R.PELISHEK@IRS.GOV](mailto:GLENN.R.PELISHEK@IRS.GOV) and [Theresa.L.Skyrm@irs.gov](mailto:Theresa.L.Skyrm@irs.gov)**