



December 9, 2016

This is Amendment No. 1. The specifications in our invitation for bids on Program 2958-S, scheduled for opening at 11:00 am Pacific time December 13, 2016, are amended as follows:

Change the bid opening date to December 20, 2016.

1. Page 5: Under DOCUMENT CONVERSION QUALITY ASSURANCE STANDARDS, third bullet, "Delivered source input shall be scanned and archived as CCITT Group IV TIFF files." Has been deleted.
2. Page 6: Under DOCUMENT CONVERSION QUALITY ASSURANCE STANDARDS, seventh bullet, "Delivered IPRO (including Scan-IT), Summation and Opticon load files shall operate successfully with customer's Concordance database." Has been deleted.
3. Page 6: Under DIGITAL SCANNING QUALITY CONTROL, third bullet "Inspect each image generated, comparing it to the original source document to make sure that the source document is equal to the electronic image." Has been deleted.
4. Page 12: Under OCR PROCESSING, first bullet has been changed to "The contractor shall scan the furnished documents at a 300 DPI resolution that produces (1) clean and crisp on-screen viewing and (2) clean, crisp, readable printed copy when output using digital desktop publishing quality office printing equipment."
5. Page 12: Under CONVERSION TO PDF CONTENT, second paragraph "It is assumed that the contractor shall best meet the stated contract requirements by distilling the copy elements using the Adobe Distiller "PrintOptimized" settings. The contractor shall contact the GPO before undertaking any alternatives to this production assumption." Has been deleted.
6. Page 12: Under CONVERSION TO PDF CONTENT, first bullet has been changed to "All PDF pages, tables, charts, maps and photos shall be aligned (i.e. straight, not skewed)."
7. Page 12: Under CONVERSION TO PDF CONTENT, third bullet "After scanning the originals, the copy shall be captured and the content verified to produce *100% searchable* copy." Has been deleted.
8. Page 12: Under CONVERSION TO PDF CONTENT, fifth bullet has been changed to "The cover page of each volume shall automatically open the cover page at the "Fit Page" view with the Bookmarks showing. The contractor shall create each PDF file so that, by default, it navigates with the "single page" setting enabled (see figure 2)."
9. Page 13: Under CONVERSION TO PDF CONTENT, eight bullet "When pages must be rotated, they are to open at 100%". Has been deleted.



10. Page 13: Under CONVERSION TO PDF CONTENT, ninth bullet "Contractor shall save all PDF files as an "Original Image with Hidden Text" file." Has been deleted

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office  
San Francisco Regional Office  
536 Stone Road, Suite I  
Benicia, CA 94510-1170

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

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,

A handwritten signature in black ink, appearing to read "Michael A. Barnes".

MICHAEL A. BARNES  
Contracting Officer

Attachments pages 5, 6, 12 and 13.

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.

**CRIMINAL SANCTIONS:** 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) which is made applicable to Contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

**DOCUMENT CONVERSION QUALITY ASSURANCE STANDARDS:** The contractor will be required to maintain the following document conversion standards:

- Documents shall be accurately and consistently prepared and unitized in accordance with furnished instructions. File and document integrity and order must be maintained to a level of 100% accuracy.
- All scanning shall be performed in accordance with ANSI/AIIM MS44-1993, *Recommended Practice for Quality Control of Image Scanners*, including the use of text targets. The contractor is responsible for ensuring that all deliverables meet applicable AIIM and ANSI standards. Document resolution, contrast, gray scaling, skew and general workmanship shall be maintained to consistently produce professional results.
- ~~Delivered source input shall be scanned and archived as CCITT Group IV TIFF files.~~
- Delivered source input shall equal scanned image output. The reproduction ratio and document orientation shall be such that the image is not unnecessarily reduced.
- Deliverables must be without typographical errors and be must be accurate to the design instructions on which they are based. The contractor shall deliver finished products to the Government which do not require quality control review, proofreading, editing, spelling corrections, etc. by the Government.
- Delivered load files and database files shall be free of any operative defects, including, but limited to, the following: Documents scanned out of order; omission of furnished documents;

incorrect document numbering and/or page numbering; erroneous document boundaries; erroneous data image retrieval links, etc.

- ~~Delivered IPRO (including Scan IT), Summation and Opticon load files shall operate successfully with customer's Concordance database;~~
- Delivered DVD-R disc(s) shall be operative in a Microsoft Windows operating system environment, unless otherwise instructed.
- Imaged pages shall be returned in the identical order, collation and condition in which they were received, unless otherwise stated.

**DIGITAL SCANNING QUALITY CONTROL:** The contractor shall be required to use the disciplined conventions of a proven quality control system to ensure that source input is consistently and accurately converted to the electronic format described herein. To this end, the contractor shall:

- Utilize automated production workflow software to provide detailed control and reports;
- Provide file tracking methodology and software ensuring source input equals image output;
- ~~Inspect each image generated, comparing it to the original source document to make sure that the source document is equal to the electronic image;~~
- The contractor shall exercise systematic quality control means and methods whereby all DVD-R discs shall be manufactured in accordance with DVD Forum Book D (using applicable version) specifications.

**OPTION TO EXTEND THE TERM OF THE 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 expiration of the current contract term. 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 five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

**EXTENSION OF CONTRACT TERM:** 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.

**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 will 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 this contract may be ordered by the issuance of print orders (GPO Form 2511); or by individual order forms, to be designed and/or approved by the ordering agency and furnished by the contractor.

If individual order forms are used, then, at time intervals mutually convenient to the contractor and the Government, print orders (GPO Form 2511) will be subsequently issued by the Government to summarize the work authorized by issuance of the order forms. The print order (GPO Form 2511) will authorize payment for the summary of the confirmed work performance.

- Mark folder tabs and upward-facing edges of report covers with a red check mark to indicate that they have been scanned. Marks should be easily visible when boxes are opened.
- Do not remove box number labels from outside of boxes.
- Write **Done-[Date]** in indelible red ink (e.g., Done-11/15/16) on box number label to indicate entire box has been scanned. Do not obscure box number and do not make any other markings on boxes.
- Lay contents list inside of box on top of documents before sealing for return trip.
- Copy PDF's onto DVD's. Each box is required to have at least 1 DVD (multiple DVD's per box is allowed), do not copy more than 1 box onto the same DVD.

**OCR PROCESSING:** Orders will require Optical Character Recognition (OCR) processing. To this end, the contractor shall scan the furnished hardcopy originals using optical character recognition (OCR) and image scanning means and methods to digitize the furnished hardcopy in satisfaction of the following contract requirements:

- The contractor shall scan the furnished documents at a 300 DPI resolution that produces: (1) clean and crisp on-screen viewing; ~~(2) 100% text searchability, as well as;~~ (3) and (2) clean, crisp, readable printed copy when output using digital desktop publishing quality office printing equipment.
- The contractor has permission to disassemble the furnished volumes for looseleaf scanning, based upon the provision that each furnished volume shall be accurately re-assembled and re-bound in the same fashion as furnished.

**CONVERSION TO PDF CONTENT:** Once the furnished printed originals have been scanned the contractor shall create Adobe Acrobat Portable Document Format (PDF) files in satisfaction of the requirements cited hereafter. If the contractor chooses to use Adobe Capture to scan the furnished original documents, the contractor shall use Adobe Capture 3.0 (or newer updated version). Use of Adobe Capture versions previous to Capture 3.0 are *not* acceptable.

~~It is assumed that the contractor shall best meet the stated contract requirements by distilling the copy elements using the Adobe Distiller "PrintOptimized" settings. The contractor shall contact the GPO before undertaking any alternatives to this production assumption.~~

The final Adobe Acrobat PDF documents that shall include the following qualities and features:

- All PDF pages, tables, charts, maps and photos shall be aligned (i.e. straight, not skewed). ~~Pages will be centered so that the display does not jump off center when progressing from left hand to right hand pages.~~
- RGB color elements are to match the printed originals.
- ~~After scanning the originals, the copy shall be captured and the content verified to produce 100% searchable copy.~~
- The contractor shall generate, and each PDF file shall contain, thumbnails for each publication page.
- The cover page of each volume shall automatically open the cover page at the "Fit Page" view with the Bookmarks showing. The contractor shall create each PDF file so that, by default, it navigates with the "single page" setting enabled (see figure 2).

- Remove blank pages from final PDF files.
- No security passwords are to be activated in the PDF documents.
- ~~When pages must be rotated, they are to open at 100%.~~
- ~~Contractor shall save all PDF files as an "Original Image with Hidden Text" file.~~

**DIGITAL ARCHIVING:**

All DVD-R discs shall be manufactured in accordance with DVD Forum Book D (using applicable version) specifications.

Duplicate DVD-R discs manufactured under the terms of this contract will be single-layer 4.7 GB capacity (DVD-5) discs, to be used on consumer quality target DVD-ROM drives.

Patent Rights: Several firms claim patent rights, which may be applicable to DVD replication (CD replication patents having expired). For example, see <http://www.licensing.philips.com>. U.S. Philips Corporation and Sony Corporation claim to hold patents for certain technologies essential to the manufacture and replication of DVD discs and assert it is impossible to manufacture or replicate a DVD disc without infringing these patents. The patent claims cover, among other things, both the physical structure of and the manner in which data is encoded onto a replicated DVD, as well as the blank disc media used to replicate DVD discs. Other firms, including Discovision Associates, Irvine, CA, also claim similar patent rights.

By submission of a bid, bidders certify that they hold a license under all patents applicable to their replication of DVD discs.

Duplicated/replicated DVD discs to have a minimum shelf life of 10 years.

The contractor shall include the name and a contact phone number of contractor's DVD+R media supplier with contractor's bid.

**LABELING OF DVD DISCS:** Label or face print on DVD discs. Contractor to print a label in black ink that will be placed by the contractor on the face of each DVD disc or the contractor may also print directly unto the face of each DVD disc. Overprinting directly unto the DVD discs will require a satin-finish coating. Overprinting may be screen printed or litho printed. White base coat must provide suitable base for litho overprint and create a monotone surface over both the metallized and clear portions of the disc.

Before printing the labels or printing directly on DVD discs, the contractor shall contact the person cited on the Print Order to discuss the DVD discs naming convention to be used for a given order. Unless otherwise indicated by the ordering agency, the contractor shall label or directly print on each DVD discs in a professional manner to most accurately reflect the contents archived thereon.

Disk Packaging: The contractor shall slip each DVD-R into a common commercially available paper envelope with poly window and flap. Each disc shall be inserted into a sleeve so that the disc label shows through the clear poly window. The contractor shall place DVD-R in a suitable mailer for distribution as indicated on the Print Order.

Warning: All electronic media made by the contractor must be kept accountable and under reasonable security to prevent their unauthorized release. Disks are not to be duplicated in whole or part for any