

PROG#	TERM: Date of Award through September 31, 2017 (Options thru 9/2021)	BASIS	RICOH USA Jacksonville, FL	Data Savers of Jacksonville Jacksonville, FL	GPO Estimate			
1468-S		OF						
ITEM	ITEM DESCRIPTION	AWARD	UNIT RATE	UNIT RATE	UNIT RATE			
NUMBER			COST	COST	COST			
Category 1 - Jacksonville, FL								
I. SCANNING:								
(a)	Scanning case files:							
(1)	Format A (per 8 1/2 x 11" impression)	67,135	0.069	4,632.32	0.055	3,692.43	0.08	5,370.80
(2)	Format B (per 8 1/2 x 14" impression)	10	0.069	0.69	0.06	0.60	0.095	0.95
(3)	Format C (per 11 x 17" impression)	10	0.15	1.50	0.12	1.20	0.125	1.25
(b)	OCR processing:							
(1)	Format A (per 8 1/2 x 11" impression)	6,700	0.01	67.00	0.005	33.50	0.01	67.00
(2)	Format B (per 8 1/2 x 14" impression)	10	0.01	0.10	0.005	0.05	0.01	0.10
(3)	Format C (per 11 x 17" impression)	10	0.01	0.10	0.005	0.05	0.01	0.10
(c)	Scanning tab dividers... per image	10	0.15	1.50	0.09	0.90		0.00
(d)	Scanning large format documents:							
(1)	Black only (per square foot)	5	0.50	2.50	0.22	1.10	0.22	1.10
(2)	Full color (per square foot)	5	2.50	12.50	0.35	1.75	0.50	2.50
(e)	Creation of PDF file (max.500 pages)	134	0.00	0.00	0.19	25.46	0.15	20.10
II. ADDITIONAL OPERATIONS:								
(a)	E-labeling...	6,700	0.01	67.00	0.005	33.50	0.01	67.00
(b)	Colored separator sheets...per 8 1/2 x 11" impression	100	0.01	1.00	0.15	15.00	0.01	1.00
(c)	Duplicate CD.....per CD.....	10	5.00	50.00	2.50	25.00	5.00	50.00
(d)	Duplicate DVD.....per DVD.....	10	5.00	50.00	2.50	25.00	10.00	100.00
(e)	Blowbacks from CD-ROM per impression	500	0.04	20.00	0.04	20.00	0.03	15.00
	Format A (per 8 1/2 x 11" impression)	10	0.04	0.40	0.04	0.40	0.03	0.30
	Format B (per 8 1/2 x 14" impression)	10	0.06	0.60	0.06	0.60	0.04	0.40
(f)	Tab Dividers (custom)	10	0.50	5.00	0.20	2.00	0.25	2.50
(g)	Tab Dividers (pre-printed)	10	0.10	1.00	0.10	1.00	0.10	1.00
TOTAL			4,913.21	3,879.54				5,681.90
DISCOUNT			0.00%	0.00	0.00%	0.00	0.00%	0.00
NET TOTAL			4,913.21	3,879.54				5,681.90

PROG#	TERM: Date of Award through September 31, 2017 (Options thru 9/2021)	BASIS OF AWARD	Go Green Document Solutions, Inc Miami, FL	FL Digital Reproduction Miramar, FL	GPO Estimate			
1468-S								
ITEM NUMBER	ITEM DESCRIPTION	AWARD	UNIT RATE	UNIT RATE	UNIT RATE			
Category 2 - Plantation, FL								
I. SCANNING:								
Scanning case files:								
(a)	Format A (per 8 1/2 x 11" impression)	38,389	0.05	1,919.45	0.04	1,535.56	0.06	2,303.34
(2)	Format B (per 8 1/2 x 14" impression)	4,270	0.05	213.50	0.04	170.80	0.06	256.20
(3)	Format C (per 11 x 17" impression)	1,394	0.05	69.70	0.04	55.76	0.07	97.58
OCR processing:								
(1)	Format A (per 8 1/2 x 11" impression)	3,800	0.0175	66.50	0.015	57.00	0.01	38.00
(2)	Format B (per 8 1/2 x 14" impression)	427	0.0175	7.47	0.015	6.41	0.01	4.27
(3)	Format C (per 11 x 17" impression)	139	0.0175	2.43	0.015	2.09	0.01	1.39
(c)	Scanning tab dividers... per Image	10	0.05	0.50	0.04	0.40	0.01	0.00
(d)	Scanning large format documents:							
(1)	Black only (per square foot)	5	0.18	0.90	0.15	0.75	0.25	1.25
(2)	Full color (per square foot)	5	0.70	3.50	0.20	1.00	1.25	6.25
(e)	Creation of PDF file (max.500 pages)	76	0.20	15.20	0.20	15.20	0.25	19.00
II. ADDITIONAL OPERATIONS:								
(a)	E-labeling...	4,400	0.20	880.00	0.015	66.00	0.02	88.00
(b)	Colored separator sheets...per 8 1/2 x 11" impression	100	0.01	1.00	0.01	1.00	0.01	1.00
(c)	Duplicate CD.....per CD.....	10	7.50	75.00	5.00	50.00	5.00	50.00
(d)	Duplicate DVD.....per DVD.....	10	7.50	75.00	5.00	50.00	10.00	100.00
Blowbacks from CD-ROM per Impression								
(e)	Format A (per 8 1/2 x 11" impression)	500	0.04	20.00	0.03	15.00	0.03	15.00
	Format B (per 8 1/2 x 14" impression)	10	0.04	0.40	0.03	0.30	0.03	0.30
	Format C (per 11 x 17" impression)	10	0.04	0.40	0.03	0.30	0.03	0.30
(f)	Tab Dividers (custom)	10	0.10	1.00	0.07	0.70	0.25	2.50
(g)	Tab Dividers (pre-printed)	10	0.10	1.00	0.07	0.70	0.10	1.00
TOTAL								
			3,352.96	2,028.96	0.00%	2,966.28	0.00%	2,966.28
DISCOUNT			0.00	0.00		0.00		0.00
NET TOTAL			3,352.96	2,028.96		2,966.28		2,966.28

PROG#	TERM: Date of Award through September 31, 2017 (Options thru 9/2021)	BASIS OF AWARD	Document Solutions, Inc Nashville, TN	GPO Estimate
1468-S				
ITEM NUMBER	ITEM DESCRIPTION	AWARD	UNIT RATE	COST
Category 3 - Nashville, TN				
I. SCANNING:				
Scanning case files:				
(a)	Format A (per 8 1/2 x 11" impression)	54,979	0.15	8,246.85
(1)	Format B (per 8 1/2 x 14" impression)	10	0.15	1.50
(2)	Format C (per 11 x 17" impression)	10	2.00	20.00
(3)	OCR processing:			
(b)	Format A (per 8 1/2 x 11" impression)	5,400	0.02	108.00
(1)	Format B (per 8 1/2 x 14" impression)	10	0.02	0.20
(2)	Format C (per 11 x 17" impression)	10	0.02	0.20
(3)	Scanning tab dividers... per image	10	0.25	2.50
(c)	Scanning large format documents:			
(d)	Black only (per square foot)	30	0.75	22.50
(1)	Full color (per square foot)	5	9.00	45.00
(2)	Creation of PDF file (max.500 pages)	119	5.00	595.00
(e)	ADDITIONAL OPERATIONS:			
II.	E-labeling...	5,400	0.02	108.00
(a)	Colored separator sheets...per 8 1/2 x 11" impression	100	0.06	6.00
(b)	Duplicate CD.....per CD.....	10	15.00	150.00
(c)	Duplicate DVD.....per DVD.....	10	20.00	200.00
(d)	Blowbacks from CD-ROM per impression	500	0.08	40.00
(e)	Format A (per 8 1/2 x 11" impression)	10	0.08	0.80
	Format B (per 8 1/2 x 14" impression)	10	2.00	20.00
	Format C (per 11 x 17" impression)	10	0.75	7.50
(f)	Tab Dividers (custom)	10	0.20	2.00
(g)	Tab Dividers (pre-printed)	10	0.20	2.00
TOTAL				
			9,576.05	10,129.64
DISCOUNT			0.00	0.00
NET TOTAL			9,576.05	10,129.64

PROG#	TERM: Date of Award through September 31, 2017 (Options thru 9/2021)	BASIS OF AWARD	RICOH USA Atlanta, GA	GPO Estimate		
1468-S						
ITEM NUMBER	ITEM DESCRIPTION	UNIT RATE	COST	UNIT RATE	COST	
I. SCANNING:						
Category 4 - Atlanta, GA						
Scanning case files:						
(a)	Format A (per 8 1/2 x 11" impression)	86,272	0.0699	6,030.41	0.08	6,901.76
(2)	Format B (per 8 1/2 x 14" impression)	10	0.0699	0.70	0.08	0.80
(3)	Format C (per 11 x 17" impression)	10	0.15	1.50	0.11	1.10
OCR processing:						
(1)	Format A (per 8 1/2 x 11" impression)	8,600	0.01	86.00	0.02	172.00
(2)	Format B (per 8 1/2 x 14" impression)	10	0.01	0.10	0.02	0.20
(3)	Format C (per 11 x 17" impression)	10	0.01	0.10	0.02	0.20
(c)	Scanning tab dividers... per image	10	0.15	1.50	0.25	2.50
(d)	Scanning large format documents:					
(1)	Black only (per square foot)	5	0.50	2.50	0.50	2.50
(2)	Full color (per square foot)	5	2.50	12.50	2.25	11.25
(e)	Creation of PDF file (max.500 pages)	172	0.00	0.00		0.00
II. ADDITIONAL OPERATIONS:						
(a)	E-labeling...	8,600	0.01	86.00	0.01	86.00
(b)	Colored separator sheets...per 8 1/2 x 11" impression	100	0.01	1.00	0.01	1.00
(c)	Duplicate CD.....per CD.....	10	5.00	50.00	10.00	100.00
(d)	Duplicate DVD.....per DVD.....	10	5.00	50.00	20.00	200.00
(e)	Blowbacks from CD-ROM per impression	500	0.04	20.00	0.03	15.00
	Format A (per 8 1/2 x 11" impression)	10	0.04	0.40	0.03	0.30
	Format B (per 8 1/2 x 14" impression)	10	0.06	0.60	0.04	0.40
(f)	Format C (per 11 x 17" impression)	10	0.50	5.00	0.75	7.50
	Tab Dividers (custom)	10	0.10	1.00	0.25	2.50
(g)	Tab Dividers (pre-printed)	10	0.10	1.00		
TOTAL						
			6,349.31	7,505.01		
DISCOUNT			0.00%	0.00		
NET TOTAL			6,349.31	7,505.01		

QUOTATION REQUEST

U.S. GOVERNMENT PUBLISHING OFFICE
Atlanta, GA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Litigation-Style Scanning of FOIA Case Files

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

Department of Treasury: Internal Revenue Service (IRS)

(Various Cities)

Single Award in each of Four Categories

CONTRACT TERM: The term of this contract is for the period beginning date of award and ending October 31, 2017, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

PLEASE NOTE: These specifications have been extensively revised including revised IRS security clearance requirements; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before quoting.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES FOR EACH CATEGORY:

NOTE: All production facilities used in the manufacture of the product(s) ordered under the contract MUST be located within a 50-mile radius of following addresses depending on the Category:

Category 1: Jacksonville, FL (400 West Bay St, Jacksonville, FL 32202)

Category 2: Plantation, FL (7850 SW 6th Court, Plantation, FL 33324)

Category 3: Nashville, TN (801 Broadway, Nashville, TN 37203)

Category 4: Atlanta, GA (401 W. Peachtree St. NW, Atlanta, GA 30308)

DIRECT ALL QUESTIONS CONCERNING THESE SPECIFICATIONS TO RENEE SESSUM (404) 605-9160, Ext. 32706, OR E-MAIL rsessum@gpo.gov. NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE

via the internet (<http://www.gpo.gov/gpo/abstracts/abstract.action?region=Atlanta>), or you may **FAX request** to 404-605-9185/9186.

QUOTE OPENING: Quotes due by 11 a.m., prevailing Atlanta, GA time on November 14, 2016

QUOTE SUBMISSION: This is a Small Purchase Term Contract, the contractor MUST execute and submit the "Schedule of Prices" (pages 25-29). **NOTE:** GPO 910 Form is NOT required. Telephone and/or email quotes are NOT acceptable. Facsimile quotes are acceptable (see GPO Contract Terms, Pub. 310.2, Rev. June 2001). Fax

quotes to 404-605-9185/9186 or mail to GPO Atlanta Regional Publishing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <http://www.contracforconnect.gpo.gov>.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this request for quote (RFQ) will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised August 2002)).

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/vendors/gaocab.htm>. This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

SUBCONTRACTING: Subcontracting will not be permitted.

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

Product Quality Levels:

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

Copies (including digital deliverables) will not be acceptable if they contain background tone, strip-lines, or printed products which are not equal to the furnished copy.

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:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Camera Copy/File Setup/ Other Government Furnished Originals

OPTION TO EXTEND THE CONTRACT TERM: 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 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.

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 the beginning of the contract to October 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 three (3) months prior to the beginning of the contract, 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.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A Government 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 the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through October 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

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.

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 which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a 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 10 workdays of receipt of the forms/instructions, the contractor must return the forms filled out for each employee who will be involved in the production of the vouchers produced 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.

All applicable employees MUST be fingerprinted. Fingerprinting must be done at a GSA Credentialing Station. When the employee receives an email in reference to fingerprinting, the employee shall schedule an enrollment appointment. Any costs for fingerprinting not conducted at an approved credentialing location will be borne by the contractor. Travel to and from the credentialing office will be borne by the contractor.

To initiate the background investigation, the contractor must complete the Risk Assessment Checklist (RAC) form and security documents: Form 13340, (Fair Credit Reporting Act), Optional Form 306 (Declaration for Federal Employment), and review and initial Notice 1379 ((Rev. 3-2008) (Tax Record Check Notice)). The IRS Contractor Lifecycle Management (CLM) office may request additional forms to complete their investigation.

Below is personnel security guidance from IR1052.204-9005:

SUBMISSION OF SECURITY FORMS AND RELATED MATERIALS (MAY 2013):

As described in Department of the Treasury Security Manual (TDP 15-71), Chapter I, Section 1, Position Sensitivity and Risk Designation, contractor personnel assigned to perform work under an IRS contract/order must undergo security investigation appropriate to the position sensitivity and risk level designation associated to determine whether the contractor personnel should be permitted to work in the identified position.

Contractor personnel performing under an agreement that authorizes unescorted access to and in IRS facilities, and access to Sensitive But Unclassified information or information systems are subject to (and must receive a favorable adjudication or affirmative results with respect to) the following eligibility/*suitability* pre-screening criteria, as applicable:

- (1) IRS account history for tax compliance;
- (2) Selective Service registration compliance;
- (3) U.S. citizenship/residency compliance;
- (4) Background investigation forms;
- (5) Credit report results (moderate and high risk investigations only);
- (6) Federal Bureau of Investigation fingerprint results; and,
- (7) If applicable, prior background investigations.

In this regard, the contractor shall furnish the following electronic documents to the Contractor Security Management (CSM) at CSM@irs.gov or CSLP@irs.gov within 10 workdays of assigning (or reassigning) an employee to this contract/order and *prior* to the contract employee performing any work thereunder:

The IRS provided Risk Assessment Checklist (RAC), and ALL required security forms (for new contractor employees) are available through the publicly accessible website for IRS: <https://www.irs.gov/uac/procurement>.

Tax Compliance, Credit Checks, and Fingerprinting: Contractor personnel whose contract/order exceeds 180 calendar days must be eligible for access, per certification of tax compliance, and shall undergo, at a minimum a National Agency Check and Inquiries as a condition of work under the contract/order, to include a credit check and fingerprinting.

If the duration of employment is less than 180 calendar days or access is infrequent (e.g., 2 or 3 days per month) and the contractor requires unescorted access, the contractor employee must be eligible for access, per certification of tax compliance, and require at a minimum a fingerprint check (Special Agreement Check).
With the exception of contractors who need access to IT systems, no background investigation or tax check is necessary if the duration of employment is less than 180 calendar days or access is infrequent when there is escort provided by an IRS employee or an approved contractor employee at the same or higher position risk level.

The contractor employee will be permitted to perform under the contract and have access to IRS facilities only upon notice of an interim or final approval, as defined in Internal Revenue Manual (IRM) 10.23.2, "Contractor Investigations," and is otherwise consistent with IRS security practices and related IRMs, to include, but not limited to, IRM 1.4.6, "Managers Security Handbook," IRM 10.2.14, "Methods of Providing Protection," and IRM 10.8.1, "Policy and Guidance."

As prescribed in IRM 10.23.2, escorting in lieu of staff-like access for IT systems will not be allowed.

Information Security Awareness and Training: The contractor shall comply with IRS mandatory annual Computer Security Awareness briefings, Unauthorized Access (UNAX) briefings and receive an initial orientation before access to IRS Information Systems. All contractors who are involved with the management, use, programming, or maintenance of IRS information systems must complete the IRS mandatory Computer Security Access (UNAX), which amends the Internal Revenue Code 6103 of 1986 to prevent the unauthorized inspection of taxpayer returns or tax return information.

Cybersecurity oversees a series of security awareness training sessions; in particular, the UNAX training and Computer Security Awareness training, which is conducted annually and is mandatory for all IRS employees and contractors. FISMA requires continuous security awareness training to inform personnel, including contractors, other users, and individuals with significant IT Security responsibilities that support the operations and assets of the agency to receive specific training on agency guidance, policies, and procedures to reduce information security risks.

All contractor employees who could have access to return information must complete the mandatory UNAX briefing. Contractors shall certify the completion of training by their employees annually. The certification shall be submitted to the Contractor Security Management (CSM) with a copy to the IRS printing specialist and to the Mission Assurance Security Services Awareness and Training Team.

SENSITIVE BUT UNCLASSIFIED (SBU) SYSTEMS OR INFORMATION: 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, "EXHIBIT A" (pages 30-32), 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.

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.

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.

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.

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 (Atlanta GPO) and the Contracting Officer's Representative (David Adam - David.A.Adams2@irs.gov; OR call to 202-317-5873) if 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 David Adams 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.

SECURITY WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. 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 (Rev. 10-2014) *Tax Information Security Guidelines for Federal, State and Local Agencies*, 4812 (3-2013) *Contractor Security Controls*, and 4812-A (Rev. 9-2014) *Highlights of Publication 4812 Contractor Security Controls*. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed in accordance with IRS Publications 1075, 4812, and 4812-A.

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, 4812-A and Federal Information Security Management Act (FISMA) Compliant Data Protection and Internal Revenue Code 6103 (n):

All federal, state, and local agencies or entities shall comply with IRS Publications 1075, 4812, and 4812-A, 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.

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 (Rev. 10-2014) *Tax Information Security Guidelines for Federal, State and Local Agencies*, 4812 (3-2013) *Contractor Security Controls*, and 4812-A (Rev. 9-2014) *Highlights of Publication 4812 Contractor Security Controls*. 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.

(3) 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.

(4) 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 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.

(5) 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 (Atlanta) at (404) 605-9160, ext. 32706, and the Contracting Officer's Representative, David Adams at (202) 317-5873. 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.

(6) 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 FTL, access to the information shall be recorded and reviewed, as identified for access controls and auditing within Publications 1075, 4812, and 4812-A.

(7) Validation of Authorized Users: All logical access to IRS information shall be controlled by US Government-approved authentication methods to validate the authorized users.

(8) 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.

(9) Safeguard Disclosure of Federal Taxpayer Information Data Transmitted Through the Secure Data Transfer: If SDT is used by the contractor to receive FTL 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.

SAFEGUARD 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 (page 5)*. 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 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 shall present, in writing, to the Contracting Officer within five (5) workdays of being notified to do so by the Contracting Officer or his/her representative, detailed plans for each of the following activities. The workday after notification to submit will be the first workday of the schedule.

These proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.

1. Production Plan: This plan shall include items such as a detailed listing of all production equipment and equipment capacities to be utilized on this contract. If new equipment is to be utilized, documentation of the source, delivery schedule, and installation dates are required.

2. Quality Systems Plans: The prime contractor shall imitate, 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 contractor subsidiary plants and subcontractors. The 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/imaged and that all addressed items are mailed. This plan shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable imaging occurs (e.g. due to equipment malfunction) during all phases of production.

3. **Quality Systems Official:** The prime contractor shall designate a Quality Systems official who shall monitor and coordinate the quality systems. 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 their title, position, and telephone number.

Performance of all elements and functions of the quality systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

4. **Personnel Plan:** This plan shall include a listing of all personnel who will be involved with this contract. For any new employees, the plan shall include the source of these employees, and a description of the training programs the employee will be given to familiarize them with the requirements of this program.

NOTE: If employees have current and adequate security clearances, please note the level of security clearance and for which Federal agency it was obtained.

5. **Security Control Plan:** The contractor shall maintain in operation an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non-government business. Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

Materials – As part of the Security Control Plan, the contractor must show how all accountable materials will be handled throughout all phases of production. This plan shall also include the method of disposal of all production waste materials.

- The contractor has the responsibility to ensure that all copy materials constantly remain in safe custody from the time they are picked-up until the time they are returned.
- Safe custody ensures the legal documents remain in the sealed cartons until they arrive at the contractor's secure area within plant. The legal document cartons and litigation copy cartons must always remain in view of authorized personnel. No unauthorized personnel are to handle the cartons.
- During transportation, the contractor will ensure that IRS documents are not co-mingled with other non-IRS documents. The documents should be transported in sealed marked containers and segregated from other documents during transportation. The markings should not disclose the name or any other identifying information of the records. Records/materials requiring pre-production or non-working hour storage must be stored in locked containers within a secured area with the access controlled.

- The vehicle that the contractor uses to transport the furnished job materials (as well as the produced materials) must be locked at all times unless loading and unloading cartons. If authorized personnel must make more than one trip to load or unload cartons, the contractor must have another authorized person guarding the cartons in the vehicle. Cartons in a locked vehicle left unattended by an authorized person are in direct violation of the contract. The only time the cartons can be left unattended is in the secure area of the plant.

- The contractor must provide a procedure for safeguarding documents and chain of custody. The procedure should set forth all precautions that will be taken to ensure integrity of documents.
- Chain of custody form is required to be signed by contractor upon receipt of materials to be copied.

Production Area – The contractor must provide a secure area(s) dedicated to the processing and storage of data for the packages. Access to the area(s) shall be limited to security-trained employees involved in the production.

Part of the Security Control Plan shall include a floor plan detailing the area(s) to be used, showing existing walls, equipment to be used, and the printing and finishing locations.

This plan must address, at a minimum, the following:

- How Government originals/files (data) will be secured to prevent disclosure to a third party.
- How the disposal of waste materials will be handled.
- How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and subcontractor(s).

DISCLOSURE OF INFORMATION REQUIREMENTS (See "EXHIBIT A" for IRS Certification of Nondisclosure, see pages 30-32):

Safeguards: In performance of this contract, the contract agrees to comply with and assume responsibility for compliance by his/her employees with the following requirements:

1. All work shall be performed under the supervision of the contractor or the contractor's employees who have obtained security clearance.

2. Any return or return information made available in any format shall be used only for the purpose of carrying out the provision of this contract. Information contained in such material shall be treated as confidential 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. Inspection by or disclosure to anyone other than an officer or employee of the contractor shall require prior written approval of the Internal Revenue Service. Requests to make such inspections or disclosure should be addressed to the Atlanta GPO: Attn: Renee Sessum.

3. The contractor certifies that the data processed during the performance of this contract shall be completely purged from all data storage components of his/her computer facility and no output will be retained by the contractor at the time the IRS work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized inspection or disclosure.

4. Any spoilage or any intermediate hard copy print out which may result during the processing of IRS data must be destroyed by a NIST approved shredder in accordance with NIST regulations.

5. Should the contractor or one of his/her employees make any unauthorized inspection(s) or disclosure(s) of confidential tax information, the terms of the Default clause (FAR 52.249-8), incorporated herein by reference, may be invoked, and the person will be considered in breach of this contract.

Criminal/Civil Sanctions:

1. Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by the person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damage against the office or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure plus in the case of willful disclosure or a disclosure which is the result of gross negligence, punitive damages, plus the cost of the action. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103 (n)-1.

2. Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provision of this contract and that inspection of any such returns or return information for a purpose to an extent not authorized herein constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection of returns or return information may also result in an award of civil damages against the officer or employee in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection plus in the case of a willful inspection or an inspection which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRC Sections 7213A and 7431.

3. Additionally, 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 a contractor, 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 there under, and who knowing that disclosure of the specific material is so 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 \$5,000.

Inspections: The contractor shall be subject at the option/discretion of the ordering agency, to periodical testing (but no less than annually) and evaluation of the effectiveness of information security controls and techniques. The assessment of information security controls may be performed by an agency independent auditor, security team or Inspector General, and shall include testing of management, operational and technical controls, as indicated by the security plan or every information system that maintain, collect, operate or use federal information also known as a Plan of Action and Milestones (POA&M) to address any deficiencies identified during the test and evaluation. The contractor must cost-effectively reduce information security risks to an acceptable level within the scope, terms and conditions of the contract. The contractor has the responsibility of ensuring that all identified weaknesses are either corrected and/or mitigated.

The Government shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspections, the Contracting Officer, may require specific measures in cases where the contractor is found to be noncompliant with contract safeguards.

OPTION YEARS: For each option year that may be exercised, the contractor will be required to re-submit, in writing, the above plans detailing any changes and/or revisions that may have occurred. **THE REVISED PLANS ARE SUBJECT TO GOVERNMENT APPROVAL.** If the meeting is waived by the Government, the revised plans must be submitted to GPO within five (5) workdays of notification of the option year being exercised.

If there are no changes/revisions, the contractor will be required to submit to the Contracting Officer a statement confirming that the current plans are still in effect.

BREACH RELATED TERMINATION OF DATA TRANSMISSION: If the Government determines that an authorized recipient has failed to maintain adequate safeguards (in the transmission, retention, and/or use of SBU) or has made any unauthorized inspections or disclosures of SBU, The Government may terminate or suspend transmission of SBU to any authorized recipient until the Government is satisfied that adequate steps have been taken to ensure adequate safeguards or prevent additional unauthorized inspections or disclosures (see IRC Section 6103(p)(4) and (p)(7)).

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipments/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 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, 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 within the time specified in the order, and the rights and obligations of the contractor 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 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.

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.

POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION:

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

PAYMENT: The contractor will be required to furnish a copy of the billing, with a final count of items copied, for signature prior to submission for payment* to: the IRS, Attn: Mr. David Adams (David Adam - David.A.Adams2@irs.gov; OR call to 202-317-5873).

***NOTE:** This does NOT authorize payment for items procured OUTSIDE the scope of the contract, without a contract modification issued and signed by the Contracting Officer, U.S. Government Publishing Office.

Once verification has been received, submit the signed copy to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Publishing Office, Washington, D.C. 20401. (NOTE: GPO recommends using the Contractor Fax Billing System. Please visit the GPO web-site, <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>, for instructions.).

Failure to comply with the above may result in a delay of payment

Additionally, the contractor is to FAX a copy of the invoice to GPO Atlanta, 404-605-9185/9186, ATTN: Program 1468-S Administrator.

NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES - SEE PAGES 25 through 29.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications are designed for occasional, unpredictably-requested, quick-turnaround digital scanning of sensitive IRS file documents requested under the Freedom of Information Act (FOIA), requiring such operations as pickup of the furnished materials by the contractor in a contractor-owned vehicle; disassembly and hand-feeding of original documents for digital scanning, OCR document processing, including large format documents (over 11 x 17" up to 24 x 36") in black and/or full color; electronic labeling (E-labeling) serial numbering; Xerographic generation of "blowback" hardcopies from furnished digital copy or produced PDF file, archiving onto (as well as copying of) CD-R and DVD-R and disc(s), reassembly of furnished documents into their original state, packing, delivery of the reproduced copy, and return of the furnished materials by the contractor in a contractor-owned vehicle.

TITLE: Litigation-Style Scanning of FOIA Case Files.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

FREQUENCY OF ORDERS: It is impossible to determine the precise requirements; however, it is anticipated that approximately 88 orders per year will be required (see below for the anticipated breakdown per Category).

- Category 1: Jacksonville, FL – approximately 32 orders.
- Category 2: Plantation, FL – approximately 16 orders.
- Category 3: Nashville, TN – approximately 21 orders.
- Category 4: Atlanta, GA – approximately 19 orders.

ALL REQUIREMENTS APPLY TO ALL CATEGORIES UNLESS NOTED

QUANTITY: The majority of orders will require scanning of approximately 161 to approximately 57,000 legal documents to PDF files and archiving PDF files onto CD/DVD optical media, with an average of 3,200 documents per order. Each PDF file is not to exceed 500 scanned pages or as specified on print orders. The PDF files will typically not need to be text-searchable, E-label numbered or require blowback hard copies. However, an occasional order may require one or more of the following:

- (1) OCR scanning with conversion to text-searchable PDF files;

- (2) Electronic labeling (E-labeling) numbering;

- (3) And/or production of blowback hard copies from the original digital files or from the PDF file produced.

Orders may require colored separator sheets (blank or printed) inserted as indicated on the print order.

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

- Text
- Format "A": 8-1/2 x 11"
- Format "B": 8-1/2 x 14"
- Format "C": 11 x 17"

It is anticipated that most of the pages will be Format A.

Large Format Documents: over 11 x 17" up to 24 x 36"

Tab Dividers: 9* x 11" (*includes 1/2" tab lip)

GOVERNMENT TO FURNISH: Original legal documents consisting of line copy including tax returns, bank and personal checks, receipts, financial ledgers, bank statements, photo prints, etc. on various sizes and colors of stock to be scanned at 100% or 95% and occasionally at other rates of reduction. The individual print order will specify the rate of reduction, if applicable. It is estimated that less than one percent of the furnished originals will include color elements. Furnished material may be single and/or multiple leaf documents held together with numerous staples or other fasteners in envelopes, folders, binders, boxes, etc.

Occasionally, furnished material(s) may be saddle or side-stitched, perfect or case bound. Saddle, perfect bound and case bound publications must be kept intact, cutting at spine **WILL NOT** be permitted. Furnished materials may also include documents in various digital formats on CD-ROM(s) for generation of "blowback" hard copies. Agency furnished digital formats on CD/DVD may also require duplication from disc to disc.

Scanning sizes range from 1 x 2" up to and including 24 x 36". Scan at same size (1:1 ratio) or at various focuses as indicated on print order.

It is estimated that:

Approx. 40% of the total furnished source materials shall consist of stapled or clipped documents, requiring slight deconstruction and reconstruction of attachments, including removal of affixed Post-It slips.

Approx. 60% of the total furnished source materials shall consist of variable-contrast stapled or clipped letter and legal size documents plus odd-sized receipts, envelopes, etc, requiring folder tabs and/or tab dividers to be copied or inserted, frequent machine adjustments, extensive deconstruction and reconstruction of attachments.

Print orders.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Performance Records: A Facsimile Transmission Sheet will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

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.

The GPO imprint requirement is waived.

DIGITAL SCANNING: The contractor is required to digitally scan case file documents to PDF format and archive onto CD-R/DVD-R disc(s).

NOTE: Contractor is required to create PDF file breaks that do not to exceed 500 scanned pages or as specified on the print order.

Occasionally, the scanned documents will require OCR (Optical Character Recognition) processing.

The contractor shall digitally scan the designated hardcopy originals using image scanning means and methods to digitize the furnished documents at minimum of 300 dpi, to readily accommodate OCR processing. Scan all documents at 1:1 ratio unless otherwise indicated on print order.

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

- Scanned imagery incorporated into the PDF files need not be text searchable as indicated on the print order.
- 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.
- Scanned RGB color elements shall match the scanned color elements on the source document(s).
- The contractor shall generate, and each PDF file shall contain, thumbnails for each publication page.
- Files shall automatically open the cover page at the "Fit Width" view with the Bookmarks showing. The contractor shall create each PDF file so that, by default, it navigates with the "continuous pages" setting enabled.
- No security passwords are to be activated in the PDF documents.
- When pages must be rotated, they are to open at 100%.
- The contractor shall assign file names as specified on each print order. Unless otherwise indicated by the IRS, the contractor shall assign file names in an intuitive manner, to make them as user-friendly as possible using the furnished publication titles and document names. Before assigning any file names, the contractor shall call the IRS contact(s) cited on the Print Order to discuss the file naming convention(s) to be used for any given order.

Contractor will be required to remove all fasteners from furnished material prior to reproducing, with the exception of perfect and case bound spines. Staples, paper clips, comb binding, etc. must be removed to duplicate, but should be replaced after completion. Government furnished material must be recompiled and refilled in their original state. (*NOTE:* Post-it notes should be removed, copied, and put back on the original just as it was furnished. The contractor is make *two* scans of such documents: One scan of the original document with the Post-It note(s) affixed or just the Post-It note(s) per the agency instructions; and one scan of the original without the Post-It note(s) affixed.)

Contractor to scan any image on envelope(s), file folders and etc. that contain furnished material.

Material furnished on unusually small stock (receipts, match book covers, personal checks, etc.) must be scanned individually on 8½ x 11" sheets unless otherwise indicated*. Contractor may image more than one small stock item per sheet as appropriate. (*Large Format Documents: Some orders may include scanning of documents larger than 17 x 11" to as large as 24 x 36" in black and/or full color.)

Tab dividers: The contractor may be required to scan the tab and/or body areas of furnished dividers. At contractor's option, contractor may use preprinted tab divider sets consisting of: one bank of 1/26th-cut tabs alphabetically printing A through Z, and/or; one bank of 1/25th-cut tabs numerically printing nos. 1 thru 25 (or as applicable). Some orders may require additional imaging on the face-side of the body of the divider.

Reproduced files may require the contractor to substitute separator sheets (a blank or printed colored 8-1/2 x 11" sheet of paper) for each original tab divider, as indicated on the print order in lieu of the tab divider.

ELECTRONIC LABELING (E-Label): The contractor will be required to electronically endorse a unique document serial number onto the scanned documents in accordance with furnished instructions. This unique number identifies the location of each document in the collection and will control document storage and retrieval processes throughout the course of litigation. The accuracy with which the numbering procedure is performed is

therefore critical to the image-based systems and products, and is as important as the physical quality of the image products themselves.

Numbers shall be assigned in accordance with the numbering convention provided by the ordering agency. Contractor's numbering system shall be able to accommodate alphanumeric characters, including embedded blank spaces in any order and length specified by the ordering agency.

Placement of each number (upper-left corner, bottom-center, etc.) will be consistent for a given document population. Numbers must not obscure or replace any of the existing information on the original document pages.

The contractor must have procedures in place to record and account for all numbers used.

ARCHIVING (DIGITAL DELIVERABLE) REQUIREMENTS:

- CD-R for duplication must be a 650 MB (74 minute) or 700 MB (80 minute) capacity, and be used on consumer quality target CD-R drives.

- DVD-R for duplication must be a single layer, with a minimum of 4.7 GB capacity, and be used on consumer quality target DVD-R drives.

WARNING: All electronic media made by the contractor must be kept accountable and under reasonable security to prevent unauthorized release. Discs are not to be duplicated in whole or part for any other purpose than to create material to be used in the performance of this contract. All duplicated media **MUST** be degaussed or securely overwritten and any printouts and non-erasable media shall be destroyed by the contractor.

Disc labeling: The contractor shall label each CD-R/DVD-R as indicated on each print order. Before labeling the CD-R/DVD-R master(s), the contractor shall call the IRS contact(s) cited on the print order to discuss the CD-R/DVD-R naming convention(s) to be used for any given order. Unless otherwise indicated by the IRS, the contractor shall label each CD-R/DVD-R in a professional manner to most accurately reflect the contents archived thereon.

Disc packaging: The contractor shall first slip each CD/DVD disc into a common commercially available CD-R/DVD-R jewel case with the labeled side of the disc facing up. The contractor shall then insert each jewel case with disc into a common commercially available CD/DVD mailer suitable for USPS mailing purposes.

BLOWBACKS (Hardcopy): The contractor may be required to generate hardcopy printouts from furnished digital copy or produced PDF file, as indicated on the print order.

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. 12 dated March 2011.

NOTICE: Copies of the "Government Paper Specifications Standards" are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site.

The paper to be used will be indicated on each print order. All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

- **Text/Separator Leaves:** White or Color Offset Book, Basis Size 25 X 38", Basis Weight 50#, equal to JCP Code O-60/O-63, or at contractor's option, White or Color Writing, Basis Size 17 X 22", Basis Weight 20#, equal to JCP Code D-10.

Tab Dividers:** White or Color Index, Basis Size 25-1/2 x 30-1/2", Basis Weight 110# equal to JCP Code K10. (**NOTE: At contractor's option, preprinted stock tab dividers may be used for the following: alphabetical A through Z (1/26 cut), numerical 1-25 (1/25 cut), and numerical 26-50 (1/25 cut). Contractor to provide a list of additional preprinted stock tab dividers available to the ordering agency after award.)

MARGINS: Margins will be specified on the print order or furnished copy.

REASSEMBLY OF ORIGINALS: Unless otherwise instructed, the contractor will be required to reassemble, refasten and return the original documents in the same sequence and same condition as furnished.

PACKING: Furnished originals: Contractor shall re-box, re-pack and seal the furnished originals within the original container(s) in exactly the same way that they were furnished.

Reproduced copies: Contractor shall pack copied contents in sealed shipping carton(s) suitable for subsequent secure handling and shipping. Reproductions shall be packed in the same manner as the furnished originals. Shipping containers shall not exceed 32 pounds gross weight.

Requirements for containers having a bursting strength of 275 pounds p.s.i. as described in GPO, Pub. 310.2 is waived. Containers must however, have adequate strength to insure safe delivery and storage.

DISTRIBUTION: Deliver f.o.b. destination using a contractor-owned vehicle to the following cities, as applicable by category:

Category 1: IRS Disclosure, 400 West Bay Street, Rm. 285, Jacksonville, FL 32202

Category 2: IRS Disclosure, 7850 SW 6th Court, Plantation, FL 33324

Category 3: IRS Disclosure, 801 Broadway, Suite 464, Nashville, TN 37203

Category 4: IRS Disclosure, 401 W. Peachtree Street, NW, Atlanta, GA 30308

INSIDE DELIVERY IS REQUIRED AT EACH DESTINATION.

Upon completion of each order, all Government furnished material must be returned to the ordering agency at the address listed under "Schedule" (as applicable by category). Certificate for payment may be withheld until received.

All expenses incidental to the pickup and return of furnished materials, and furnishing samples must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined. Furnished material must be picked up from and delivered to the cities listed under DISTRIBUTION, depending on the Category (note specific street address, room numbers, point of contact, and telephone number will be provided at the time that the print order is issued). Inside retrieval and return of the Government furnished materials at each IRS site is required.

Contractor's personnel entering each IRS facility must pass through and exit from a screening procedure that will not exceed 30 minutes for each pickup or delivery.

Due to the sensitivity of the Government furnished materials, all pick-up and return of Government-furnished materials **MUST** be made by an employee of the contractor in a contractor-owned vehicle.

The following schedule begins upon notification of the availability of each individual print order and furnished material. When notification of availability is given AFTER 11:00 a.m. the date of notification for compliance purposes shall be the following workday.

Most orders must be completed and delivered within two to four workdays. Occasional orders must be completed and delivered within 24 hours (1 workday). (*NOTE: A premium payment of 10% will be applied on orders requiring 24 hour (1 workday) turnaround.*)

Deliveries **MUST** be made no later than 2:30 p.m. on the scheduled delivery date. Deliveries received after 2:30 p.m. will be considered as arriving the following workday. (*NOTE: Occasionally an URGENT order may require delivery PRIOR to 2:30 p.m., but in no case earlier than 10:00 a.m.*)

The delivery date indicated on the print order is construed to be the at destination date.

Unscheduled material such as instructions, 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

Procurement under this solicitation will be divided into seven categories as follows:

- Category 1: Jacksonville, FL;
- Category 2: Plantation, FL;
- Category 3: Nashville, TN;
- Category 4: Atlanta, GA

The Government will make an award in each category since it is anticipated that one firm may not be able to meet all of the requirements. The lowest bid will be determined 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 during the term of the contract.

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

Category 1

I.	(a)	67,135	10	(1)
	(b)	6,700	10	(2)
	(c)	10		
	(d)	5		
	(e)	134		
II.	(a)	6,700	10	(1)
	(b)	100	10	(2)
	(c)	10	10	(3)
	(d)	10		
	(e)	500	10	
	(f)	10		
	(g)	10		

Category 2

I.	(a)	38,389	4,270	(1)
	(b)	3,800	427	(2)
	(c)	10		
	(d)	5		
	(e)	2		
II.	(a)	4,400	100	(1)
	(b)	10	10	(2)
	(c)	10	10	(3)
	(d)	500	10	
	(e)	10		
	(f)	10		
	(g)	10		

Category	Sub-Category	Code	Count	Value	Code	Count	Value
Category 3	I	(a)	10	54,979	(a)	10	10
		(b)	10	5,400	(b)	10	10
		(c)	10	10	(c)	10	10
		(d)	30	10	(d)	10	10
		1.	5	119	1.	5	119
		2.	5	119	2.	5	119
	II	(a)	5,400	5,400	(a)	100	100
		(b)	100	100	(b)	10	10
		(c)	10	10	(c)	10	10
		(d)	10	10	(d)	10	10
		(e)	500	500	(e)	10	10
		(f)	10	10	(f)	10	10
Category 4	I	(a)	10	86,272	(a)	10	10
		(b)	10	8,600	(b)	10	10
		(c)	10	10	(c)	10	10
		(d)	5	5	(d)	5	5
		1.	5	172	1.	5	172
		2.	5	172	2.	5	172
	II	(a)	8,600	8,600	(a)	100	100
		(b)	100	100	(b)	10	10
		(c)	10	10	(c)	10	10
		(d)	10	10	(d)	10	10
		(e)	500	500	(e)	10	10
		(f)	10	10	(f)	10	10

SECTION 4.- SCHEDULE OF PRICES

GPO Atlanta Regional Publishing Office Facsimile Number: 404-605-9185/9186

Quotes due by: 11:00 a.m. / Date: November 14, 2016

BIDDERS NAME AND SIGNATURE: Fill out and return* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder _____

(Address) _____ (City) _____ (State) _____ (Zip) _____

(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor's Code) _____

*You may FAX the Schedule of Prices pages to the above number, or you may mail them to: Atlanta Regional Publishing Office, 3715 Northside Parkway NW, Suite 4-305, Atlanta, GA 30327.

(NOTE: TELEPHONE/E-MAILED QUOTATIONS ARE NOT ACCEPTABLE.)

***** PAYMENT TERMS: *****

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

***** THIS SECTION FOR GPO USE ONLY *****

THIS SECTION FOR GPO USE ONLY

Certified by: _____ (Initials) _____
Date: _____

Contracting Officer: _____ (Initials) _____
Date: _____

Quotes offered are f.o.b. destination.

Bidder must make an entry in each of the spaces provided, in the category or categories for which quotes are submitted. Bidder may bid in one category and no-bid the other categories. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, 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. Quotes submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is bidding on 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 billing submitted to the agency shall be based on the most economical method of production.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.

IRS CERTIFICATION OF NONDISCLOSURE (See "EXHIBIT A" - pages 30-32): The contractor MUST execute and return a copy/copies of the Certification of NonDisclosure with submission of quote.

Category I (Jacksonville, FL)

I. SCANNING: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications; scanning furnished originals at a minimum of 300 dpi to Adobe Acrobat PDF files and archiving onto CD-R/DVD-R discs, including occasional OCR processing, as well as the cost of blank CDS/DVDs and a standard, single clear plastic jewel case for each.

- (a) Scanning case files..... per image \$ _____
- (b) OCR processing..... per image \$ _____
- (c) Scanning tab dividers..... per image \$ _____
- (d) Scanning large format documents:
 - 1. Black only..... per square foot \$ _____
 - 2. Full color..... per square foot \$ _____
- (e) Creation of PDF file (maximum of 500 pages)..... per PDF file \$ _____

- II. ADDITIONAL OPERATIONS:**
- (a) E-labeling..... per page \$ _____
 - (b) Colored separator sheets..... per 8-1/2 x 11" impression \$ _____
 - (c) Duplicate CD..... per CD \$ _____
 - (d) Duplicate DVD..... per DVD \$ _____
 - (e) Blowbacks from CD-ROM..... per impression \$ _____
 - (f) Tab Dividers (custom)..... \$ _____
 - (g) Tab Dividers (pre-printed)..... \$ _____

 (Initials)

Category 2 (Plantation, FL)

I. SCANNING: Prices offered shall include the cost of all required materials and operations

necessary for the complete production and distribution of the product listed in accordance with these specifications canning furnished originals at a minimum of 300 dpi to Adobe Acrobat PDF files and archiving onto CD-R/DVD-R discs, including occasional OCR processing, as well as the cost of blank CDs/DVDs and a standard, single clear plastic jewel case for each.

Format "A" (1)
Format "B" (2)
Format "C" (3)

- (a) Scanning case files..... per image \$ _____
- (b) OCR processing..... per image \$ _____
- (c) Scanning tab dividers..... per image \$ _____
- (d) Scanning large format documents:

- 1. Black only..... per square foot \$ _____

- 2. Full color..... per square foot \$ _____

- (e) Creation of PDF file (maximum of 500 pages)..... per PDF file \$ _____

III. ADDITIONAL OPERATIONS:

- (a) E-labeling..... per page \$ _____

- (b) Colored separator sheets..... per 8-1/2 x 11" impression \$ _____

- (c) Duplicate CD..... per CD \$ _____

- (d) Duplicate DVD..... per DVD \$ _____

- (e) Blowbacks from CD-ROM..... per impression \$ _____

- (f) Tab Dividers (custom)..... \$ _____

- (g) Tab Dividers (pre-printed)..... \$ _____

(Initials)

Category 3 (Nashville, TN)

I. SCANNING: Prices offered shall include the cost of all required materials and operations

necessary for the complete production and distribution of the product listed in accordance with these specifications canning furnished originals at a minimum of 300 dpi to Adobe Acrobat PDF files and archiving onto CD-R/DVD-R discs, including occasional OCR processing, as well as the cost of blank CDs/DVDs and a standard, single clear plastic jewel case for each.

Format "A" (1)
 Format "B" (2)
 Format "C" (3)

- (a) Scanning case files..... per image \$ _____
- (b) OCR processing..... per image \$ _____
- (c) Scanning tab dividers..... per image \$ _____
- (d) Scanning large format documents:

- 1. Black only..... per square foot \$ _____
- 2. Full color..... per square foot \$ _____
- (e) Creation of PDF file (maximum of 500 pages)..... per PDF file \$ _____

IV. ADDITIONAL OPERATIONS:

- (a) E-labeling..... per page \$ _____
- (b) Colored separator sheets..... per 8-1/2 x 11" impression \$ _____
- (c) Duplicate CD..... per CD \$ _____
- (d) Duplicate DVD..... per DVD \$ _____
- (e) Blowbacks from CD-ROM..... per impression \$ _____
- (f) Tab Dividers (custom)..... \$ _____
- (g) Tab Dividers (pre-printed)..... \$ _____

(Initials)

Category 4 (Atlanta, GA)

I. SCANNING: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications for the complete production and distribution of the product listed in accordance with these specifications including furnished originals at a minimum of 300 dpi to Adobe Acrobat PDF files and archiving onto CD-R/DVD-R discs, including occasional OCR processing, as well as the cost of blank CDs/DVDs and a standard, single clear plastic jewel case for each.

Format "A" (1) Format "B" (2) Format "C" (3)

- (a) Scanning case files..... per image \$ _____
- (b) OCR processing..... per image \$ _____
- (c) Scanning tab dividers..... per image \$ _____
- (d) Scanning large format documents:

- 1. Black only..... per square foot \$ _____
- 2. Full color..... per square foot \$ _____
- (e) Creation of PDF file (maximum of 500 pages)..... per PDF file \$ _____

V. ADDITIONAL OPERATIONS:

- (a) E-labeling..... per page \$ _____
- (b) Colored separator sheets..... per 8-1/2 x 11" impression \$ _____
- (c) Duplicate CD..... per CD \$ _____
- (d) Duplicate DVD..... per DVD \$ _____
- (e) Blowbacks from CD-ROM..... per impression \$ _____
- (f) Tab Dividers (custom)..... \$ _____
- (g) Tab Dividers (pre-printed)..... \$ _____

RESTRICTED AREA OF PRODUCTION: My production facilities are located within the RESTRICTED area of production for:

- Category 1 - Yes _____ No _____ (bidders who answer "no" will NOT be considered).
- Category 2 - Yes _____ No _____ (bidders who answer "no" will NOT be considered).
- Category 3 - Yes _____ No _____ (bidders who answer "no" will NOT be considered).
- Category 4 - Yes _____ No _____ (bidders who answer "no" will NOT be considered).

(Initials)

EXHIBIT A: IRS CERTIFICATION OF NON-DISCLOSURE

**1468-S Conditional Access to
Sensitive but Unclassified Information
Non-disclosure Agreement**

I, _____, hereby consent to the terms in this Agreement in consideration of my being granted conditional access to certain United States Government documents or material containing sensitive but unclassified information.

I understand and agree to the following terms and conditions:

1. By being granted conditional access to sensitive but unclassified information, the United States Government has placed special confidence and trust in me and I am obligated to protect this information from unauthorized disclosure, in accordance with the terms of this Agreement.

2. As used in the Agreement, sensitive but unclassified information is any information the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Title 5 U.S.C. 522a, but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy.

3. I am being granted conditional access contingent upon my execution of this Agreement for the sole purpose of printing and mailing survey packets to taxpayers. This approval will permit me conditional access to certain information related to the Individual Taxpayer Burden contract such as survey packets, data files, work in progress materials, quality control inspection materials, USPS materials, and/or to attend meetings in which such information is discussed or otherwise made available to me.

4. I will never divulge any sensitive information that is provided to me pursuant to this Agreement to anyone unless I have been advised in writing by the Internal Revenue Service or in the case of bureau sensitive information released to the Office of Inspector General (OIG) or Treasury Inspector General for Tax Administration (TTGA), or the Special Inspector General for the Troubled Asset Relief Program (SIGTARP) in accordance with a written arrangement related to the official audit/investigative functions of the OIG or TTGA or SIGTARP for that particular matter. Should I desire to make use of any sensitive information, I will do so in accordance with paragraph 6 of this Agreement. I will submit to the Internal Revenue Service for security review, prior to any submissions for publication, any book, article, column or other written work for general publication that is based upon any knowledge I obtained during the course of my work on the 1468-S contract to ensure that no Internal Revenue Service sensitive information is disclosed.

5. I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result or may result from any disclosure, publication, or revelation of sensitive information not consistent with the terms of this Agreement.

6. Upon signing this non-disclosure agreement, I will be permitted access to official Internal Revenue Service documents containing sensitive information and understand that any copies must be protected in the same manner as the originals. Any notes taken during the course of such access must also be protected in the same manner as the originals.

7. If I violate the terms and conditions of this Agreement, I understand that the unauthorized disclosure of sensitive information could compromise Internal Revenue Service security.

8. If I violate the terms and conditions of this Agreement, such violation may result in the cancellation of my conditional access to sensitive information. This may serve as a basis for my being denied conditional access to Treasury Department, Internal Revenue Service or other Treasury bureaus' information, both classified and sensitive information in the future. If I violate the terms and conditions of this Agreement, the United States may institute a civil action for damages or any other appropriate relief. The willful disclosure of information to which I have agreed herein not to divulge may constitute a criminal offense.

9. Unless and until I am provided a written release by the Internal Revenue Service from this Agreement or any portions of it, all conditions and obligations contained in this Agreement apply both during my period of conditional access, which shall terminate at the conclusion of my work on 1468-S contract, and at all times thereafter.

10. Each provision of this Agreement is severable. If a court should find any provisions of this Agreement unenforceable, all other provisions shall remain in full force and effect.

11. I understand that the United States Government may seek any remedy available to it to enforce this Agreement, including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement.

12. By granting me conditional access to information in this context, the United States Government does not waive any statutory or common law evidentiary privileges or protections that it may assert in any administrative or court proceeding to protect any sensitive but unclassified information to which I have been given conditional access under the terms of this Agreement.

13. These restrictions are consistent with and do not supersede, conflict with or otherwise alter the employee obligations, rights or liabilities created by Executive Order 13526 or 13556; 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 USC 421 et seq.) (governing disclosures that could expose confidential Government agents), and the statutes that 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 USC Section 783 (b)). The definitions, requirements, obligations, rights, sanctions and liabilities created by said Executive Order and listed statutes are incorporated into this Agreement and are controlling.

14. My execution of this Agreement shall not nullify or effect in any manner any other secrecy or nondisclosure Agreement which I have executed or may execute with the United States Government except within the Department of the Treasury as noted in item 8, above.

15. I make this Agreement in good faith, without mental reservation or purpose of evasion.

Signature

Name

Date

This Agreement was accepted by the undersigned on behalf of the Internal Revenue Service as a prior condition on conditional access to sensitive information. Further release to any other third party requires execution of a nondisclosure agreement.

When information is shared with the Office of Inspector General or the Treasury Inspector General for Tax Administration, for official audit/investigative purposes, the following statement must be added below the signature line. "This Agreement was accepted by the undersigned on behalf of the Internal Revenue Service and the Office of Inspector General or Treasury Inspector General for Tax Administration, Special Inspector General for TARP, as applicable for conditional access to sensitive information. Further release and dissemination of Internal Revenue Service sensitive information under this non-disclosure agreement must be in accordance with a written arrangement related to the official audit/investigative functions of the OIG or TIGTA or SIGTARP for that particular matter. Further release to any other third party requires execution of a nondisclosure agreement."

<u>Contracting Officer's Technical Representative</u>	<u>(OIG or TIGTA or SIGTARP signatory)</u>
Date	Date