

PROGRAM TITLE	1582-S Term of Contract: 01/01/2017 to 12/31/ 2017 and 4 option years Accessible Electronic Media and Document Accessibility Support		GRAPHIC VISIONS GAITHERSBURG, MD		MELKEN SOLUTIONS WINTER PARK, FL		NEW EDITIONS FALLS CHURCH, VA		SAFETY RESEARCH DOTHAM, AL		VASTEC, INC TAMPA, FL		GH, LLC LAFAYETTE, IN	
ITEM NO.	DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
<b>I.</b>	<b>Remediate and Create Accessible electronic Media:</b>													
1.	Remediate and create accessible files in English:													
(a)	HTML file, per printed page													
(1)	Simple Conversion	2,465	\$10.00	\$24,650.00	\$0.90	\$2,218.50	\$82,158.45	\$202,520,579.25	\$9.80	\$24,157.00	\$9.00	\$22,185.00	\$8.95	\$22,061.75
(2)	Complex Conversion	1,040	\$12.00	\$12,480.00	\$1.28	\$1,331.20	\$62,400.00	\$64,896,000.00	\$11.90	\$12,376.00	\$11.00	\$11,440.00	\$10.74	\$11,169.60
(b)	MS Office Excel file, per worksheet													
(1)	Simple Conversion	11	\$5.95	\$65.45	\$1.20	\$13.20	\$293.37	\$3,227.07	\$5.85	\$64.35	\$5.50	\$60.50	\$5.95	\$65.45
(2)	Complex Conversion	29	\$10.00	\$290.00	\$2.25	\$65.25	\$1,160.00	\$33,640.00	\$7.85	\$227.65	\$7.50	\$217.50	\$7.95	\$230.55
(c)	MS Office PowerPoint file, per slide													
(1)	Simple Conversion	677	\$7.95	\$5,382.15	\$0.90	\$609.30	\$9,024.41	\$6,109,525.57	\$6.85	\$4,637.45	\$6.25	\$4,231.25	\$6.22	\$4,210.94
(2)	Complex Conversion	560	\$10.00	\$5,600.00	\$1.28	\$716.80	\$11,200.00	\$6,272,000.00	\$8.85	\$4,956.00	\$8.25	\$4,620.00	\$8.01	\$4,485.60
(d)	MS Office Word file, per printed page													
(1)	Simple Conversion	372	\$5.95	\$2,213.40	\$1.05	\$390.60	\$4,958.76	\$1,844,658.72	\$4.85	\$1,804.20	\$5.00	\$1,860.00	\$4.45	\$1,655.40
(2)	Complex Conversion	213	\$10.00	\$2,130.00	\$1.95	\$415.35	\$5,680.71	\$1,209,991.23	\$6.85	\$1,459.05	\$7.00	\$1,491.00	\$6.25	\$1,331.25
2.	Remediate and create accessible files in Spanish:													
(a)	HTML file, per printed page													
(1)	Simple Conversion	130	\$12.00	\$1,560.00	\$0.90	\$117.00	\$4,507.10	\$585,923.00	\$11.40	\$1,482.00	\$10.00	\$1,300.00	\$11.27	\$1,465.10
(2)	Complex Conversion	55	\$14.00	\$770.00	\$1.28	\$70.40	\$3,446.85	\$189,576.75	\$14.40	\$792.00	\$12.00	\$660.00	\$14.21	\$781.55
(b)	MS Office Excel file, per worksheet													
(1)	Simple Conversion	1	\$7.95	\$7.95	\$1.20	\$1.20	\$29.33	\$29.33	\$6.85	\$6.85	\$6.50	\$6.50	\$6.95	\$6.95
(2)	Complex Conversion	1	\$12.00	\$12.00	\$2.25	\$2.25	\$42.67	\$42.67	\$8.85	\$8.85	\$8.50	\$8.50	\$8.95	\$8.95
(c)	MS Office PowerPoint file, per slide													
(1)	Simple Conversion	36	\$9.95	\$358.20	\$0.90	\$32.40	\$576.00	\$20,736.00	\$7.85	\$282.60	\$7.25	\$261.00	\$7.95	\$286.20
(2)	Complex Conversion	29	\$12.00	\$348.00	\$1.28	\$37.12	\$657.43	\$19,065.47	\$9.85	\$285.65	\$9.25	\$268.25	\$9.95	\$288.55
(d)	MS Office Word file, per printed page													
(1)	Simple Conversion	20	\$7.95	\$159.00	\$1.05	\$21.00	\$320.00	\$6,400.00	\$5.85	\$117.00	\$6.00	\$120.00	\$5.95	\$119.00
(2)	Complex Conversion	11	\$12.00	\$132.00	\$1.95	\$21.45	\$322.63	\$3,548.93	\$7.85	\$86.35	\$8.00	\$88.00	\$7.95	\$87.45
<b>II.</b>	<b>ADDITIONAL OPERATIONS:</b>													
(a)	Document Accessibility Consulting, per 15 minute increments	200	\$4.50	\$900.00	\$15.00	\$3,000.00	\$4,000.00	\$800,000.00	\$20.50	\$4,100.00	\$14.90	\$2,980.00	\$30.25	\$6,050.00
	<b>CONTRACTORS TOTALS</b>			\$57,058.15		-----		\$284,514,943.99		\$56,843.00		\$51,797.50		\$54,304.29
	<b>PROMPT PAYMENT DISCOUNT</b>			\$0.00				\$0.00	2.00%	\$0.00	zero	\$0.00		\$0.00
	<b>DISCOUNTED TOTALS</b>			\$57,058.15				\$284,514,943.99	5 DAYS	\$56,843.00	N/A	\$51,797.50		\$54,304.29

AWARDED

Abstracted by: Teri Doughty-Shoffstall 12/7/2016

Verified by: Linda Price 12/09/2016

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Accessible Electronic Media and Document Accessibility Support

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

Department of Treasury (IRS) Alternative Media Center – Richmond, VA

Single Award

**TERM OF CONTRACT:** The term of this contract is for 1 year (base year period of January 1, 2017 through December 31, 2017) and 4 option year periods (January 1, 2018 through December 31, 2018; January 1, 2019 through December 31, 2019; January 1, 2020 through December 31, 2020; and January 1, 2021 through December 31, 2021). Special attention is directed to the following provision and clauses in Section 1 of this contract: “Option to Extend the Term of Contract”, and “Economic Price Adjustment.”

**BID OPENING:** Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time, on

December 7, 2016

**SUBMIT SEALED BID TO:** U.S. Government Publishing Office, 1335 Dublin Road Suite 112-B, Columbus, Ohio 43215-7034. Bid must be clearly marked on the outermost envelope/package with company name and address of the bidder, program number, and bid date opening. **Telegraphic, facsimile, and e-mail bids transmitted to GPO offices WILL NOT be considered.**

**BIDDERS PLEASE NOTE:** Extensive changes have been made. Bidders are cautioned to familiarize themselves with all provisions of this contract before bidding. **Significant revisions to Accessible Electronic Media.**

Abstracts available on GPO Web Site at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

**For information of a technical nature call Linda Price at (614) 488-4616, ext. 7 (No collect calls).**

## SECTION 1. – GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

- **GPO Contract Terms (GPO Publication 310.2):** <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>
- **GPO QATAP (GPO Publication 310.1):** <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>
- **DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

## REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation are applicable.

**SUBCONTRACTING:** The predominant production function is remediation of PDF and MS Office files to Accessible HTML and MS Office files. These functions cannot be subcontracted.

**CODIFICATION OF ELECTRONIC AND INFORMATION TECHNOLOGY:** Remediation of electronic files ordered on this contract is supported by Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998 which is hereafter referenced as “Section 508”.

**QUALITY CONTROL DOCUMENTS:** The Level AA Success Criteria of the Web Content Accessibility Guidelines (WCAG) 2.0 and the Section 508 Refresh Standards shall apply.

**QUALITY PERFORMANCE PROFILE:** Contractors shall submit a Quality Performance Profile (QPP) document which details its quality control procedures for guaranteeing that all requirements in IRS specifications are met or exceeded. The procedures should include, but not be limited to, the following elements: incoming material inspection, in-process manufacturing inspection, and outgoing inspection of the finished product. A work flow analysis chart must be included to clearly reflect and support the QPP.

The following quality assurance requirements must be clearly recorded:

- a) **Inspection:** Each and every part produced shall be inspected by the manufacturer for compliance with specifications.
- b) **All Accessible HTML and MS Office materials shall be reviewed for the following:**
  - Accessibility of file and compliance with the WCAG 2.0 standards
  - Accessibility using assistive technology including Job Access with Speech (JAWS), Braille Display, Dragon Naturally Speaking, and Zoomtext. (NOTE: IRS will provide the versions currently being used)
  - Accuracy of content – should be identical to parent product
  - Hyperlinks must navigate to correct destination

- c) The records must also identify personnel responsible for each step in the Quality Control together with their qualifications. The information requested above must be clear and complete. IRS reserves the right to ask the contractor to submit, at any time during the contract, all or part of these records. The contractor will be responsible for implementing effective controls during the production process for all items listed in their QPP.

**EVALUATION:** Electronic files will be evaluated for accuracy of content, navigation ability and overall usability by end-users utilizing assistive technology.

**REWORK:** If a significant fault is found in producing the files that is caused by the incorrect translation of content or inadequate accessibility and if it can be traced to a lack of quality control procedures then the necessary control or inspection shall be instituted without additional charge to IRS. A significant fault is defined as not being able to access and get correct information using assistive technology (see “System Requirements”) and/or any error caused by incorrect translation of content that would prevent the user from receiving correct information or would impair the Internal Revenue Service’s commitment to quality and professionalism.

**RECALL:** Electronic files produced for IRS shall be free of errors and meet all of the accessibility standards outlined in this contract. Corrections shall be at the expense of the manufacturer based on the above criteria. It shall be the prerogative of the Contracting Officer to initiate a recall at his/her discretion.

**WARRANTY:** Contract Clause 15, “Warranty”, of GPO Contract Terms (GPO Pub. 310.2) is amended for this program to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

**OPTION TO EXTEND THE TERM OF CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (**December 31, 2021**) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Term of Contract” clause. See also “Economic Price Adjustment” clause for authorized pricing adjustment(s).

**EXTENSION OF TERM OF CONTRACT:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment.

There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period.

Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **January 1, 2017 through December 31, 2017**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “Consumer Price Index For All Urban Consumers – Commodities Less Food” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **September 30, 2016**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**PRE-AWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site 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.

**PRE-AWARD TEST:** The contractor being considered for award shall be required to complete the following pre-award test, unless waived by the Contracting Officer. The Government may waive the requirement for a pre-award test where supplies identical or similar to those called for have been previously furnished by the contractor and have been accepted by the Government.

1. The prospective contractor who is in line for award will receive the pre-award test material via contractor maintained FTP site or e-mail. The test material will consist of PDF and/or MS Office file(s) that is/are not accessible. Contractor shall remediate the file(s) to accessible HTML (for furnished PDF) and MS Office file(s) as described in “Section 2, Specifications”.
2. The pre-award test must be performed at the same facilities and on the same equipment that will be used to produce accessible files required for this contract.
3. This test must be delivered before the close of business 3 workdays after the furnished test material is made available. The Government will review the test files and notify the contractor of the approval or disapproval within 3 workdays after receipt of test files.

4. Disapproval of Pre-award Test: At the option of the Government and if so notified by the Contracting Officer, the contractor may be permitted additional time to correct defects or to submit additional test material. The time allowed to provide additional test material may differ depending upon the nature of the defects noted. This will be specified when notification is given.
5. Approval of Pre-award Test: Approval will be based upon fulfilling all of the requirements of the specifications within the time specified. A single deviation from the contract specifications or failure to complete delivery within the time specified may result in declaring the contractor non-responsible.

No charges will be allowed for costs incurred in the performance of the pre-award test.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order may be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **January 1, 2017 through December 31, 2017** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**DELIVERY/SHIPPING STATUS INFORMATION:** 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 Columbus RPPO via e-mail to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov), or by calling (614) 488-4616, ext. 6, or by faxing to (614) 488-4577. Personnel receiving e-mail, phone call, or fax will be unable to respond to questions of a technical nature or transfer any inquiries.

**PAYMENT:** Before any voucher will be accepted by GPO for payment, an itemized and totaled statement for each print order must be submitted to the order agency for examination and certification as to the correctness of the vouchers as applicable to the work performed. This certification by the ordering agency will suffice in lieu of submitting a completed sample with the contractor's voucher.

Anticipate some of the Print Orders (GPO Form 2511) will contain multiple items. Each item must be broken down in accordance with the Schedule of Prices and a grand total must be entered on the print order.

After examination and certification of the voucher, by the ordering agency, all billing documents must be submitted via FAX utilizing the GPO barcode coversheet program application. Instructions for the GPO barcode coversheet program application can be found at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. At time of invoicing, the contractor shall submit a copy of the print order, contractor's invoice, and all mailing and/or delivery receipts via e-mail to [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov).

**SECURITY PROVISIONS:** Orders placed under this contract will contain material considered to be Sensitive but Unclassified and considered to be Personally Identifiable Information.

**SENSITIVE BUT UNCLASSIFIED (SBU):** Any Treasury Department information made available, which is marked "Official Use Only" on the print order or on any part of the furnished material, shall be used only for the purpose of carrying out the provisions of this contract, and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. All copies must be accounted for and waste sheets and printing plates destroyed beyond recognition or reconstruction.

**SECURITY CONTROLS:** To ensure the contractor's facility can provide the necessary controls to safeguard security material, a tour of the facility may be conducted by IRS security personnel. The review of the facility will include, but is not limited to the following:

- (a) Physical security controls,
- (b) Protection of data recorded on magnetic media,
- (c) Protection of data recorded on hard copy media,
- (d) Identification and authentication controls,
- (e) System accountability controls,
- (f) Systems access controls,
- (g) Protection of residual data,
- (h) Back up procedures,
- (i) Fire detection and annunciation,
- (j) Contingency plans, and
- (k) Personnel security

Contractor will be required to make reasonable changes to their facility and/or procedures to properly safeguard security material. If requirements are not met, requirements will be procured from other sources.

**CRIMINAL/CIVIL SANCTIONS:** Each officer or employee or subcontractor of the contractor to whom “Official Use Only” information may be made available or disclosed shall be notified in writing by the contractor that “Official Use Only” information disclosed to such officer or employee or subcontractor can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such “Official Use Only” information, by any means for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. 641.

That Section provides, in pertinent part, that whoever knowingly converts to his use or another, or without authority, sells, conveys or disposes of any record of the United States or whoever received the same with the intent to convert it to his use or gain, knowing it to have been converted, shall be guilty of a crime punishable by a fine of up to \$10,000 or imprisoned up to ten years or both.

**NOTE:** Labels/markings indicating special handling may be required and will be indicated on the individual print order.

**PERSONALLY IDENTIFIABLE INFORMATION (PII):** Products produced on this contract may contain personally identifiable information (PII). It is the contractor’s responsibility to properly safeguard personally identifiable information from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. Personally identifiable information includes Direct Mail notices to IRS employees and to tax payers.

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

#### PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

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

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

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**DISPOSAL OF WASTE MATERIALS:** The contractor is required to demonstrate how all waste materials used in the production of sensitive information (SBU and PII) will be definitely destroyed, i.e., burning, pulping, shredding, macerating, or other suitable similar means. Electronic records must be definitely destroyed in a manner that prevents reconstruction. *Definitely* 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 cross cut 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 materials. A Government representative may be required to be present for the disposal of waste materials. At Government's option, contractor may be required to return all waste materials to the ordering agency.

**SECTION 2. – SPECIFICATIONS**

**SCOPE:** These specifications cover the remediation of IRS products into accessible electronic media (English and Spanish versions), including remediation reports and checklists, document accessibility support, and distribution of digital deliverables. For the purposes of this contract, accessible electronic media is defined as HTML and MS Office files that conform to Section 508 Refresh standards, including Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

**TITLE:** Accessible Electronic Media and Document Accessibility Support.

**NUMBER OF ITEMS, QUANTITY, AND NUMBER OF PAGES:** Anticipate 117 orders per year.

**REMEDiate FILES:** Anticipate 67 orders per year, up to 10 items per order (most orders will be for 1 to 3 items). Anticipate up to 80 items per year. Contractor to create one accessible file for each item.

- HTML files (furnished as PDF) will contain up to 1,000 printed pages.
- MS Excel files will contain up to 15 worksheets.
- MS PowerPoint files will contain up to 150 slides.
- MS Word files will contain up to 150 printed pages.

File Type	Items	Total Page Ranges	Avg Total Pages, Worksheets, and Slides	Avg Simple Pages, Worksheets, and Slides	Avg Complex Pages, Worksheets, and Slides
HTML Pages	15	Up to 1,000, most between 150 and 400.	246	173	73
Excel Worksheets	6	Up to 15, most between 5 and 10.	7	2	5
PowerPoint Slides	31	Up to 150, most between 20 and 50	42	23	19
Word Pages	28	Up to 150, most between 2 and 50	22	14	8

NOTE: See “Remediate Files” for definitions of “Simple” and “Complex” pages, worksheets, and slides.

It is anticipated that approximately 5% of the average total pages, worksheets, and slides will be in Spanish, the balance will be in English.

**DOCUMENT ACCESSIBILITY SUPPORT:** Anticipate 50 orders per year. Anticipate approximately 50 hours (200 increments of 15 minutes) of support.

**GOVERNMENT TO FURNISH:** Electronic files furnished in PDF to be converted to accessible HTML. Electronic files furnished in MS Office (2010 version or higher) to be converted to accessible MS Office (Excel to Excel, PowerPoint to PowerPoint, and Word to Word). Electronic files will be sent via e-mail or contractor maintained FTP site (minimum T-1 connection speed).

GPO Form 2511, Print Orders

**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.

**PRIOR-TO-PRODUCTION ESTIMATES:** Anticipate most, if not all, orders will require the contractor to provide a prior-to-production estimate after review of furnished material and before production begins. Estimates are to be as accurate and reliable as possible and will affect funding on an order-by-order basis. In addition to the total estimated cost of the print order, this estimate is to include the estimated cost of each item on the print order and the Simple and Complex page counts of each item.

Estimate requests received by noon are due before 3:00 p.m. the same day. Estimate requests received after noon are due before 11:00 a.m. the following work day. All times listed are prevailing Eastern time.

**REMEDiate FILES:** Contractor will be required to remediate non-accessible PDF and MS Office files to accessible electronic files, PDF to HTML and MS Office to MS Office.

**ACCESSIBILITY GUIDELINES:** All items will require the contractor to furnish either an accessible HTML or MS Office file. All electronic files must be compliant with Level AA Success Criteria of the Web Content Accessibility Guidelines (WCAG) 2.0 and meet Section 508 Refresh Standards. In addition, there are specific techniques required to build in additional accessibility for Job Access With Speech (JAWS) users.

**SIMPLE AND COMPLEX DEFINITIONS:** Files will contain text matter, hyperlinks, tables, and graphics (screen shots, clip art, shapes, embedded objects, vector graphics, raster graphics, etc...). Each HTML file and Word page, Excel worksheet, and PowerPoint slide will be defined as either a simple or complex page.

The definition of a simple page is a page with not more than one simple table or one simple graphic and no more than 10 hyperlinks and/or alt text descriptions per page. All other pages, including all pages with charts, are defined as complex.

A simple table or worksheet is defined as no more than five (5) columns wide and ten (10) rows deep. All other tables and worksheets are defined as complex.

A simple graphic is defined as a graphic covering less than 50% of the page/worksheet/slide. Graphics that cover 50% or more of the page/worksheet/slide are defined as complex.

**ALTERNATIVE TEXT:** Provide meaningful, precise and complete descriptions of non-text content. This includes but is not limited to pictures, shapes, clip art, charts, grouped graphics, embedded objects, screenshots, scanned information and color when it is used to convey information.

**HYPERLINKS:** Files must contain navigational links to allow browsing, searching, and navigation of the data and reference file page numbers. Hyperlinks must have meaningful text that describes the target. If the product contains a table of contents or an index, the title for each entry must link to the appropriate area referenced in the product.

**REQUIREMENTS SPECIFIC TO MICROSOFT OFFICE EXCEL:** Remediate the Excel file to accessible file that resembles the originating file layout. Data conveyed in the spreadsheet must be easy and effective to navigate using JAWS screen reader.

**Column and Row Headers:** Use the Define Name tool to create column and row headers.

**Navigation:** Logically name the range in a worksheet to allow JAWS users to navigate the file. Do not include spaces in the name. An example of a logical name: "4thQuarterStats"; JAWS user should be able to access this name to locate that section of the worksheet. Notate when data affects another linked worksheet or file.

**Input Messages:** Message must state if the worksheet contains cells that require input. Provide instructions on cells that need input and where JAWS users should make their entries. Input messages must include all useful information conveyed with color that requires input and inform the user when a colored area has been reached to make an entry.

**REQUIREMENTS SPECIFIC TO MICROSOFT OFFICE POWERPOINT:** Remediate the PowerPoint file to accessible file that resembles the originating file layout. Slides must be easy and effective to navigate when using adaptive equipment.

**REQUIREMENTS SPECIFIC TO MICROSOFT OFFICE WORD:** Remediate the MS Word file to accessible file that resembles the originating file layout. Include active edit fields if data entry is required.

**Tables:** The bookmark tool must be used to create and define row and/or column headers so that JAWS can navigate from any point in a table.

**ACCESSIBLE DELIVERABLES:** HTML files are ordered as a single file. MS Office files should keep the appearance of the original file. All electronic files must conform to the Section 508 Refresh standards, including WCAG 2.0 Level AA.

**REMEDIATION CHECKLIST FOR ACCESSIBLE MS OFFICE AND HTML FORMATS:** For each accessible file created, contractor to provide a remediation checklist that, at a minimum, shall include:

- Outline of specific areas of the document that were remediated
- Identify the violations to Section 508 and WCAG 2.0 that were corrected
- JAWS specific checkpoints

The contractor shall provide the Government a checklist for each application (Word, PowerPoint, Excel, and HTML0 that shows how the files will be verified for conformance with WCAG 2.0 and other accessibility standards. Once the initial checklists are developed and approved by the Government, they will be used on all orders and provided as a deliverable with each print order. Checklists will be used until the Government notifies the contractor of proposed changes.

**ELECTRONIC FILE NAMING CONVENTIONS:** The digital deliverables must be named using the three-digit extension .htm for HTML files and standard extensions for Microsoft Office files. The file name should reflect the product identity and revision date. For example, the HTML version of Form 1040 for 2014 will be called f1040-14.htm. Microsoft Office files will keep the original file name. **All naming conventions must be in lower case.**

**SAVING FILES:** All accessible files created must be compressed and saved to a zipped folder in a manner that allows files to be extracted using WinZip. The WinZip folder shall use the name of the product the IRS provides and change the extension to .zip.

**DOCUMENT ACCESSIBILITY SUPPORT:** This section is for reviews only; it is not for document remediation.

**SYSTEM REQUIREMENTS:** IRS is currently using MS Office 2010, Adobe Acrobat XI Pro, Window 7, Internet Explorer 11, Job Access with Speech (JAWS) 13 and 16, Braille Display, Dragon Naturally Speaking Professional 11.5 and Legal 11.5 and ZoomText 10.10.10 build 196. IRS will notify the contractor when systems are updated.

**DOCUMENT ACCESSIBILITY AUDIT:** Services include auditing documents and listing the accessibility issues in a report. The report will include detailed recommendations on how to fix the accessibility issues. Files that require the Accessibility Audit shall include detailed instructions on how to make the file compliant with Section 508 Refresh standards including Web Content Accessibility Guidelines (WCAG) 2.0. at the AA level.

**DOCUMENT ACCESSIBILITY CONSULTING:** Services include consulting to help IRS personnel create compliant electronic files and provide guidance on Section 508 Refresh standards. Interactive Document Accessibility consulting will only be allowed when indicated on the individual print order. The estimated amount of time allowed for audits shall be indicated on the individual print order. Time will be charged in 15-minute increments for Document Accessibility Audits.

During one-on-one meetings over the phone or in written format (e-mail) the contractor will provide methods, guidance and techniques on how to make electronic documents compliant. Electronic documents include HTML, MS Word, MS Excel and MS PowerPoint formats.

Document Accessibility Consulting:

- Provide clarification and one-on-one assistance on how to make electronic files comply under the Section 508 Refresh standards.
- Provide interactive instructions and clarity on document accessibility and the Section 508 Refresh standards.
- Provide clear and concise interpretation of the laws involving Section 508 Refresh and WCAG 2.0. When necessary provide examples to further explain and help the requester understand any topics related to the law.

Document Accessibility Consulting Deliverables: The following deliverables are required in report form:

- Outlines specific areas of the document that needs remediation.
- Identifies violations to Section 508 Refresh and WCAG 2.0 guidelines.
- Details specific recommendations with remediation examples and instructions on how to make the file compliant.
- Prioritizes the areas needing correction including usability issues and best practices.
- Summaries the level of compliance with Section 508 Refresh and WCAG 2.0.

**DISTRIBUTION:** Contractor to deliver one accessible HTML file for each furnished PDF file and one accessible MS Office file for each furnished MS Office file. Up to 10 items (files) per order, contractor to save all files to a ZIP folder before transmitting.

Orders shall require digital distribution of accessible files and .zip folders. These digital deliverables are to be made via e-mail or contractor maintained FTP site. When distribution is made using FTP site, contractor will be required to send an e-mail notification of availability of the file(s) on the FTP site. E-Mail address(es) will be indicated on the individual print orders.

The ship/deliver date indicated on the print order is the date considered as a “received by” date for e-mail transmissions and a “posted by” date for FTP transmissions.

**SCHEDULE:** Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511) together with furnished material.

Print order and furnished material will be sent to the contractor by digital file via e-mail or contractor maintained FTP site.

Contractor to confirm receipt of print order and furnished material via e-mail within 30 minutes of file transmission.

The schedule begins the workday after receipt of the print order and furnished material. The workday after receipt of the print order and furnished material will be the first day of the schedule.

MS Office files up to 50 pages/worksheets/slides must be delivered in 3 workdays. Files greater than 50 pages/worksheets/slides must be delivered in 5 workdays.

Orders for HTML must be delivered in 14 workdays.

Consulting must be performed within 3 workdays. Consulting time will be charged in 15 minute increments. Consulting hours include reviewing the request, preparing response, and delivery via e-mail or conference call. Consulting hours are established as Monday through Friday, exclusive of Federal holidays, from 7:30 a.m. to 4:30 p.m. eastern time.

Up to 5 orders with up to 10 items per order may be placed on the same day with all 5 orders having the same delivery date.

**RECEIPT FOR DELIVERY:** Contractor must furnish receipts for delivery via e-mail to [trackcolumbus@gpo.gov](mailto:trackcolumbus@gpo.gov). These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor’s voucher for payment.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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.

**SECTION 3. – DETERMINATION OF AWARD**

The Government will determine the lowest bid by applying the prices offered in the “Schedule of Prices” to the following units of production which are the estimated requirements to produce one year’s orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

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

I.		(1)	(2)
1.	(a)	2,465	1,040
	(b)	11	29
	(c)	677	560
	(d)	372	213
2.	(a)	130	55
	(b)	1	1
	(c)	36	29
	(d)	20	11
II.	(a)	200	

**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city by e-mail, or contractor maintained FTP.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

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

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

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

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

**I. REMEDIATE AND CREATE ACCESSIBLE ELECTRONIC MEDIA:** The prices offered must include the cost of all required materials and operations necessary to convert products to the required electronic files in accordance with these specifications.

	<u>Simple Conversion</u> (1)	<u>Complex Conversion</u> (2)
1. Remediate and create accessible files in English:		
(a) HTML file, per printed page .....	\$ _____	\$ _____
(b) MS Office Excel file, per worksheet .....	\$ _____	\$ _____
(c) MS Office PowerPoint file, per slide.....	\$ _____	\$ _____
(d) MS Office Word file, per printed page .....	\$ _____	\$ _____
2. Remediate and create accessible files in Spanish:		
(a) HTML file, per printed page .....	\$ _____	\$ _____
(b) MS Office Excel file, per worksheet .....	\$ _____	\$ _____
(c) MS Office PowerPoint file, per slide.....	\$ _____	\$ _____
(d) MS Office Word file, per printed page .....	\$ _____	\$ _____

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

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**SCHEDULE OF PRICES**

**II. DOCUMENT ACCESSIBILITY CONSULTING:** Price offered for the following operations must include the cost of all required materials and operations.

(a) Document Accessibility Consulting, per 15 minute increments ..... \$ \_\_\_\_\_

**BID SUBMISSION AND BIDDER’S NAME AND SIGNATURE:** Fill out and return all pages in “Section 4. – Schedule of Prices”, initial or sign each in the space provided. See page 1 for instructions on how and where to submit bid.

Fill out and return GPO Form 910. The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

GPO Form 910 is available on GPO web site at <http://www.gpo.gov/pdfs/vendors/sfas/bids910.pdf>

Bidder \_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address, City, and State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)                      \_\_\_\_\_  
(Telephone Number)                      \_\_\_\_\_  
(Fax Number)

E-Mail Address(s) \_\_\_\_\_

\_\_\_\_\_  
(Contractor Code Number)

Shipment made from: \_\_\_\_\_  
(City and State)

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