

Program No 0198-S Term 06/16/14 To 10/31/15										
TITLE: Residual Notices (SSA)										
MPM COMM.										
Current Contractor										
dba/ABR SERVICES										
NPC, INC.										
SOURCELINK										
SOURCELINK										
Waldorf, MD										
Claysburg, PA										
Miamisburg, OH										
Miamisburg, OH										
BASIS OF										
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
I.	PROCESSING/FORMATING FILES:									
(a)	Processing/Formatting Files.....per/notice workload	9	\$200.00	\$1,800.00	\$50.00	\$450.00	\$0.00	\$0.00	\$100.00	\$900.00
II.	COMPOSITION:									
(a)	Envelopes.....per envelope	17	\$75.00	\$1,275.00	\$50.00	\$850.00	\$0.00	\$0.00	\$75.00	\$1,275.00
(b)	FEQ Instruction sheets.....per 8-1/2 x 11 page	24	\$75.00	\$1,800.00	\$50.00	\$1,200.00	\$0.00	\$0.00	\$75.00	\$1,800.00
(c)	Ink jet color proofs.....per trim/page-size unit	2	\$100.00	\$200.00	\$1.20	\$2.40	\$0.00	\$0.00		
III.	PREPRODUCTION TESTS:									
(a)	Wire Transmission Test.....per test	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(b)	Preproduction Validation Test.....per test	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IV.	PRINTING/IMAGING and BINDING:									
(a)	*Daily makeready/setup charge.....	250	\$250.00	\$62,500.00	\$256.00	\$64,000.00	\$25.00	\$6,250.00	\$250.00	\$62,500.00
(b)	Notices, FEQ Instruction inserts (printing/imaging per page)									
per 100 pages.....	49842	\$1.23	\$61,305.66	\$1.30	\$64,794.60	\$0.90	\$44,857.80	\$1.40	\$69,778.80
(c)	Mailout envelope 4-1/8 x 9-1/4"									
per 100 envelopes.....	16981	\$0.429	\$7,284.85	\$1.09	\$18,509.29	\$0.54	\$9,169.74	\$0.564	\$9,577.28
(d)	Mailout envelope 6-1/8 x 9-1/2"									
per 100 envelopes.....	3952	\$0.6325	\$2,499.64	\$1.60	\$6,323.20	\$0.87	\$3,438.24	\$1.20	\$4,742.40
(e)	CRM return envelope 4-3/8 x 8-3/4"									
per 100 envelopes.....	3952	\$0.785	\$3,102.32	\$1.09	\$4,307.68	\$0.66	\$2,608.32	\$0.785	\$3,102.32
(f)	Publications: Printing two colors, including folding									
per 100 pages.....	9991	\$1.20	\$11,989.20	\$0.70	\$6,993.70	\$0.33	\$3,297.03	\$0.33	\$3,297.03
(g)	Spraying Return Address on Outgoing Envelope									
per 100 envelopes.....	5284	\$0.60	\$3,170.40	\$0.15	\$792.60	\$1.10	\$5,812.40	\$1.10	\$5,812.40
V.	PAPER:									
(a)	White Offset Book (50 lb.) or White Writing (20 lb.)									
	(Notices and Instruction inserts)									
per 100 Leaves.....	24921	\$0.60	\$14,952.60	\$0.70	\$17,444.70	\$0.69	\$17,195.49	\$0.47	\$11,588.27
(b)	Publications: White Offset Book (60-lb.)									
per 100 Leaves.....	4725	\$1.00	\$4,725.00	\$0.92	\$4,347.00	\$1.03	\$4,866.75	\$0.47	\$2,197.13
(c)	White Wove (24 lb.), or at contractor's option, White Offset									
	Book, (60 lb.) Mailout Envelopes (4-1/8 x 9-1/4",									
	and 6-1/8 x 9-1/2")									
per 100 Leaves.....	20933	\$1.59	\$33,283.47	\$1.15	\$24,072.95	\$0.91	\$19,049.03	\$1.32	\$27,631.56
(d)	White stock (20 lb.) CRM Reply Envelope (5-3/4 x 8-3/4")									
per 100 Leaves.....	3952	\$1.59	\$6,283.68	\$1.09	\$4,307.68	\$0.99	\$3,912.48	\$1.18	\$4,663.36

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			Waldorf, MD		Claysburg, PA		Miamisburg, OH		Miamisburg, OH	
			BASIS OF							
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST		
VI.	INSERTING AND MAILING:									
(a)	Mailers 1-3, 8-9 (CPS, CDR, Widow, and BIC-T notices), Personalized English Notice, Mailout envelopeper 100 Complete Mailers.....	16981	\$2.00	\$33,962.00	\$3.62	\$61,471.22	\$2.35	\$39,905.35	\$2.00	\$33,962.00
(b)	Mailer 4 - 7 (Foreign Enforcements Questionnaires) 7161 and 7162 Personalized Form SSA-7161-SM SSA-7161-GR-INST, SSA-7161-JA-INST, SSA-7161-FR-INST, SSA-7161-GE-INST, SSA-7161-IT-INST, SSA-7161-NE-INST, SSA-7161-PE-INST, SSA-7161-PO-INST, SSA-7161-SP-INST, SSA-7161-SW-INST, SSA-7161-INST, SSA-7161-SUP Mail out envelope, CRM reply envelope Personalized Form SSA-7162-SM, SSA-7162-GR-INST, SSA-7162-JA-INST, SSA-7162-FR-INST, SSA-7162-GE-INST, SSA-7162-IT-INST, SSA-7162-NE-INST, SSA-7162-PE-INST, SSA-7162-PO-INST, SSA-7162-SP-INST, SSA-7162-SW-INST, SSA-7162-INST, SSA-7162-SUP Mailout envelope, CRM reply envelopeper 100 Complete Mailers.....	3952	\$2.25	\$8,892.00	\$2.55	\$10,077.60	\$3.00	\$11,856.00	\$2.25	\$8,892.00
VII.	International Mail Sort House:									
(a)	Foreign Enforcement notices (Mailers #4 thru #7)per 100 pieces.....	3952	\$5.50	\$21,736.00	\$1.75	\$6,916.00	\$7.02	\$27,743.04	\$0.07	\$265.57
CONTRACTOR TOTALS				\$280,761.82		\$296,860.62		\$199,961.67		\$251,985.12
DISCOUNT			2.50%	7019.05	0.25%	742.15	0.00%	0	1.00%	\$2,519.85
DISCOUNTED TOTALS				\$273,742.77		\$296,118.47		\$199,961.67		\$249,465.27
									AWARDED	

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Residual Notices

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

Social Security Administration (SSA)

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning from Date of Award and ending October 31, 2015 plus up to four (4) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time on **June 16, 2014**.

Contractor interfacing with SSA's National File Transfer Management System (FTMS) for electronic transmission of files from SSA to the production facility commence immediately after Award and must be completed no later than 90 workdays prior to start of live production. Transmission of live production files will commence on November 1, 2014.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, 732 North Capitol Street NW, Mailstop: PPSB, Room C-161, Attn: Bid Section, Washington, D.C. 20401-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001.

BIDDERS, PLEASE NOTE: This Program was formerly Program 153-S. The specifications have been extensively revised. These specifications break down the individual requirements of each Mailer so that all bidders may have a clear understanding of their individual requirements. **In addition, special attention is directed to the "Public Trust Security" and "100% Accountability of Production and Mailing" requirements.**

Abstracts of contract prices are available at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Central>

NOTE: Due to the number of exhibit pages in these specifications, the exhibits **will not** be put on the Internet. A complete copy of the specifications, including the exhibit pages (A through K), may be obtained from the GPO Bid Room, by request, at (800) 368-5762 or (202) 512-0526.

For information of a technical nature call Sadie Sanders at (202) 512-0310 (No collect calls) or via e-mail: ssanders@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

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

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

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

SUBCONTRACTING: The predominate production function is the laser/ion deposition/ink jet imaging of data; for all notices (minimum 600 x 600 dpi) and the variable return address on the BIC-T mail-out envelopes (Mailers 8 and 9) from electronically transmitted files; and inserting. Any bidder who cannot perform the predominant functions will be declared nonresponsible. Contractor may subcontract the printing and manufacturing of the envelopes, and the presorting and mailing of the completed product.

(NOTE: Ink jet imaging is permitted for the spraying/imaging of the SSA field office return addresses on the mail-out envelopes for the BIC-T notices. Ink jet imaging will not be permitted for imaging the notices. Mailers 1 through 7 mail-out envelopes will not require spraying/imaging; these notices will utilize a pre-printed return address on the mail-out envelopes.)

Note: The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor.

If the contractor needs to add a subcontractor at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor must submit new subcontractor's information to the Government for approval 60 calendar days prior to the start of production at that facility.

If the contractor plans to enter into a "Contractor Team Arrangement", or Joint Venture, to fulfill any requirements of this contract, all parties must comply with the terms and regulations as detailed in the Printing Procurement Regulation (GPO Publication 305.3; Rev. 2-11).

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

Product Quality Levels:

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

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

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.
- (c) Transparent low gloss poly-type window material, covering the envelope window must pass a readability test with a rejection rate of less than 1/4% when ran through a USPS OCR Scanner.
- (d) Exception: ANSI X3.17 "Character Set for Optical Character Recognition (OCR A)" shall apply to these specifications. The revisions of this standard, which are effective as of the date of this contract, are those, which shall apply. This applies to the FEQ notices, Mailers 4-7.
- (e) Exception: FEQ notices, Mailers 4-7 will be scanned and must function properly when processed through the current high speed scanning equipment at SSA. A form is a reject and will be considered a

major defect when its OCR print cannot be correctly deciphered on the first pass through the scanning equipment.

NOTE: Use of equipment or ink, which in any way adversely affects the scanning of the FEQ forms, will not be allowed.

ANSI Standards may be obtained from the American National Standards Institute, 25 West 43rd Street, 4th Floor, New York, NY 10036.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension in Publication Camera Copy/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause except, the total duration of this contract may not exceed five (5) years and 3 months 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 authorized pricing adjustment(s).

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 Date of Award to October 31, 2015, 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 or 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 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 December 31, 2014, 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.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer price indexes and percent changes for commodity groupings and individual items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 for "Offset & Text" will apply to all paper required under this contract.
2. The applicable index figures for the month of May 2014 will establish the base index.
3. There shall be no price adjustment for the first three production months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ ______ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the Contractor's bid price(s) for line items IV. (a) through (c) in the "SCHEDULE OF PRICES" and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the Contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the Contractor, but shall be computed as provided above.

The Contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

SECURITY REQUIREMENTS: Protection of Confidential Information:

- (a) The Contractor shall restrict access to all confidential information obtained from the Social Security Administration (SSA) in the performance of this contract to those employees and officials who need it to perform the contract. Employees and officials who need access to confidential information for performance of the contract will be determined at the post award conference between the Contracting Officer and the responsible Contractor representative.
- (b) The Contractor shall process all confidential information obtained from SSA in the performance of this contract under the immediate supervision and control of authorized personnel, and in a manner that protect the confidentiality of the records in such a way that unauthorized persons cannot retrieve any such records.

- (c) The Contractor shall inform all personnel with access to the confidential information obtained from SSA in the performance of this contract of the confidential nature of the information and the safeguards required to protect this information from improper disclosure.
- (d) For knowingly disclosing information is in violation of the Privacy Act. The Contractor and the Contractor employees' may be subject to the criminal penalties as set forth in 5 U.S.C Section 552a (i)(1), which is made applicable to Contractors by 5 U.S.C. 552a (m)(1) to the same extent as employees of the SSA. For knowingly disclosing confidential information as described in section 1106 of the Social Security Act (42 U.S.C. 1306), the Contractor and Contractors employees' may also be subject to the criminal penalties as set forth in that provision.
- (e) The Contractor shall assure that each Contractor employee with access to confidential information knows the prescribed rules of conduct, and that each Contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act and/or the Social Security Act. When the Contractor employees' are made aware of this information, they will be required to sign the Contractor Personnel Security Certification, Form SSA-301 (See EXHIBIT A). A copy of this signed certification must be forwarded to: Social Security Administration, Printing Management Team, See EXHIBIT K.
- (f) All confidential information obtained from SSA for use in the performance of this contract shall, at all times, be stored in an area that is physically safe from unauthorized access.
- (g) Performance of this contract may involve access to tax return information as defined in 26 U.S.C. Section 6103(b) of the Internal Revenue Code (IRC). All such information shall be handled as confidential and may not be disclosed without the written permission of SSA. For willingly disclosing confidential tax return information in violation of the IRC, the Contractor and Contractor employees' may be subject to the criminal penalties set forth in 26 U.S.C. Section 7213.
- (h) The Government reserves the right to conduct on-site visits to review the Contractor's documentation and in-house procedures for protection of confidential information.
- (i) If a subcontractor is used for the sorting and/or mailing of the notices of this contract, the subcontractor must conform to all security requirement of the contract.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and must immediately notify the Government of any loss of PII. Personally identifiable information is defined as "any information which 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 to a specific individual, such as date, place of birth, mother's maiden name, etc".

All employees working on this contract must:

- Familiarize themselves with current information on security, privacy and confidentiality related to the requirements of this contract.
- Obtain pre-screening authorization before using sensitive or critical applications pending a final suitability determination as applicable to the specifications.
- Lock or logoff their workstation/terminal prior to leaving it unattended.
- Act in an ethical, informed and trustworthy manner.
- Protect sensitive electronic records.
- Be alert to threats and vulnerabilities to their systems.
- Prohibited from having any mobile devices or cameras in sensitive areas that contain any confidential materials. This is to includes areas where shredding and waste management occurs.

Contractor's managers working on this contract must:

- Continuously monitor use of mainframes, PCs, LANs, and networked facilities to ensure compliance with national and local policies, as well as the Privacy Act statement.
- Ensure that employee screenings for sensitive positions within their department has occurred prior to any individual being authorized access to sensitive or critical applications.
- Implement, maintain, and enforce the security standards and procedures as they appear in this contract and as outlined by the contractor.
- Contact their security officer within 24 hours whenever a systems security violation is suspected or discovered.

Applicability:

The responsibility to protect personally identifiable information applies during the entire term of this contract and all option year terms, if exercised. All contractors must secure and retain written acknowledgement from their employees' stating they understand these policy provisions and their duty to safeguard personally identifiable information. These policy provisions include, but are not limited to the following:

- Employees are required to have locking file cabinets and desk drawers for storage of confidential material, if applicable.
- Material is not to be taken from the contractor's facility without express permission from the Government.
- Employees' must ensure safeguard and protection of all Government records from theft and damage while being transported to and from contractor's facility.

The following list provides examples of situations where personally identifiable information is not properly safeguarded:

- Leaving an unprotected computer containing Government information in a non-secure space (e.g., unattended in a public place, in an unlocked room, or in an unlocked vehicle).
- Leaving an unattended file containing Government information in a non-secure area (e.g., in a break-room or on an employees' desk).
- Storing electronic files containing Government information on a computer or access device (flash drive, CD, etc.) which other people have access to (not password-protected).
- Mifeasance or willful neglect of duty due to failure to exercise due care resulting in loss, stole or inadvertently released PII.

This list does not encompass all failures to safeguard personally identifiable information but is intended to act as an alert to situations that must be avoided. Whenever the contractor's employee has doubts about a specific situation involving their responsibilities for safeguarding personally identifiable information, they should consult the Contracting Officer or the Contract Administrator.

NOTE: Due to PII issues, if the contractor fails to meet these requirements within 60 workdays of start of live production, the contractor will be declared nonresponsive.

PUBLIC TRUST SECURITY REQUIREMENTS: This contract has been designated Public Trust Position Level 5C. Due to the sensitive nature of the information contained in the products produced under this contract, contractor employees' performing under this contract will be subject to a thorough civil and criminal background check as detailed in EXHIBIT B, "Security and Suitability Requirements."

NOTE: "Performing under this contract" is defined as working on-site at either an SSA facility (including visiting the SSA site for any reason) or having access to Government programmatic or sensitive information.

Within 10 workdays upon award, the contractor must provide to SSA an applicant listing of all individuals for whom the contractor is requesting a suitability determination (i.e., background investigation). This listing should include the following:

- the contractor's name

- the contract number
- the contractor's point of contact (CPOC) name
- the CPOC's contact information including email address
- each applicant's full name
- each applicant's Social Security Number (SSN)
- each applicant's date of birth
- each applicant's place of birth (must show city and state if born in the United States (U.S.) or city and country if born outside of the U.S.)

The contractor should submit the applicant listing upon contract award. The background investigation process will not start until the applicant listing is submitted.

Send the applicant listing via fax to CPSPM Suitability Team at (410) 966-0640 or via U.S. Mail to: SSA, CPSPM Suitability Team, Room 1260 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235.

Once SSA receives and reviews the applicant listing, SSA will initiate the Electronic Questionnaire for Investigations Process (eQIP). SSA will email notification to the CPOC that each applicant has been invited into the eQIP website to electronically complete their background investigation form. The CPOC will provide the website to the applicants to complete their eQIP form. **The applicant will have up to seven (7) calendar days to complete the eQIP form.** The seven- day timeframe begins once SSA notifies the CPOC of the eQIP invitation(s). The applicant must print the signature pages of the form (pages 7 through 9 of SF 85P), (See EXHIBIT C), sign the signature pages, and then provide the signed originals to the CPOC.

The following is a list of forms each contractor employee is responsible for completing:

- Original signed and dated eQIP signature pages (pages 7 through 9 of SF 85P) as specified in the above paragraph.
- Two (2) "Fingerprint Cards" (FD-258, EXHIBIT D) (**NOTE:** The contractor will absorb the costs for obtaining fingerprints).
- One (1) "Declaration for Federal Employment" (Optional Form 306, EXHIBIT E).
- One (1) "Fair Credit Reporting Act Authorization Form (FCRA)" (EXHIBIT F).
- For a non-U.S. citizen, one (1) legible photocopy of the work authorization permit and social security card.

The CPOC must ensure all paper forms are fully completed and signed prior to submission to SSA. All forms and fingerprinting cards must be submitted within **15 workdays** after contract award. For new contract employees' hired during the contract term, forms must be submitted at least 15 workdays prior to working under the contract. The fingerprint cards and all paper forms must be legible or typed in black ink. All signatures and dates on these documents must also coincide with the 15 workday timeframe. There must be no "breaks" in residences or employment. SSA requires complete addresses, including zip codes and phone numbers. It is the responsibility of the contractor to ensure fingerprint cards are processed through their local police departments or other authorized fingerprinters. SSA must receive forms within 15 calendar days of signature and date. SSA will return forms not fully completed back to the contractor. Forms may be obtained by calling SSA Personnel Security Suitability Program Officer (SPO) Leslie Herman at 410-965-4426.

The CPOC shall submit one cover sheet to SSA containing the names of all of the individuals for whom the contractor is submitting completed paperwork. This cover sheet should include all applicant listing as detailed above. the contract number, each applicant's full name, each applicant's SSN, each applicant's date of birth, and each applicant's place of birth.

Submit this cover sheet along with the completed paper forms and two FD-258 fingerprint charts for each applicant to: SSA, CPSPM Suitability Team, Room 1260 Dunleavy Building, 6401 Security Boulevard, Baltimore, MD 21235.

SSA will send a pre-screening notification within 15 workdays of receipt of properly completed forms and fingerprinting cards. Once a contractor employee is approved to work via the pre-screen notification, they are permitted to perform work under the contract. A final suitability determination can take up to 45 workdays.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey of all the contractor's computer, printing,

and mailing equipment which will be used on this contract or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

The pre-award survey will include a review of: all subcontractors involved, along with their specific functions; and the contractors/subcontractor's mail, material, personnel, production, quality control/recovery program and security and backup facility plans, as required by this specification.

If award is predicated on the purchase of production and/or systems equipment, the contractor must provide purchase order(s) with delivery date(s) of equipment to arrive at least 90 calendar days prior to the start of live production, on November 1, 2014.

NOTE: Due to PII issues, if the contractor fails to meet these requirements within 90 workdays of start of live production, the contractor will be declared nonresponsive.

PRODUCTION PLANS

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 numbered 1 to 10 below. The workday after notification to submit will be the first day 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 THE SAME.

NOTE: THE GOVERNMENT RESERVES THE RIGHT TO WAIVE SOME OR ALL OF THESE PLANS.

1. Backup Facility – The failure to deliver these notices/forms/publications in a timely manner would have an impact on the daily operations of SSA. Therefore, if for any reason(s) (act of God, labor disagreements, etc.) the contractor is unable to perform at said locations for a period longer than five (5) workdays, contractor must have a backup facility with the capability of producing the notices/forms/publications.

Contingency plans for production must be prepared and submitted to the Contracting Officer as part of the preaward survey. These plans must include the location of the facility to be used, equipment available at the facility, and a timetable for the start-up of production. This plan must also include the transportation of Government materials from one facility to another as well as SSA has the option to install a data connection into the contractor's backup facility.

NOTE: All terms and conditions of this contract will also apply to the backup facility.

2. Quality Control Plan – The contractor shall provide and maintain, within their own organization, an independent quality assurance organization of sufficient size and expertise to monitor the operations performed. Furthermore, the plan must include the names of all quality assurance officials and describe their duties in relationship to this plan. Also, inspecting the products of each operation to a degree and extent that will ensure the Government's quality assurance, inspection and acceptance provisions specified herein are met. The contractor shall perform, or have performed, the process controls, and tests required to substantiate that the products provided under this contract conform to the specifications and requirements. The contractor shall describe in detail their quality control/quality assurance and recovery plans detailing how, when and by whom the plans will be performed.

The quality control plan must also include examples with detailed description of all quality control samples and their corresponding inspection reports or logs the contractor will keep to document the quality control performed on each run. The quality control plan must account for the number of pieces mailed daily, the security coverage over the postage meters as well as the control settings for the meters.

3. Quality Control Sample Plan – The plan must provide a description of how the contractor will create quality control samples for periodic samplings to be taken during the production runs and provide for back-up and re-running in the event of an unsatisfactory sample and contain control systems that will detect defective, missing, or mutilated pieces.

The plan should include the sampling interval (minimum pull- first from each file and then one every 4,000 notices) the contractor intends to develop. The contractor will perform programming to create 2 duplicate

notices. One, at set intervals throughout production and the other to divert sample at the insertion stage to complete the following:

- One (1) sample will be, inspected and tested by both the press crew and an independent Quality Assurance Technician who will evaluate compliance of diverted product to contract specifications for the duration of the job.
- One (1) sample will be drawn for the Social Security Administration and will be packed with associated pieces from each print order and shipped weekly, within 3 workdays of completion of each print order, to the Social Security Administration, Printing Management Team, See EXHIBIT K.

The plan shall detail the actions to be taken by the contractor when either defects or missing/mutilated items are discovered. These actions must be consistent with the requirements found in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)).

The plan shall monitor all aspects of the job including material handling and mail flow, to assure that the production and delivery of these notices meet contract specifications and Government requirements.

This includes maintaining 100% accountability in the accuracy of imaging and mailing of all pieces throughout each run. The contractor must ensure that there are no missing or duplicate pieces.

The contractor must maintain quality control samples, inspection reports and records for a period of no less than 180 calendar days subsequent to the date of the check tendered for final payment by the Government Printing Office. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

4. Computer System Plan – This plan must include a detailed listing of the contractor's operating software platform and file transfer system necessary to interface with SSA's National File Transfer Management System (FTMS) for electronic transmission of notice files from SSA. The plan must also include the media type in which files from SSA will be received to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor's production facility.

The system plan shall demonstrate the contractor's ability to provide complete hardware and software compatibility with SSA's existing network (See "WIRE TRANSMISSION" for additional information). The contractor must complete a System Plan (See EXHIBIT G).

Included with the Computer System Plan shall be a resume for each employee responsible for the monitoring and programming of the contractor's computer system and file transmissions. If the contractor(s) plans to use a consultant, a resume must still be included. This plan must show that the programmer(s) is skilled in the handling and programming of Advanced Function Presentation (AFP) resources and files.

5. Mail Plan – This plan should include sufficient detail as to how the contractor will comply with all applicable U.S. Postal Service (USPS) mailing requirements as listed in the USPS Domestic and International Mail Manuals in effect at the time of the mailing and other USPS instructional material such as the Postal Bulletin. The contractor must also disclose how they will achieve multi-level USPS automated presort postal discounts as outlined in the contract.

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

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

Production Plan – The contractor is to provide a detailed plan of the following:

- (a) list of all production equipment and equipment capacities to be utilized on this contract;
- (b) the production capacity currently being utilized on this equipment;
- (c) capacity that is available for these workloads; and,
- (d) if new equipment is to be utilized, documentation of the purchase order, source, delivery schedule and installation dates are required.

The contractor must disclose in their production plan their intentions for the use of any subcontractors. If a subcontractor will be handling SSA notices, the plan must include the same information required from the contractor for all items contained under” **“SECURITY REQUIREMENTS** and **“PREAWARD SURVEY.”** If a subcontractor for any operation is added at any time after award, the contractor must submit the subcontractor’s proposed plans which are subject to review and approval by the Government.

NOTE: The subcontractor must be approved by the Government prior to production starting in that facility. If, during the term of the contract, the contractor changes or adds a subcontractor, the contractor must submit to the Government the new subcontractor’s information 60 calendar days prior to start of production at that facility for Government approval.

8. ***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 ordered falling into unauthorized hands.

Contractor must have, in place, a building security system that is monitored 24 hours a day, seven (7) days a week, and a badging/keypunch system that limits access to Government materials (data processing center/production facility and other areas where Government materials with PII are stored or are accessible) that is only accessible by approved personnel. Contractor must present this information, in detail, in the production plans.

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.

The plan shall contain at a minimum:

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

9. ***Materials*** - How all accountable materials will be handled throughout all phases of production.

10. ***Production Area*** – The contractor must provide a secure area(s) dedicated to the processing and storage of data for the notices, either a separate facility dedicated to this product, or a walled-in limited access area within the contractor’s existing facility. Access to the area(s) shall be limited to security-trained employees involved in the production of notices.

Part of the Production Area 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.

Disposal of Waste Materials – The contractor is required to demonstrate how all waste materials used in the production of sensitive SSA records will be definitively destroyed (ex., burning, pulping, shredding, macerating, or other suitable similar means). Electronic Records must be definitively destroyed in a manner that prevents reconstruction. *Definitively* destroying the records means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. *Sensitive* records are records that are national security classified or exempted from disclosure by statute, including the Privacy Act or regulation.

The contractor, at a minimum, must crosscut shred all documents into squares not to exceed one-quarter inch. All documents to be destroyed cannot leave the security of the building and must be destroyed at contractor's printing site. The contractor must specify the method planned to dispose of the material.

Recovery System: A recovery system will be required to ensure that all defective, missing and/or mutilated pieces detected are identified, reprinted and replaced. The contractor's recovery system must use the unique alpha/numeric identifiers assigned to each piece (including quality control samples) to aid in this process and must be capable of tracking and/or locating any individual piece of mail from the time it leaves the press, up to and including when it is off-loaded at the U.S. Postal Service (USPS) facility. An explanation of the contractor's sequential numbering system is required to understand the audit trail required for each and every piece.

100% ACCOUNTABILITY OF PRODUCTION AND MAILING: Contractor must have a closed loop process* to determine that the data from the original print file is in the correct envelope with the correct number of pages and inserts. Notices requiring print regeneration must be reprinted from their original print image with the original job ID and piece ID remaining unchanged as each mail piece continues through the inserting life cycle. This process will repeat itself (since subsequent reprint runs may yield damages) until all mail pieces from the original print run has been inserted and accounted for.

* **CLOSED LOOP PROCESSING:** A method for generating a plurality of mail pieces including error detection and reprinting capabilities. This method provides a mail handling process which tracks processing errors with the use of a first and second scan code which obtain information regarding each mail piece, diverting mail pieces in response to error detection, transmits such errors to a processor which automatically generates a reconfigured print file to initiate reprints for the diverted mail.

Contractor will be responsible for providing a unique identifying number that will be used to track each individual notice, thereby providing **100% accountability and validating the integrity of every notice produced** in all phases of printing, inserting and mailing and to ensure all notices received from SSA were correctly entered into the United States postal system. The contractor may create their own sequence number and run date to facilitate their presorting and inserting process but must maintain the original SSA identification number.

NOTE: Contractor must have all hardware, programming and finalized reports in place to meet this requirement at least 90 calendar days prior to the start of live production, on November 1, 2014. Contractor must submit a sample of their proposed Audit and Summary reports with the required Pre-Award production plans for approval (See, EXHIBIT H). The government considers grounds for the immediate default of this contract if the contractor, at any time, is unable to perform or found not complying with any part of this requirement.

Notice integrity shall be defined as follows:

- Each notice shall include all pages (and only those pages) intended for the designated recipient as contained in the print files received from SSA.
- The contractor's printing process must have automated systems which can detect all sync errors, stop printing when detected, identify, remove and reprint all effected notices.

Mailing integrity shall be defined as follows:

- All notices received from SSA for each file date were printed, inserted and entered correctly into the United States postal system.

The contractor is responsible for providing the **Automated** inserted notice tracking/reporting systems and processes to insure that 100% of all notices received from SSA with all pages for each notice and the correct inserts are accounted for, inserted and mailed correctly.

The contractor's inserting equipment must have automated systems that include notice coding and scanning technology capable of:

- (a) Uniquely identifying each notice and corresponding ~~notice~~ leaves within each individual file by mailer number and file date.
- (b) Unique identifier recorded during insertion to ensure all notices and corresponding notice leaves are present and accounted for.
- (c) Entrance Scanning: a camera system must electronically track and scan all leaves of each mail piece as the inserting equipment pulls them into the machine to ensure each mail piece was produced and inserted. All instances of variance on a mail piece or if mail pieces is not verified that all leaves are present, that piece and the piece prior to and immediately following must be diverted, reprinted and must be logged.
- (d) Touch and Toss: all spoilage, diverted, mutilated or mail piece that is acted upon directly by a human hands prior to sealing must be immediately recorded, discarded, properly destroyed, and automatically regenerated into a new reprint file for reprint.
- (e) Exit Scanning: A camera system must be mounted just aft of the inserting equipment. This camera system must read a unique code through the window of each mail piece and capable of identifying and reporting all missing notices that were lost or spoiled during production for each individual file by mailer number and file date. The system must ensure that no missing mail pieces were have been inadvertently inserted into another mail piece. The equipment must check the mail pieces after insertion and verification that all leaves are accounted for, and divert any product. During exit scanning, if a sequence number is missing the notice prior to and immediately after must be diverted. The equipment must divert all products that exhibit missing, out of order sequence numbers and any other processing errors. All diverted pieces are to be automatically recorded and regenerated in a new print file for reprint.
- (f) Reconciliation: all correctly finished notice amounts must be electronically accountable after insertion through the use of an audit system that is independent of the inserting equipment and operator. The sequence numbers, for each file, must reconciled; account any spoilage, duplicate and/or divert the product. If the reconciliation yields deviating results, immediate action must be taken to locate the mail pieces causing the indifference between the input and outputs of the inserting process. Therefore, all finished mail for that sequence run must be held in an accessible area until this reconciliation is concluded.
- (g) Generate a new production file for all missing, diverted or mutilated notices (reprint file).
- (h) Contractor must generate an automated audit report from the information gathered from scanning for each mailer number, file date and notice (manual inputs are not allowed). This audit report will contain detailed information for each notice as outlined above for each individual file by mailer number and file date (See EXHIBIT H). Contractor must maintain this information for a six month period after mailing.
- (i) Full Audit report must include the following information (reprints must have the same information):
 1. Program Number / Job Name / Print Order / File Date
 2. PC# / Sequence numbers / Total Volume
 3. Inserter ID and Operator
 4. Date of insertion
 5. Start and End time
 6. Start and End Range (sequence numbers)
 7. Total for each Start and End Range

8. Event (i.e. Processed, Spoiled, Diverted and reason: Missing Piece, Unverified, Misread etc.)
9. Status (i.e. Inserted, Routed to Reprint Area, etc.)
10. Totals
 - a. Machine inserted
 - b. Sent to Reprint
 - c. Reprints Recovered
 - d. Records Accounted For
 - e. Duplicates
 - f. Duplicated Verified
 - g. Records less duplicates
 - h. Reported Output
 - i. Variances
- (j) Contractor must generate a **final automated 100% accountability summary report** for each individual file by mailer number and file date. This information must be generated directly from the audit report (manual inputs are not allowed). The summary report must contain the following; Reprints must all have the same information:
 1. Job Name / Print Order
 2. Piece Quantity
 3. Sequence number range (Start and End Range)
 4. Start date and time
 5. End date and time
 6. Total Processed Pieces
 7. Total Reprints
 8. Total Pieces Inserted
 9. Total Variances
 10. Job Complete or Incomplete

Contractor must generate an automated audit report when necessary showing the tracking of all notices throughout all phases of production for each mail piece. This audit report will contain all information as outlined in item (i) above. Contractor is required to provide any requested Summary and/or Audit reports within (1) hour of a request via email in MS word, MS Excel or PDF.

NOTE: A PDF copy of the summary report(s) and matching USPS 3607R and/or GPO 712 form(s) must be submitted to Social Security Administration, Printing Management Team (See EXHIBIT K) for each file date within 2 days of mailing.

The contractor must maintain quality control samples, inspection reports and records for a period of no less than 180 days subsequent to the date of the check tendered for final payment by the Government Printing Office. All notice tracking/reporting data must be retained in electronic form for 21 days after mailing, and must be made available to SSA for auditing of contractor performance upon request. The Government will periodically verify that the contractor is complying with the approved quality control plan through on-site examinations and/or requesting copies of the contractor's quality assurance records and quality assurance random copies.

Note: The Government will not as a routine matter request that the contractor produce individual pieces in transit within the plant, however, the contractor must demonstrate that they will have an audit trail established that has the ability to comply with this type of request when and if the need arises.

Request for Notices Pulls from Production: Due to the sensitivity of notices in this contract, the Government may request that the contractor remove individual notices from the production stream. When this occurs, the Government will supply the contractor with a list of notices to pull. The list will contain the name and address that appears in the MRD file to identify the notices. The contractor must be able to run "a sort" to find and eliminate the notice from the production run. If the list is provided after the notice are produced, the contractor must be capable of identifying the notice and pull it from the production floor.

ON-SITE REPRESENTATIVES: One (1) or two (2) full-time Government representatives may be placed on the contractor's premises on a limited basis or throughout the term of the contract.

The contractor will be required to provide one private office of not less than 150 square feet, furnished with one desks, one swivel arm chairs, telephone lines, internet access via wireless or Ethernet for two computers, two work tables, and two four-drawer letter-size files with combination padlock and pendaflex file folders or equal.

On-site representative(s) may be stationed at the contractor's facility to: provide project coordination in receipt of wire transmissions; verify addresses; monitor the printing, imaging, folding, inserting, mail processing, quality control, sample selections, inspections; monitor the packing and staging of the mail.

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

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives will conduct a conference with the contractor's representatives at the Social Security Administration, Baltimore, MD, immediately after award.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

PREPRODUCTION MEETING: A preproduction meeting covering the printing, imaging, folding, inserting, and mailing shall be held at the contractor's facility after award of the contract to review the contractor's production plan and to establish coordination of all operations. Attending this meeting will be representatives from the Government Printing Office, Social Security Administration and the U.S. Postal Service. The contractor shall present and explain their final plan for the printing, imaging, folding, inserting, and mailing the notices.

The contractor shall meet with SSA and USPS representatives to present and discuss their plan for mailing. The preproduction meeting will include a visit to the contractor's mailing facility, where the contractor is to furnish specific mail flow information.

In addition, the contractor shall be prepared to present detailed production plans, including such items as quality assurance, projected commencement dates, equipment loading, pallet needs, etc. The contractor is to provide the name of the representatives responsible for the mailing operations. and that individual's backup.

NOTE: Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

ASSIGNMENT OF JACKETS, PURCHASE, TASK ORDERS AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual daily electronic "Task Order" for each job placed with the contractor. A print order will be issued weekly and will indicate the total number of task orders placed and the total number of notices produced that week. The print order will also indicate any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of weekly print orders supplemented by daily electronic task orders. Orders may be issued under the contract from Date of Award through October 31, 2015, plus for such additional period(s) as the contract is extended. All print orders and task 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 or task order. Task orders will be "issued" daily for purposes of the contract and shall detail the daily volume of notices required. A Print Order (GPO Form 2511) will be used for billing purposes, will be issued weekly, and will cover all daily task orders issued that week.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are

not purchased hereby.

Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor 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.

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

CRIMINAL SANCTIONS: It is incumbent upon the Contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (i)(1) which is made applicable to Contractors by 5 U.S.C. 552a (m)(1), provides that any officer or employee of an agency, who by virtue of his/her employment of official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$10,000.00.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of mailing packages from 9 mailers*, consisting of English and Spanish personalized notices; Forms; multiple language inserts, mail out envelopes and courtesy reply mail (CRM) envelopes requiring such operations as: the receipt and processing of wire or VPN transmitted data; re-development of AFP resources; composition; printing and imaging; folding; inserting; for BIC-T notices- the extraction of return address from the Mail Run Data (MRD) File and spraying/imaging return addresses on mail-out envelopes; providing mail.dat files, metering or manifesting; presorting, commingling and mailing.

NOTE: This workload contains barcodes and forms that are scanned and read into electronic folders. Due to this requirement, the contractor is required to print all notices at a minimum of 600 x 600 dpi to ensure the proper scanning of all forms and barcodes.

*The 9 mailers are as follows:

1. Critical Payment System Notices (CPS)
2. Continuing Disability Deferral Notices (CDR)
3. Widow Retirement Notices
4. Foreign Enforcement Questionnaires (FEQ) SSA-7161 (May/June)
5. Foreign Enforcement Questionnaires (FEQ) SSA-7161 (Sept/Oct)
6. Foreign Enforcement Questionnaires (FEQ) SSA-7162 (May/June)
7. Foreign Enforcement Questionnaires (FEQ) SSA-7162 (Sept/Oct)
8. BIC-T English Notices
9. BIC-T Spanish/English Notices

Future workloads:

10-12. New Notices (during term of contract)

Note: Each mail-out window envelope (used for the BIC-T notices) will be variable sprayed/imaged with one of approximately 1,300+ different SSA field office (FO) return addresses found in the furnished MRD File.

Note: For Mailers #4-7 (FEQ) notices, the instruction inserts are only used once per year and volumes of each are unknown until files are transmitted. Due to this, the contractor is encouraged to program the files to print the instruction inserts in line with the notices. If the contractor decides to pre-print these inserts, they must have sufficient stock to meet the mailing volume; the Government will not be responsible for any overages.

During the term of this contract the Government expects to develop new notice workloads with the same requirements as the ten notice workloads described by these specifications. All terms and conditions in this specification will apply to these future notice workloads. It is estimated that approximately one (1) to three (3) new notice workloads may be added during the term of this contract.

FREQUENCY OF ORDERS AND QUANTITY:

A print order will be issued weekly and will indicate the total number of task orders placed and total number of copies produced that week. The print order will also indicate any other information pertinent to the particular task orders.

Combined total for Critical Payment System (CPS), Continuing Disability Deferral (CDR), Widow Retirement, Foreign Enforcements Questionnaires (FEQ) SSA-7161 & SSA-7162, and BIC-T Notices is approximately 2,093,336 notices per year.

The Government reserves the right to increase or decrease up to 25% the total number of notices ordered annually. This 25% includes the additional notices occasioned by the one (1) to three (3) new notices workloads developed during the term of this contract.

Transmission schedule is as follows:

- CPS Runs- Each morning Tuesday through Saturday.
- CDR Runs- Each morning Monday through Friday
- FEQ Runs- Twice each year (May/September)

- WIDOW Runs- Twice each year (May/June and October/November)
- BIC-T Notices- monthly

NOTE: this is the anticipated schedule, delays and changes to schedule may occur. Contractor must be prepared to receive files 24/7/365.

GOVERNMENT TO FURNISH:

Manuscript for 15 Outgoing envelopes.

Manuscript for 2 CRM Reply Envelope.

Camera copy of FIM and Barcode for CRM Reply Envelopes.

Camera copy for the recycled paper logo and legend (English).

Camera copy or PDF for all FEQ Instruction Inserts.

Camera copy and/or electronic file with GPO 952 form for publications.

Camera copy for signatures.

PS Form 3615, Mailing Permit Application and Customer Profile.

Mailing Indicia - "Postage and Fees Paid"

Official Government Postage Meters.

National Change of Address (NCOA) Certificate

Coding Accuracy Support System (CASS) Certificate

A data connection between the contractor's specified location and the nearest available SSA network interface location or SSA's National Computer Center in Baltimore, MD.

Exhibit A: Form SSA-301, Contractor Personnel Security Certification.

Exhibit B: Security and Suitability Requirements.

Exhibit C: SF85P Questionnaire for Public Trust Positions (SF85P).

Exhibit D: Fingerprint Card.

Exhibit E: Declaration of Federal Employment (Optional Form 306).

Exhibit F: Fair Credit Reporting Act (FRCA) Authorization Form.

Exhibit G: System Plan.

Exhibit H: Audit and Summary Report.

Exhibit I: Mail Run Data (MRD) File

Exhibit J: Database/Spreadsheet for Postal Documentation.

Exhibit K: Key SSA and GPO Personnel Contact Information.

ELECTRONIC FILES:

All files will be electronically transmitted to the contractor and contain a complete record for each notice. Any programming or other format changes necessitated due to the contractor's method of production will be the full responsibility of the contractor and must be completed prior to SSA's validation.

Files are in print image format and in ZIP Code sequence by dataset name. Contractor will be required to sort files as necessary (i.e., leaf counts or mail weight) to obtain maximum USPS Postal discounts.

NOTE: The contractor must not compress files in processing data for this contract.

The contractor will receive three (3) files for each print file: the Advanced Function Presentation (AFP) file, the Mail Run Data (MRD) file and the Banner (BNR) file.

The notice files for printing are formatted for the AFP printing platform in duplex printing (face and back). For proper processing of AFP; SSA supplies resources used for printing notices in AFP format, the contractor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS z/OS operating system accompanied by the most recent release of IBM Print Services Facility (PSF). These compliances relate solely to interpreting and printing files to be provided to the contractor by SSA, to ensure that the contractor is able to print the files as provided without alteration of any kind on the part of SSA.

It is solely the contractor's responsibility to redevelop/reprogram the AFP resources and MRD File to ensure proper printing and inserting in their environment. (*NOTE: SSA prints 2UP DUPLEX ROLL IN TO ROLL OUT with the file order reversed for insertion. The predominant data file format is AFP Mixed Mode; however, any valid AFP format is possible and must be printable at the contractor's location. Each piece of mail will be assigned a unique alpha/numeric identifier for tracking, insertion, location and recovery processes.*)

The MRD File will contain all information relevant to each mail piece. This would include, for each mail piece, the unique alpha/numeric identifier (the sequential number of the document), the number of sheets of paper, required inserts and insertion bin selection, recipient's address, return address to be sprayed/imaged on the mail piece's mail-out envelope, USPS IMB, the appropriate signature, and any required inserts. (Note: Notices contain either the Commissioner of Social Security signature or a fixed "Social Security Administrations" in lieu of a signature, etc. (See EXHIBIT I)

The BNR file contains information for setting up the intelligent inserters such as file totals, number of mail packets, and bin set up for those items being included in the mail packets and the total required in each bin.

The contractor will receive an electronic daily task order each morning after transmission with the volumes for notices, leaves, pages and any inserts required.

NOTE: Whenever the contractor makes a change in the programming, the contractor will be required to execute a self-certification statement specifying the date of the last programming change. Prior notification of a programming change is required in addition to the self-certification statement for the contractor to schedule a validation test with SSA.

Prior to the commencement of production of orders placed under this contract, the Government will furnish preproduction electronic test files shortly after the post-award conference that are to be used in performing the various preproduction validation tests and Preproduction Press and Mail Run Tests.

Files will be in print image format and in ZIP Code sequence. Contractor will be required to sort files as necessary to obtain maximum USPS Postal discounts (i.e., leaf counts or mail weight).

PRINTER RESOURCES: AFP

SSA will provide the AFP resources for each notice workload. These resources will be provided on the contractor's choice of media (wire transmission via data connection between the contractor's specified location and the nearest available SSA network interface location or SSA's National Computer Center in Baltimore, MD or E-mail) shortly after the postaward conference. (The test files are to be used in the various preproduction validation tests and the preproduction print/mail run tests. See the following: "WIRE TRANSMISSION TEST on pages 28; "PREPRODUCTION PRESS AND MAIL RUN TEST on pages 28-29.)

For proper processing of AFP resources supplied to the contractor by SSA, used for printing notices in AFP format, the contractor must have software or an operating system which is 100% compliant with the most recent release of the IBM MVS z/OS operating system accompanied by the most recent release of IBM Print Services Facility (PSF). These compliances relate solely to interpreting and printing files to be provided to the contractor by SSA to ensure that the contractor is able to print the files as provided without alteration of any kind on the

part of SSA. It is solely the contractor's responsibility to redevelop/reprogram the AFP resources to ensure the proper printing in their environment.

Government to provide the following at Postaward Conference, or shortly after:

Print Resource Library (AFP) (via e-mail);

Advanced Function Presentation resources include page and form definitions; fonts, page segments and overlays (if applicable) for page formatting.

Preproduction Press and Mail Run Test Files for Wire Transmission;

An AFP formatted print files with the corresponding MRD Files and Banner files will be provided for each workload in the quantities required.

Revised Resource Library (AFP) via e-mail (when applicable);

AFP print resources, overlays, page segments and non-standard fonts provided shortly after the postaward conference may change during the term of the contract, in which case a revised AFP resource file will be emailed to the contractor as a replacement.

NOTE: Contractor will be responsible for providing any licensed fonts required during the term of this contract.

The contractor will be responsible for maintaining the AFP resources on each system that processes SSA's notices. SSA will provide updated resources electronically, as necessary. When the contractor receives an update to the printer resources, the contractor shall install them immediately and provide SSA with 100 sample documents representative of the workload involved, from the test file, within one (1) workday for review. Contractor is to continue using existing resources while the samples are reviewed. Once the samples are approved, the contractor will be told when to start using the new resources. Whenever testing is required, the contractor will be responsible for performing the test on each printer that processes SSA's notices. Submit these samples to Social Security Administration, Printing Management Team, (See EXHIBIT K).

SSA's Printing Management Team will notify the contractor of these changes as soon as possible. Upon successful testing of the changes, SSA shall transmit the new print resources (if necessary) and resume transmission of the notice file(s).

WIRE TRANSMISSIONS: Upon award of this contract, the Government will determine the connectivity method between SSA and the contractor. Internet Protocol (IP) will be the connection protocol for the transmissions. At the Government's option, the Government will either place an order for a dedicated circuit data connection to be installed (within 60-90 calendar days) between the contractor's location(s) and SSA's network interface location or the connectivity method will be through the Internet using an encrypted VPN tunnel. The connection method is at the sole discretion of the Government. The Government shall not be responsible for installation delays of data connections due to any external influences such as employee strikes, weather, supplies, etc., which conditions are beyond the control of the Government.

If a VPN Internet connection method is deemed necessary, the contractor must have an Internet ready VPN IP security (IPsec) capable device. The Government will not be responsible for any cost associated with the VPN Internet connection that the Contractor may incur.

If a dedicated circuit transmission is deemed necessary, SSA will determine the appropriate bandwidth for the connection. The cost of this connection will be borne by the Government. The contractor shall immediately provide a complete delivery address with nearest cross-street, contact name and phone number for installation of data transmission services and equipment. The contact person at the contractor's site will be available for delivery of services at the specified location. The Government shall not be responsible for incorrect or lack of address information, nor for non-availability of contact person at the delivery site. SSA will provide the necessary dedicated data connection, including a router, modem, and firewall at the contractor's specified location(s).

The contractor shall provide adequate rack space for securing the router and firewall; the contractor shall provide

a dedicated analog dial-up line within eight (8) feet of the router. This dedicated analog dial-up line will be used for router management and access for troubleshooting. The line must be in place and active prior to the installation of the circuit/router and equipment.

The contractor must provide capability to utilize the capacity of the connection(s) to fulfill the intended purposes of this contract. The contractor shall provide a suitable environment for installation of the equipment. Power specifications for the router(s) are: AC Power Dissipation (280W maximum) and AC input voltage (100 to 240VAC).

The cabinet specifications are: 36U enclosure; frame (72" H x 24" W x 36" D); 23-19 inch appropriate revsa rails (10-32 tapped); louvered side panels; Plexiglas locking front door; solid locking rear door; heavy duty lockable dual width casters; top fan assembly (4 fans); 10- or 12-outlet 20-amp power strip; 19" width slide-out shelf; cable management (wire loops); appropriate cabinet grounding for installation; or equivalent to previous specifications.

In the event that any wire transmissions or VPN Internet transmission cannot be processed due to data line or other problems, the contractor must notify SSA within 24 hours of receipt. The contractor's first point of contact at SSA for systems or data line problems shall be the **HELP DESK** at **877-697-4889** or **410-965-2580**.

Any reprogramming and/or reformatting of data supplied by wire transmission or VPN Internet transmission necessitated due to the contractor's method of production shall be the responsibility of the contractor and done at no cost to the Government.

Data provided to the contractor must be retained for 21 workdays after mailing.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the products in accordance with these specifications.

Secure File Transfer Protocols (SFTP) Site: Contractor is required to set up, establish and maintain an SFTP site that multiple users at SSA can access for passing PDF notice validation samples containing PII to SSA and back. Contractor cannot send PDF notices containing PII via email.

Contractor must have programmer(s) capable of handling AFP resources.

Contractor will be responsible for providing any licensed fonts required during the term of this contract.

FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS: The contractor shall provide the capability to interface with SSA's National FTMS for electronic transmission of designated files from SSA to the production facility. SSA will provide the necessary data connection into the contractor's location. At the discretion of SSA, the line speed may be either increased or decreased depending on utilization. The contractor must provide, at their expense, the equipment and operating software platform, and the file transfer software required at their location. The contractor assumes all responsibility for configuration, maintenance, and troubleshooting of their equipment and software.

SSA utilizes, and the contractor must provide compatibility with, Managed File Transfer (formerly known as Cyberfusion Integration Suite) software from TIBCO product. The contractor may implement the Managed File Transfer Platform Server that has embedded software encryption capable of being enabled. The personal computers/servers must have the capability to run Managed File Transfer software with encryption enabled using IP protocols on Windows, UNIX (i.e., IBM's AIX, SUN or HP), or z/OS platforms.

SSA will not permit any private class A, B or C IP addresses, i.e., 10.xxx.xxx.xxx type IP addresses from external users on its network. At connection time to SSA, the contractor will be provided a suitable IP address for access to SSA's network via a firewall. SSA will provide the necessary subnet(s) for connection at the remote site. The contractor will be responsible for their own name/address translation to fulfill the intended purpose of data transfers. SSA will provide Managed File Transfer node information to the contractor as required to accomplish file transfers.

The contractor may determine the media type on which files from SSA will be received, to the extent that operator intervention (e.g., a tape mount) is not required at SSA or the contractor's production facility. Simultaneous multiple transmission sessions must be possible on the contractor's equipment. All files transmitted by the SSA will be written as Physical Sequential or "flat" files at the contractor's location and will be distinguished with a "run date" in the contractor's file name.

Virtual Storage Access Method files and Generation Data Groups, supported by IBM/MVS or IBM z/OS operating systems are not permitted under this contract. The contractor's storage format must not preclude the availability of the Managed File Transfer software Checkpoint/Restart feature.

The contractor may not use VM/VSE/ESA on a mainframe system, as this hinders automated file transmission.

The contractor is responsible for providing complete hardware and software compatibility with SSA's existing network. Production file transfers will be established according to SSA's standard procedures for transmission control, dataset naming, and resource security. The contractor's file management system must accommodate multiple file transmission sessions without intervention at either end. The contractor must have sufficient capacity to support the number of concurrent transmission file sessions as dictated by SSA.

The above will apply, regardless of the number of workloads transmitted to the contractor. If the contractor is awarded multiple SSA notice workloads, there must be sufficient capacity at the contractor's production facility to accept transmission of all files according to their schedules.

Wire transmission of production files shall be the standard, automated technique. In the event that the transmission network is unavailable for a time period deemed critical by the Government, the files may (at the Government's option) be processed at the SSA print/mail facility.

The contractor's FTMS software shall be operational for the receipt of data files 24 hours a day, seven (7) days a week, unless otherwise specified by the Government. The communications protocol between SSA and the contractor shall be the Internet Protocol (IP). The contractor must specify the type of Local Area Network (LAN) connection that will be used at the location where the SSA connection is to be installed. The contractor is responsible for providing complete hardware and software compatibility with SSA's existing network. Production file transfers will be established according to SSA's standard procedures for transmission control, dataset naming, and resource security. The contractor's file management system must accommodate multiple file transmission sessions without intervention at either end. The contractor must have sufficient capacity to support the number of concurrent transmission file sessions as dictated by SSA.

It is the contractor's responsibility to notify SSA when systems or connection problems arise and transmission cannot take place. SSA's first point of contact for systems or connectivity problems shall be the **HELP DESK at (877) 697-4889 or 410-965-2580.**

NOTE: the contractor must not compress files in processing data for this contract. It is solely the contractor's responsibility to redevelop/reprogram the AFPDS resources and mail run data to ensure proper printing and inserting in their environment.

All data provided by the Government or duplicates made by the contractor or his representatives and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract. Any duplicate data and any resultant printouts must be destroyed by the contractor.

NOTE: Data provided to the contractor must be retained for 21 workdays after mailing.

FOR QUALITY CONTROL AND AUDITING PURPOSES:

For quality control and auditing purposes, the contractor must not merge different file dates or Mailers with different mailing schedules during processing, printing, and mailing without prior Government approval.

All files transmitted by SSA will be physical sequential. Any alteration of the notice content in the file is not permitted.

The figures indicated below are for Critical Payment System, Continuing Disability Deferral, Foreign Enforcements 7161, Foreign Enforcements 7162, Widow Retirement Notices, and BIC-T Notices estimates that are based on historical data of past production runs. The figures show the minimum and maximum quantities required daily for the notices, number of printed pages in a notice (notices are duplex printed and one-side only when an odd page is required), inserts (items that are to be inserted into the mailout envelope along with the notice), and how the notice is to be folded. Exact quantities will not be known until each run is electronically transmitted to the contractor. **NO SHORTAGES WILL BE ALLOWED.**

The maximum number of mailers transmitted from SSA to the contractor in any given day is 411,600 for Mailers #1– #9 combined. If this figure is exceeded, the Contractor will receive a “Premium Payment” of 15% (as listed in the Schedule of Prices for Item IV (b and g) and all of Item VI) for those extra notices. No additional time will be allowed for the mailing of these notices and all notices for that print order must mail on time to receive the premium payment.

NOTICES: Notices ordered under this contract will range from one (1) to four (4) printed pages/one (1) to two (2) leaves per notice. See the following for page and leave counts of each mailer. New notices may contain up to 6 printed pages (no more than 3 leaves.)

MAILERS #1- #9: ordered under this contract consist of the following:

1. **Critical Payment System (CPS) Notice:** Mailers are English notices represented by the following data set name. The mailer consists of 1 leave/2 page notices and transmits daily.

Dataset name: CPSAFP.M1#aaaaa.Ryymmdd
Daily Minimum : 110
Daily Maximum : 1,200
Printed Pages : 2
Leaves : 1
Inserts : Personalized English Notice
Mailout envelope 4-1/8 x 9-1/4" (PC1-8)
Folding : Tri-Fold

2. **Continuing Disability Deferral (CDR) Notice:** Mailer is an English only notice represented by the following data set name. The mailer consists of a 1leaf /2 page notices and transmits daily.

Dataset name: CDRAFP.M2#aaaaa.Ryymmdd
Daily Minimum : 150
Daily Maximum : 20,000
Printed Pages : 2
Leaves : 1
Spike : 60,000 (This may occur two times a year in August and November)
Inserts : Personalized English Notice
Mailout envelope 4-1/8 x 9-1/4" (PC1-6)
Folding : Tri-Fold

3. **Widow Retirement Notice:** Mailers are English only notices represented by the following data set names. The mailer consists of 1 leave/2 page notices and transmits bi-annually in May/June and October/November. Mailers may generate any combination of components below.

Dataset name: WIDAFP.M3aaaaa.Ryymmdd
Minimum : 28,000
Maximum : 74,000
Printed Pages : 1-2
Leaves : 1
Inserts : Personalized English Notice
Mailout envelope 4-1/8 x 9-1/4"

Folding : Tri-Fold

Foreign Enforcements Questionnaires SSA-7161 and SSA-7162: Mailers are English only with multiple language instructions inserts. The mailer consists of 1 leave/2 page notices and transmits bi-annually in May/June and September/October. The contractor is encouraged to print the instruction sheets in-line with the notices as volumes for each instruction is unknown until files are transmitted. These notices are time-sensitive static forms with variable information mailed to Domestic and Overseas Beneficiaries to maintain eligibility. Mailers may generate any combination of components below.

4. **SSA-7161 (May/June mailing)**

Dataset name: FENAFP.M47aaaaa.Ryymmdd

May Minimum : 30,000
May Maximum : 40,000
Printed Pages : 2
Leaves : 1
Inserts : Personalized Form SSA-7161-SM
Mailout envelope 6-1/8 x 9-1/2”
CRM Reply Envelope 5-3/4 x 8-3/4”
SSA-7161-GR-INST
SSA-7161-JA-INST
SSA-7161-FR-INST
SSA-7161-GE-INST
SSA-7161-IT-INST
SSA-7161-NE-INST
SSA-7161-PE-INST
SSA-7161-PO-INST
SSA-7161-SP-INST
SSA-7161-SW-INST
SSA-7161-INST
Folding : Bi-Fold

5. **SSA-7161 (September/October mailing)**

Dataset name: FENAFP.M57aaaaa.Ryymmdd

September Minimum : 4,000
September Maximum : 20,000
Printed Pages : 2
Leaves : 1
Inserts : Personalized Form SSA-7161-SM
Mailout envelope 6-1/8 x 9-1/2”
CRM Reply Envelope 5-3/4 x 8-3/4”
SSA-7161-SUP
Folding : Bi-Fold

6. **7162 (May/June mailing)**

Dataset name: FENAFP.M67aaaaa.rundate

May Minimum : 290,000
May Maximum : 380,000
Printed Pages : 2
Leaves : 1

Inserts : Personalized Form SSA-7162-SM
Mailout envelope 6-1/8 x 9-1/2"
CRM Reply Envelope 5-3/4 x 8-3/4"
SSA-7162-GR-INST
SSA-7162-JA-INST
SSA-7162-FR-INST
SSA-7162-GE-INST
SSA-7162-IT-INST
SSA-7162-NE-INST
SSA-7162-PE-INST
SSA-7162-PO-INST
SSA-7162-SP-INST
SSA-7162-SW-INST
SSA-7162-INST
Folding : Bi-Fold

7. **7162 (Sept./October mailing)**

Dataset name: FENAFP.M77aaaaa.Ryymmdd

September Minimum : 30,000
September Maximum : 70,000
Printed Pages : 2
Leaves : 1
Inserts : Personalized Form SSA-7162-SM
Mailout envelope 6-1/8 x 9-1/2"
CRM Reply Envelope 5-3/4 x 8-3/4".
SSA-7162-SUP
Folding : Bi-Fold

8. **BIC-T English Notice:** Notices are represented by the following data set name. The mailer consists of 1 leave/2 page notices.

Dataset name: BICAFP.M81aaaaa.Ryymmdd

Monthly Minimum : 40,000
Monthly Maximum : 50,000
Printed Pages : 2
Leaves : 1
Inserts : Personalized English Notice
Publication 05-10529
Mailout envelope 4-1/8 x 9-1/4" (Variable return address)
Folding : Tri-Fold

9. **BIC-T Spanish Notice:** Spanish notices are represented by the following data set name. The mailer consists of 2 leave/ 4 page notices.

Dataset name: BICAFP.M91aaaaa.Ryymmdd

Monthly Minimum : 200
Monthly Maximum : 400
Printed Pages : 4
Leaves : 2
Inserts : Personalized English Notice

Publication 05-10989
Mailout envelope 4-1/8 x 9-1/4" (Variable return address)
Folding : Tri-Fold

Each New Notice Workloads

10-12. File names will be shared as they are developed.

Daily Minimum : 100
Daily Maximum : 36,000
Printed Pages : 1-6
Leaves : 1-3
Inserts : Personalized English Notice
Mail out envelope 4-1/8 x 9-1/4" or 6-1/8 x 9-1/2"
CRM Reply Envelope 5-3/4 x 8-3/4"
Folding : Tri-Fold or Bi-fold

New Notice Workloads: These new mailers could be English and/or bilingual English/Spanish notices. Notices will consist of 1-6 pages (No more than 3 leaves). These mailers may consist of a personalized notice and mailout envelope or a personalized notice, mailout envelope and a reply/return envelope. All notices and envelopes requirements will match those described in mailers #1 through #9. Pricing for the New Notice Workload will follow the Schedule of Prices for similar notice type, construction and inserts.

*The file names for each new notice workload will be supplied to the contractor as they are developed.

– is the PC number 1-8 for CPS and 1-6 for the CDR workloads.

aaaaa – is the order id assigned by Control-M at run time. This is used to build the unique identifier for the file.

yymmdd – is the year month and day of the file being transmitted. This is also referred to as the run date.

M – is the mailer identifier.

The files will be broken down and transmitted in segments by PC codes. Each file transmitted will have a banner page (BNR) identifying the PC and required inserts.

The PC codes correspond to the mail-out envelope required for CPS and CDR mailers as follows:

- PC1 - Northeastern (Jamaica, NY)
- PC2 - Mid-Atlantic (Philadelphia, PA)
- PC3 - Southeastern (Birmingham, AL)
- PC4 - Great Lakes (Chicago, IL)
- PC5 - Western (Richmond, CA)
- PC6 - Mid-America (Kansas City, MO)
- PC7 - Office of Central Operations (Domestic & Foreign) (Baltimore, MD)
- PC8 - Office of International Operations (Baltimore, MD)

NOTE: The data set names listed above (and throughout these specifications) may not be the final data set names that will be transmitted to the contractor. Final data set names will be provided to the contractor at or soon after the post award meeting.

Anticipated Yearly Volumes:

Mailer #1 CPS notices: 107,208
Mailer #2 CDR notices: 961,403
Mailer #3 Widow notices: 101,151

Mailer #4 FEQ 7161 (May/June):	33,833
Mailer #5 FEQ 7161 (Sept/Oct):	6,692
Mailer #6 FEQ 7162 (May/June):	318,775
Mailer #7 FEQ 7162 (Sept/Oct):	35,893
Mailer #8: BIC-T English Notices	524,793
Mailer #9: BIC-T Spanish Notices	3,588

Residual Workloads Mail out Envelopes: **TRIFOLD SIZE: 4-1/8 x 9-1/4"**

The CPS, CDR, Widow Retirement and BIC-T Notices each utilize the same size mail-out envelope with the exception of the return addresses.

CPS and CDR Mail out Envelopes

<u>Program Service Center</u>	<u>90-Calendar Day Volumes</u>
Northeastern Program Service Center (PC1)	33,019
Mid-Atlantic Program Service Center (PC2)	34,342
Southeastern Program Service Center (PC3)	56,846
Great Lakes Program Service Center (PC4)	39,873
Western Program Service Center (PC5)	43,584
Mid-America Program Service Center (PC6)	48,118
Office of Central Operations (PC7)	10,571
Office of International Operations (PC8)	101

Mailers 4-7 Foreign Enforcement Instruction Inserts*

<u>Inserts</u>	<u>Anticipated Annual Volumes</u>
SSA-7161-GR-INST	775
SSA-7161-JA-INST	696
SSA-7161-FR-INST	3,541
SSA-7161-GE-INST	1,982
SSA-7161-IT-INST	900
SSA-7161-NE-INST	205
SSA-7161-PE-INST	653
SSA-7161-PO-INST	394
SSA-7161-SP-INST	11,132
SSA-7161-SW-INST	226
SSA-7161-SUP	6,692
SSA-7161-INST	33,833
SSA-7162-GR-INST	11,706
SSA-7162-JA-INST	27,118
SSA-7162-FR-INST	62,442
SSA-7162-GE-INST	20,351
SSA-7162-IT-INST	15,439
SSA-7162-NE-INST	3,357
SSA-7162-PE-INST	7,365
SSA-7162-PO-INST	9,040
SSA-7162-SP-INST	64,957
SSA-7162-SW-INST	2,696
SSA-7162-SUP	35,893
SSA-7162-INST	318,775

*Due to uncertainty of FEQ insert volumes for each run, SSA encourages the contractor to develop their programming to print the inserts in-line with the notices. If the contractor decides to pre-print these inserts, they must have sufficient stock to meet the mailing volume; the Government will not be responsible for any overages.

Mailers 8 and 9- BIC-T Publications

<u>Inserts</u>	<u>Anticipated Annual Volumes</u>
05-10529 (English)	496,069
05-10989 (Spanish)	3,465

TRIM SIZES:

Notices:	8-1/2 x 11" flat size
SSA-7161 & SSA-7162 Instruction inserts	8-1/2 x 11" flat size
Publications SSA 05-10529 & SSA 05-10989	8-1/2 x 11" flat size
Mailout Envelopes:	4-1/8 x 9-1/4"
Mailout Envelopes:	6-1/8 x 9 1/2"
Reply Envelopes:	5-3/4 x 8-3/4" "

WIRE TRANSMISSION TESTS: After the appropriate bandwidth connection has been installed, the Contractor will be required to receive within one (1) workday approximately 415,000 notices. Notices range from 2-4 printed pages. Within one workday after the complete transmission of the test files, the Contractor will be required to copy the files to their own system and provide SSA with the exact counts received (broken down by Mailer and PC (if applicable) before proceeding with any other processing. SSA will respond immediately for verification.

PREPRODUCTION VALIDATION TEST: When the count verification has been successfully completed, the Contractor will be required to provide SSA within two (2) workdays 380 PDF sample documents from the wire transmission test. Contractor shall provide 20 notices per file each Mailer in their own PDF file (the CPS consists of 8 files and the CDR consists of 6 files). Send these test samples to Social Security Administration (SSA), Printing Management Team, via SFTP. The contractor shall also print 20 samples for each FEQ mailer (4-7), for scan testing, and deliver those printed samples to the following SSA component, Wilkes-Barre Data Operations Center (See EXHIBIT K for addresses).

NOTE: If the contractor is printing the FEQ inserts in-line with the notice the samples must include the inserts.

The Government will approve, conditionally approve, or disapprove the samples from the Wire Transmission Test within 5 workdays of receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

NOTE: *If errors are found, additional samples of notices (as indicated above) will be required until such time as the validation produces no errors.*

PREPRODUCTION PRESS AND MAIL RUN TEST: Prior to commencement of production of the contract, the contractor will be required to perform a 12-hour preproduction press and mail run test.

The contractor will be issued a print order for the 12-hour test. Upon successful completion of all test requirements, the contractor will be reimbursed for all applicable costs, in accordance with the contractor's submitted bid prices in the "SCHEDULE OF PRICES."

NOTE: If the contractor fails to meet all test requirements, the Government will not reimburse the contractor for any associated costs. This is also grounds for immediate termination of the contract for default.

In order to complete this test, the contractor is to use the files provided from the aforementioned wire transmission test

NOTE: The contractor will be required to have all composition, proofing, envelopes, scanning equipment and reports for 100% accountability of production and mailing, completed, available, and ready for production prior to beginning the test. Notices are to be completed in accordance with contract requirements, inserted into envelopes and prepared for mailing. Contractor will be required to provide the necessary audit and summary reports for 100% accountability of production and mailing within one (1) hour after the run is completed.

NOTE: If a sub-contractor is utilized for the sorting and/or mailing of the notices of this contract the 12-hour test must include the use of this facility. No additional time will be allowed for the transportation and handling of the notices to and from this facility. For the FEQ run, after award and production plans are approved, the volume for the test maybe adjusted once the transportation to and running time at the sub-contracted IPA House are known.

The contractor must produce **72,317** notices in a continuous 12-hour period that will prove to the Government representatives that the contractor can satisfactorily complete the requirements of this contract during live production. (For Mailers #1 and #2, the contractor must produce a minimum of 20 notices from each PC). This includes all reprints, as outlined in the 100% Accountability of Production and Mailing (pages 10-12), required during the run.

Quantities required per Mailer are as follows:

Critical Payment System Notice	Mailer 1	600
Continuing Disability Deferral Notice	Mailer 2	10,000
Federal Enforcement Questionnaire SSA-7161	Mailer 4	6,667
Federal Enforcement Questionnaire SSA-7162	Mailer 6	50,000
BIC-T English Notices	Mailer 8	5,000
BIC-T Spanish Notices	Mailer 9	50

The 12-hour period for the printing process will begin when an “O.K. TO PRINT” is given by the Government representative on-site. The 12-hour period for the inserting and mailing process will begin within two (2) hours after the start of the printing to allow the contractor to print sufficient materials to begin the inserting process. See “SCHEDULE” for the Preproduction Press and Mail Run Test.

The test run will incorporate all aspects of the program consisting of the processing of the electronically transmitted test files; the duplex printing and imaging of notices; gathering; folding; inserting; manifesting; presorting; and preparing finished notices for delivery to the USPS. To simulate actual production conditions, the product to be produced must be in accordance with all contract specifications and all USPS regulations.

The contractor must perform the preproduction press and mail run test on their equipment and using their personnel. The test must be performed on the printing equipment, inserting machines with required scanning equipment that will be used in live production. All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

After completion of the preproduction press and mail run test, the Government will take samples for validation. The Government will approve, conditionally approve, or disapprove the validation output within seven (7) workdays of receipt thereof.

Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons thereof.

Failure to meet the requirements of the 12-hour test is grounds to immediately terminate the contractor for default.

SYSTEM CHANGE/NEW NOTICE FILES/SIGNATURE VALIDATION TEST: When required, the Government will furnish test files for wire transmission that are to be used in performing a Systems Change Validation/New Notice Test. This test is required whenever SSA initiates a systems/programming change or when a new notice workload is developed. The contractor shall furnish up to 100 printed samples (no envelopes or enclosures). The Government will approve, conditionally approve or disapprove the samples within 7 workdays of receipt thereof.

NOTE: The Systems Change Validation/New Notice Test must occur without a break in production of daily notices. The Government will inform the contractor in advance when the regular daily wire transmissions will contain the systems changes.

NOTE: If errors are found, additional samples of notices (as indicated above) will be required until such time as the validation produces no errors.

NOTE: Failure of the contractor to perform any of the above tests (Pre-Production Press and Mail Run Test, Pre-Production Validation Test, Wire Transmission Test and Systems Change/New Notices Files Validation Test) satisfactorily may be cause for default. The Government reserves the right to waive the requirements of any of these tests. Contractor will be notified at the Postaward Conference if any test(s) is to be waived.

NOTE: The Contractor's FTMS software shall be operational for the receipt of data files 24 hours a day, 7 days a week, unless otherwise specified by the Government. (If there are problems, such as reruns, system problems, etc. files may be transmitted after-hours and/or on Sundays.) (See FILE TRANSFER MANAGEMENT SYSTEM (FTMS) REQUIREMENTS on page 21 for additional information.)

In the event that any wire transmission cannot be processed due to media problems, the contractor shall notify SSA within 2 hours of receipt.

In the event any wire transmission cannot be processed due to link problems or data transmission circuit/connection outages, the contractor shall notify SSA's HELP DESK operations immediately at 410-965-2580 and report required observations and findings. The contractor shall notify SSA of any reprogramming and/or reformatting of data supplied by wire transmission necessitated due to the contractor's method of production, within 2 hours of receipt of the data.

All data provided by the Government or duplicates made by the contractor or his representatives and any resultant printouts must be accounted for and kept under strict security to prevent their release to any unauthorized persons. Data may not be duplicated in whole or in part for any other purpose than to create material to be used in the performance of this contract.

Any duplicate data and any resultant printouts must be destroyed by the contractor. Data provided to the contractor must be retained for 21 workdays after mailing.

VALIDATION SAMPLES: (All PDFs must be sent via SFTP)

1. **WIDOW RETIREMENT NOTICES**

Validation samples will be required with each order of the Widow Retirement Notices and any time that a copy change is required during the term of the contract.

The contractor shall furnish SSA a total of 50 PDF samples of the notices within 2 days of receipt of the live production file.

2. **FEQ NOTICES:**

Validation samples will be required with each order of the Foreign Enforcement Notices and any time that a copy change is required during the term of the contract.

The contractor shall furnish SSA three identical 100 printed sample sets of the notices with Instruction inserts (50 of each notice type) within 2 days of receipt of the live production file. The sample selection must contain a notice sample from 50 different consular codes or countries for each notice type (SSA-7161, SSA-7162). One set is to be distributed to each of the following: the Print Management team, Office of Central Operations and Wilkes-Barre Operations Center See EXHIBIT K.

NOTE: If inserts are printed in-line with the notice the contractor only needs to provide one printed set of 100 samples with the proper insert (Selection criteria same as above) delivered to Wilkes-Barre with a duplicate PDF copies of those notices sent via SFTP to Social Security Administration, Printing Management Team, See EXHIBIT K.

When requested by the government, the contractor will provide up to 100 printed and inserted samples (with all required inserts) of any mailer within 5 workdays of request.

Samples are to be delivered to: Social Security Administration, Printing Management Team, See EXHIBIT K.

The Government will approve, conditionally approve or disapprove validation samples within 5 days of receipt thereof. Contractor must print and mail the notices within 5 days of receipt of ok to print.

UNIQUE IDENTIFICATION NUMBER: Unique identifying numbers will be used to track each individual notice, thereby providing 100% accountability. This enables the contractor to track each notice through completion of the project. The contractor will be required to create a test sample every 4,000 notices. This test sample must have a unique number and must be produced on each of the 7 notices. The contractor will generate a list of the unique identifying numbers for each sample. As samples are pulled, their unique numbers will be marked off the list. This enables the contractor to track which samples have been produced and pulled and what records have been produced. In addition, all 7 notices will include samples produced every 4,000 notices that are processed and mailed directly to Social Security Administration, Printing Management Team, See EXHIBIT K.

The contractor may create their own sequence number and run date to facilitate their presorting and inserting process but must maintain the original SSA identification number.

SSA will provide updated resources electronically, as necessary. When the Contractor receives an update to the printer resources, the Contractor shall install them immediately and provide SSA with 100 sample documents, representative of the workload involved, from the test file within one workday for review. Contractor is to continue using existing resources while the samples are being reviewed. Once the samples are approved the contractor will be told when to start using the new resources. Whenever testing is required, the Contractor will be responsible for performing the test on each printer that processes SSA's notices.

During the term of the contract, the Government anticipates making programmatic changes to the daily notices as warranted (e.g., changes in language, format, appearance, etc.). When these changes occur, SSA will print and mail the affected notice workload(s) at their facility for a short period of time. During this time, files for some or all of the notice types may not transmit to the contractor lasting no more than a few days. Only those affected workloads (indicated by filename) will be held back at SSA for validation and production. For example: If the CPS Notice workload were to be changed, SSA would test and print those notices only. The contractor would continue to print and mail the CDR Notice workloads. SSA's Printing Management Team will notify the contractor of these changes as soon as possible. Upon successful testing of the changes, SSA shall transmit the new print resources (if necessary) and resume transmission of the notice file(s).

PRODUCTION INSPECTION: Production inspection(s) may be required at the contractor's/subcontractor's plant for the purpose of establishing that the receipt of transmitted files, the printing of pamphlets, leaflets, forms and/or envelopes, the imaging, dating of form inserts, collating, folding, inserting and mailing is being accomplished in accordance with contract quality attributes and requirements. A production inspection is for the

purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

When a production inspection is required, the Government will notify the contractor.

COMPOSITION: Contractor will be required to set type for 17 envelopes and 24 Foreign Enforcement Instruction sheets (English and 11 foreign languages). Helvetica or similar typeface will be utilized.

Sonoran Serif or equivalent fonts are to be used for producing the notices. SSA will provide the font part numbers to the contractor who will validate that they have the proper licenses for each required font.

The contractor will be required to obtain the necessary font for the USPS IMB, SSA will not provide it with Resources supplied.

PROOFS: Proofs will be required with the initial order and any time that a copy change is required during the term of the contract.

Envelopes–

PDF proofs with margins indicated for initial OK. After initial approval of PDFs contractor is to supply two (2) construction samples for each envelope.

FEQ Inserts-

PDF proofs with margins indicated for initial OK.

Publications–

Three (3) sets of inkjet proofs that are G7 profiled and use pigment based inks will be required for each. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be at a minimum of 720 x 720 dpi on GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance 12647-7 Wedge or P2P25 Target.

The make and model of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins.

Pantone colors may be substituted with a similar color but may not be built out of the four process colors. Contractor may be required to submit ink draw downs on actual production stock of Pantone colors used in job.

Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all the elements in proper position (not pasted up), imaged face and back, trimmed, folded to the finished size of the product.

SSA reserves the right to make changes to all proofs. The Government may require one (1) or more sets of revised proofs before rendering an "O.K. to print".

If any contractor's errors are serious enough in the opinion of GPO to require revised proofs, the revised proofs are to be provided at no additional expense to the Government. No extra time can be allowed for this reproofing operation; such operations must be accomplished within the original production schedule allotted in the specifications.

If any Author's Alterations (AA's) require additional proofs, the Government will allow additional time to process this additional requirement (See Proof Schedule on page 38) and will incur these costs under Schedule of Prices

line Item II.

NOTE: SSA uses many of the same booklets, leaflets, fact sheets, and forms in several of its print contracts. To reduce the proofing requirements for any revisions, if it is determined that after award you are responsible for the production of any other SSA workloads containing the same publications and/or forms required for this program, then the revisions may be proofed under one of these other programs.

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 February 2008.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade.

Personalized Notices, forms, and inserts: White Offset Book, basis weight: 50 lbs per 500 sheets, 25 x 38", equal to JCP Code A60 or White Writing, basis weight: 20 lbs per 500 sheets, 17x 22", equal to JCP Code D10.

Mail-Out Envelope: 4-1/8 x 9-1/4" – White Wove, basis weight: 24 lbs per 500 sheets, 17 x 22" bursting strength 24 lb/in², or at contractor's option, White Offset Book, basis weight: 60 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.

Publications: White Offset Book Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

Mail-Out Envelope: 6-1/8 x 9-1/2" – White Wove, basis weight: 24 lbs per 500 sheets, 17 x 22" bursting strength 24 lb/in², or at contractor's option, White Offset Book, basis weight: 60 lbs per 500 sheets, 25 x 38", equal to JCP Code A60.

CRM Reply Envelope: 5-3/4 x 8-3/4" – Any white stock, basis weight: 20 lbs per 500 sheets, 17 x 22" bursting strength 20 lb/in², containing a minimum of 50 percent waste paper.

PRINTING/IMAGING:

Quality Control: The contractor must maintain a thorough quality assurance program to guarantee that digital imaging is securely fused to the paper; clear and legible; and, that a copy of the finished product is mailed to all addresses contained on furnished files.

Notices –

Contractor will be required to convert furnished data from electronic transmission for either laser or ion deposition imaging. All imaging/printing shall have a minimum resolution of 600 x 600 dpi. All notices are duplex printed (face and back, head to head) and one-side only (when an odd page is required) in black ink only.

Notices must appear exactly as was approved during validation. Absolutely no deviation will be accepted.

FEO Instruction Inserts (8-1/2 x 11"): Print head to head in black ink with the exception of the following inserts, SSA-7161-SUP and SSA-7162-SUP, which print face only. **NOTE:** Contractor is advised to print these inserts in-line with the notice as exact volumes for each run is unknown until files are transmitted.

Publications (8-1/2 x 11"): Print head-to-head in two (2) Pantone ink colors with screens. Match Pantone number as indicated on furnished copy.

Envelopes – All Envelopes print face and back after manufacture in black ink and require a security tint (lining is acceptable) printed on the inside (back - before manufacture) in black ink. Contractor may use his own design

but must guarantee that the product will ensure complete opacity and prevent show through of any material contained therein. Printing shall be in accordance with the requirements for the style envelope ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

CRM Reply Envelope (5-3/4 x 8-3/4"): Face of envelope to be in COURTESY REPLY FORMAT
NOTE: *Inside of CRM return envelope must contain a clear area (no pantograph design), approximate size 3-1/2 x 5/8", behind the barcode to ensure the readability of barcode by the U.S. Postal Service equipment.* Print FIMs and barcodes using the camera copy or PDF provided. The FIMs and barcodes should be placed on the mailing piece according to the current U.S. Postal Service's Domestic and International Mail Manuals, "Barcoded Mail piece."

NOTE: The Government reserves the right to make changes to the envelopes at any time during the term of the contract. Notification of a proposed change will be given with sufficient time for the contractor to allow for the change, and submit proofs to the Government. Therefore, the contractor is not to preprint or maintain more than a 90 calendar day surplus/inventory of any of the components required for Mailers 1, 2, 8 and 9 and no more than a 1 year surplus/inventory of any of the components required for Mailers 3-7 on this contract. The Government shall not be required to purchase from the contractor the surplus/inventory of any component remaining on hand in excess of what was authorized when an envelope or format/text change is implemented.

RECYCLED PAPER LOGO: If recycled paper is used, the recycled paper logo and legend must be printed in black ink on the notices, envelopes and forms. If the pamphlets are printed on recycled paper, the recycled paper logo and legend must print in the same Pantone ink color as the text.

Notices - The recycled paper logo/legend must be digitized by the contractor and imaged in the bottom right corner aligned with the contractor's control number on the first page of each notice.

Envelopes - The logo/legend must be printed on the back of all envelopes in the bottom left hand corner.

MARGINS: Will be indicated on print order, sample, or electronic file.

PRESS SHEET INSPECTION: Final make-ready press sheets may be inspected and approved for each item listed in this contract, at the Contractor's/Subcontractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, Contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all make-ready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued August 2002. **Note: *A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior to approval of the entire run.***

CONSTRUCTION/BINDING:

Notices: All pages in the notice are gathered in numerical sequence. Notices are to be nested together with all faces forward. Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 3-11/16" or 8-1/2 x 5-1/2" as indicated, title out. Either wraparound or accordion folds will be acceptable for the tri-fold notices.

Mailers 1-3, 8 and 9 and publications: Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 3-11/16".

Mailers 4-7 and Instruction inserts: Fold from a flat size of 8-1/2 x 11" down to 8-1/2 x 5-1/2"

NOTE: Mailers #4-7- Contractor must not deviate from final fold size of 8-1/2 x 5-1/2" due to automated slitting of CRMs when completed forms are received from recipients. The Government must approve any deviation in fold. If not approved Contractor will be required to reprint entire run at no charge and mail at contractor's expense.

CONSTRUCTION/ENVELOPES:

Mailout Envelope for Mailers 1-3 and 8-9 (4-1/8 x 9-1/4"): Envelope must be open, with gummed fold-over flap for sealing. Flap is at contractor's option, but must meet all USPS requirements. Flap must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient. Face of envelope to contain a 1-1/2 x 4" die cut address window with slightly rounded corners. Die cut is to be located 1/2"-5/8" from the bottom edge of the envelope and 3/4" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope). Contractor has the option to adjust the size of the window opening (subject to Government approval), providing the visibility of the computer generated mailing address and barcode on the notice is not obscured, and other extraneous information is not visible when material is inserted into the envelope. Window is to be covered with a suitable poly-type transparent low gloss material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's (USPS) readability standards/requirements.

FEO Mailout Envelope (6-1/8 x 9 1/4"): Envelope must be open, with gummed fold-over flap for sealing. Flap is at contractor's option, but must meet all USPS requirements. Flap must be coated with a suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope and permit easy opening by the recipient. Face of envelope to contain a 1-1/2 x 4" die cut address window with slightly rounded corners. Die cut is to be located 1/2"-5/8" from the bottom edge of the envelope and 3/4" from the left edge of the envelope (the long dimension of the window is to be parallel to the long dimension of the envelope). Contractor has the option to adjust the size of the window opening (subject to Government approval), providing the visibility of the computer generated mailing address and barcode on the notice is not obscured, and other extraneous information is not visible when material is inserted into the envelope. Window is to be covered with a suitable poly-type transparent low gloss material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current U.S. Postal Service's (USPS) readability standards/requirements.

CRM Reply Envelope (5-3/4 x 8-3/4"): Envelope must be open, with gummed fold-over flap for sealing and contain high cut diagonal seams or double side seams. Flap is at contractor's option, but must meet all USPS requirements. Flap must be coated with suitable remoistenable glue that will securely seal the return envelope for remailing. (Adhesive must not adhere to the contents of the envelope.)

PACKING: Gather the appropriate number of leaves per notice, fold, and insert into mailout envelope with recipient's name and address on first page facing out for visibility through window envelope. It is the contractor's responsibility to assure that only the computer-generated address and barcode on the notice will be visible through the window in the envelope with only one notice inserted into each envelope. When required, form(s) and/or Reply envelope(s) are inserted behind the notice (when viewed from the window side of the envelope).

DISTRIBUTION: Deliver f.o.b. destination with the first order and whenever SSA makes a significant change to the language, format, or appearance of a notice, 10 complete sample copies of each type of notice, inserted into mailout envelopes but not sealed and whenever copy change is made to any envelope. Samples shall be delivered to Social Security Administration, Printing Management Team, See EXHIBIT K.

Mail balance of order f.o.b. contractor's city. The contractor is responsible for all costs incurred in transporting this product to the U.S. Postal Service facility.

DOMESTIC FIRST-CLASS LETTER-SIZE MAIL: The contractor is required to prepare domestic First-Class letter-size mail in accordance with appropriate USPS rules and regulations, including the USPS Domestic Mail Manual and Postal Bulletins, in effect at the time of the mailing.

SSA requires the use of Permit Imprint. The contractor must use SSA's "Postage and Fees Paid First Class Mail" permit imprint mailing indicia printed on each mail piece. Each mail piece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mail

pieces. Permit imprint mailings must contain at least 200 identical pieces or 50 pounds. The contractor is cautioned to use the permit imprint only for mailing material produced under this contract.

The contractor is required to use manifest mail when postal regulations allow. The contractor must have a Manifest Mailing System (MMS) for First-Class Mail, which has been approved by USPS to document postage charges for this mailing.

Each mail piece must be identified with a unique identification number or with a keyline containing a unique identification number and rate information about the piece. Requirements for the MMS are contained in Publication 401 "USPS Guide to the Manifest Mailing System" in effect at the time of the mailing. A copy of the USPS approval for the MMS must be presented at the post award conference.

Permit imprint may not be used if the mailing is less than 200 pieces or pieces that are not identical. Instead, the mail must be metered and any permit imprint must be covered/concealed by a meter strip. The contractor will be reimbursed for the metered postage by submitting a properly completed Postal Service form (or equivalent). All meter supplies will be borne by the contractor.

The contractor is required to prepare Domestic First Class letter-size mail pieces and obtain the maximum postage discount allowed by USPS in accordance with the appropriate USPS rules and regulations, including USPS Domestic Mail Manual, and Postal Bulletins on Automation-Compatible First-Class Domestic Mail Automated and Non-automated mail discount structure in effect at the time of the mailing; a) Automation (5-digit); (b)Automation (3-digit); (c) Automation (AADC); (d) Automation (Mixed AADC); (e) Non-automation (Presorted); and (f) Non-automation (Single Piece).

Contractor will be required to use the supplied USPS Intelligent Mail Barcode (IMB) with full service option and achieve the maximum postage discounts available with this option. The contractor will be required to comply with USPS requirements and place the IMB on all notices/mail pieces of this workload. The contractor is required to be capable of achieving the postage discounts available with the Full-Service option of the IMB program. The full service option requires the contractor to use Postal One.

To achieve the maximum automation compatible postal discount, the contractor is required to either presort the notices prior to printing or sort the mail after the notices are inserted. The contractor may use a Presort subcontractor for the mailing portion of the contract. SSA has the right to inspect the subcontractor for the security of the mailing operation and compliance with the contract.

NOTE: Mail addressed to United States territories and possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail) is Domestic Mail, not International Mail.

Intelligent Mail Barcoding, delivery address placement and envelopes used for the mailing are among the items that must comply with USPS requirements for automation-compatible mail in effect at the time of the mailing.

In addition, USPS has instituted a verification procedure called a "tap" test. This test is used to screen all mailings with barcoded inserts for proper barcode spacing within the envelope window. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone. In addition, a clear space must be maintained that is at least 0.125" between the left and right edges of the window, and at least 0.028" clearance between the Intelligent Mail Bar code and the top and bottom edges of the window.

All letters in a mailing must pass the "tap" test in order to obtain the maximum postal discounts for the ordering agency. The contractor will be responsible for payment of any additional postage resulting from a loss of postage discounts due to failure to pass the "tap" test because of inaccuracy or failure to conform to USPS specifications.

Contractor should be aware that USPS uses the Mail Evaluation Readability Look-up Instrument (MERLIN) to evaluate barcodes. If MERLIN is in effect in the contractor's geographic area, the contractor must ensure that all barcoded mail meets the new barcode standards. The contractor will be responsible for payment of any additional postage resulting from a loss of such discounts due to failure of the contractor-generated barcodes to pass the MERLIN test because of inaccuracy or failure to conform to USPS specifications.

NOTE: The Government reserves the right to make changes to the size and position of mail-out envelope window openings during the term of the contract to comply with the USPS new Intelligent Mail Barcode. Notification of a proposed change will be given sufficient time for the contractor to allow for the change and submit proofs to the Government. Therefore, the contractor should not preprint or maintain more than a 90-day surplus/inventory of any of the mail-out envelopes required on this contract. The Government shall not be required to purchase from the contractor the surplus/inventory of any of the mail-out envelopes remaining on hand in excess of what was authorized when an envelope change is implemented.

NOTE: The contractor is responsible for producing and providing all reporting data required for acceptance and processing of full service mail required by USPS for the Intelligent Mail barcode (IMB).

INTERNATIONAL FIRST-CLASS MAIL:

All items mailed must conform to the appropriate USPS International Mail Manual (IMM), Postal Bulletins, and other USPS rules and regulations in effect at the time of mailing.

Permit imprint is to be used for International Mail providing the mailing consists of at least 200 pieces. Permit Imprint may not be used if the mailing is less than 200 pieces. Instead, the mail must be metered and any Permit Imprint must be covered/concealed by a meter strip.

If the mailing meets the qualifications for International Priority Airmail (IPA), it must be processed through IPA in accordance with USPS rules and regulations in effect at the time of the mailing. Contractor must prepare mailpieces in accordance with the shape-based requirements of First-Class Mail International service listed in the USPS International Mail Manual (IMM) and the additional requirements for IPA as specified in the most recent IMM. The contractor is required to sort the mail to achieve the maximum postage discounts available with the IPA program. To maximize postage savings, the contractor shall sort to the IPA Rate Group 1 through 15. Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items.

The complete address of the sender, including ZIP Code and country of origin, should be shown in the upper left corner of the address side of the envelope, package, or card. International Mail return addresses must show as the last line of the address "UNITED STATES OF AMERICA" or "USA" in all capital letters. All International Mail must be endorsed PAR AVION or AIR MAIL as described in the USPS IMM. The contractor may use a rubber stamp to meet this requirement.

NOTE: International mail cannot contain a presort endorsement. Again, note mail addressed to United States territories and possessions (e.g., American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, Virgin Islands, Wake Island, and Military Overseas Addresses (APO/FPO mail) is Domestic Mail, not International Mail.

Special Handling of the Foreign Enforcement Questionnaire (FEQ) workload (mailers #4 through #7):

Contractor will be required to process the Foreign Enforcement Questionnaire (**FEQ workload (Mailers #4 through #7)**) using an International Presort mail house of their choice to obtain the maximum postage discount available for International Priority Airmail using Direct Country Sacks rates. Use of an International Presort mail house must be used unless contractor is capable of providing the same service. This mail is to be prepared in accordance with the rules and regulations stated in the most current USPS International Mail Manual. Mailing must use Social Security Administrations G-11 permit imprint for this workload. Contractor will not be allocated any additional time to complete this process.

NOTE: Due to the possibility of mail interruption do to unrest in foreign countries, occasionally the contractor will be required to sort out mail destined to a specific country(s) or by country code(s) and ship to a specified

address, usually a U.S. Embassy, SSA will provide the country or country code(s) at time of file transmission. Contractor will be required to send out the package via Fed-ex international First or similar. Contractor to bill the shipping cost to the print order for reimbursement.

NOTE: Contractor should be aware that the FEQ files do have minimal domestic address that must be sorted out and mailed via USPS domestic mail. Notice addresses may have incorrect country codes, contractor must be able to identify and segregate the notices by the country indicated in the address field.

MAILING DOCUMENTATION: The contractor shall provide SSA with complete copies of all documents used by USPS to verify and accept the mail (e.g., computer records of presort ZIP+4, barcode breakdown, press runs, etc.) including USPS form 3607R, GPO's Form 712 (Certificate of Conformance), both noted with file date and mailer number. The contractor shall place the number that is on top of the GPO Form 712 (the number that starts with "A") in the space provided on the USPS mailing statements. If no space is provided on the mailing statement, place the number in the upper right margin of the mailing statement. The contractor is to place our Federal Agency Cost Code **276-00054** on all USPS mailing documents.

The contractor shall provide PDF copies of each GPO 712 and/or USPS 3607R with matching 100% Accountability Summary report to SSA's Printing Management Team (Ssee EXHIBIT K) via email within 24 hours of being provided to USPS. All copies must be legible and include both obverse and reverse side.

NOTE: The contractor is required to complete and email to SSA daily an MS EXCEL database/spreadsheet for each day of mailing. The database/spreadsheet will have fields for the contractor to complete. These fields will include: Job Title, Jacket Number, Program and Print Order Numbers, as well as the itemized breakdown of the postage volumes and USPS rates at the time of mailing. The contractor will be required to email the completed database/spreadsheet to Social Security Administration, Printing Management Team (See EXHIBIT K) within two (2) days of each mail drop. (See EXHIBIT J, Database/Spreadsheet for Postal Documentation.)

NATIONAL CHANGE OF ADDRESS (NCOA) AND CODING ACCURACY SUPPORT SYSTEM (CASS)
Addresses for Residual Notices come from SSA's Master Beneficiary Record (MBR) database. SSA will provide the latest Coding Accuracy Support System (CASS) certification and USPS National Change of Address (NCOA) move update service for addresses from the MBR.

Furnished material and proofs, must be delivered (via overnight carrier) to the Social Security Administration, Printing Management Team, See EXHIBIT K.

Upon termination of this contract, the contractor must return all camera copy's made for each envelope, form, and publications to Social Security Administration, Printing Management Team, See EXHIBIT K

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies 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 daily electronic task order.

In the event that it becomes necessary for the contractor to deviate from the specified mail out date or the quantity to be mailed, the SSA must be notified immediately.

Furnished material and proofs must be picked up from and delivered to: Social Security Administration, Printing Management Team, See EXHIBIT K

Manuscript and/or camera copy for envelopes, forms will be provided at the post-award meeting.

PROOF SCHEDULE -

Submit all proofs for envelopes, FEQ Instruction sheets, and Publications within 7 workdays after receipt of furnished materials. Manuscript and camera copy must be returned with proofs.

The Government will approve, conditionally approve, or disapprove these proofs within 5 workdays of the receipt thereof.

Submit revised proofs, if necessary due to author's alterations, within 5 workdays after receipt of furnished material.

Revised proofs will be available for pickup within 3 workdays.

The first task order for actual production will start after the successful installation and connection of the T-1 line and when all tests and validations are completed and approved.

PRE-PRODUCTION TEST SCHEDULE –

1. **Wire Transmission Test:** Within one (1) week after the data connection has been installed, the contractor will be required to perform the wire transmission test. (See WIRE TRANSMISSION TEST, on page 29 for details).
2. **Pre-Production Validation Test:** Within 5 workdays after verification of the Wire Transmission test and prior to the Pre-Production Press and Mail Run test, the contractor is required to perform a Pre-Production Validation Test. (See PRE-PRODUCTION VALIDATION TEST, page 29 for details.)
3. **Preproduction Press and Mail Run Test:** Within seven (7) workdays after the Pre-production validation samples have been approved by SSA, the Contractor will be required to demonstrate their ability to perform this contract using their equipment and personnel. The mailers must be produced in accordance with all contract specifications and USPS regulations. (See PREPRODUCTION PRESS AND MAIL RUN TEST, pages 29-30 for details.)
4. **System Change Validation Test:** When required, the Government will furnish test files that are to be used in performing a Systems Change Validation Test. This test is required whenever SSA initiates a systems/programming change. The contractor shall furnish up to 100 printed samples (no envelopes or enclosures). The Government will approve, conditionally approve or disapprove the samples within 7 workdays of receipt thereof.

The contractor will be required to have all material necessary to perform these tests. Government representatives will witness all phases of the Preproduction Press and Mail Run Test.

VALIDATION SCHEDULE: (All PDFs must be sent via SFTP)

1. **WIDOW RETIREMENT NOTICES:** PDF samples of the notices within 2 days of receipt of the live production file.
2. **FEQ NOTICES:** PDF and/or printed samples within 2 days of receipt of the live production file.

PRODUCTION SCHEDULE:

Workday - The term "workday" is defined as Monday through Friday* each week, exclusive of the days on which Federal Government holidays are observed. Also excluded are those days on which the Government Printing Office is not open for the transaction of business, such as days of national mourning, hazardous weather, etc.

****NOTE: The Contractor's FTMS software shall be operational for the receipt of data files from 00:01 ET Monday until 24:00 ET Saturday, unless otherwise specified by the Government (See WIRE TRANSMISSIONS on pages 20-21 for additional information).***

Live production files will be transmitted on a daily basis Monday through Saturday for Critical Payment System, Continuing Disability Deferral and Widow Retirement Notices except for Federal holidays in which case the data will be transmitted on the next day (i.e., when a Federal holiday falls on a Friday, production files will be transmitted on Saturday).

NOTE: Production files for Mailer 3 Widow Retirement Notices are transmitted twice a year usually in May/June and October/November.

NOTE: Production files for Mailers 4 and 5 Foreign Enforcement Questionnaires are transmitted once a year in May/June. Production files for Mailers 6 and 7 are transmitted once a year in September/October.

REGULAR SCHEDULE:

Critical Payment System (mailer 1) Notice: Complete production and mailing must be made on this notice within 5 workdays after receipt of each complete wire transmission*

Continuing Disability Deferral (mailer 2) Notices: Complete production and mailing must be made on these notices within 5 workdays after receipt of each complete wire transmission*.

Widow Retirement (mailer 3) Notices: Complete production and mailing must be made on these notices within 5 workdays after receipt of an "OK to Print".

Foreign Enforcements Questionnaires (mailers 4-7): Complete production and mailing must be made on these notices within 5 workdays after receipt of an "OK to Print".

BIC-T Notices (mailers 8 & 9): Complete production and mailing must be made on these notices within 5 workdays after receipt of each complete wire transmission*.

New Notices (Mailers 10-12): Complete production and mailing must be made on these notices within 5 workdays after receipt of each complete wire transmission*

***NOTE:** transmissions received on Monday must be mailed by close of business the following Monday, transmissions received on Saturday, must be mailed by close of business the following Friday

DAILY MAILERS EXCEEDING ESTIMATED QUANTITIES/PREMIUM PAYMENTS:

The maximum number of mailers transmitted from SSA to the contractor on any given day is 411,600 for Mailers 1-9 combined (Critical Payment System, Continuing Disability Deferral, Foreign Enforcements Questionnaires SSA-7161, Foreign Enforcements Questionnaires SSA-7162, Widow Retirement, and BIC-T Notices). If this figure is exceeded, the Contractor will receive a "Premium Payment" of 15% (as listed in the Schedule of Prices for Item IV (b and g) and all of Item VI) for those extra notices. No additional time will be allowed for the mailing of these notices and all notices for that print order must mail on time to receive the premium payment.

Sample copies of notices and envelopes (with first order or whenever SSA makes a significant change) delivered to SSA on regular schedules must be delivered within 10 workdays after completion of the order to Social Security Administration, Printing Management Team, See EXHIBIT K

The contractor must notify the GPO of the date and time that production inspections can be performed. In order for proper arrangements to be made, notification must be given at least 72 hours prior to the inspection for orders placed on the regular schedule. Notify the U.S. Government Printing Office, Contract Administrator, Term Contracts Division (P.C.), telephone area code (202) 512-0310. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing Eastern Time. Note: See contract clauses, paragraph 14(e) (1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Note: If the back up facility is used for the production of these notices, the Government will require a press sheet inspection. Prior to production notification must be given at least 72 hours in advance of production start up.

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

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

PAYMENTS ON PURCHASE ORDER: Processing vouchers for payment, FAX the completed invoice to GPO by utilizing the GPO barcode coversheet program application. Access the hyperlink below and follow the instructions as indicated: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>

Facsimile transmission should only be used when no samples are required with your invoice, otherwise payment will be held up while the invoice is returned to you for the required sample(s).

ALL voucher packages and envelopes MUST be mailed to: COMPTROLLER-FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, DC 20401

Contractor must provide PDF copies of the billing payment voucher form 1034 showing amount of billing invoice to Social Security Administration, Printing Management Team, See EXHIBIT K.

Note: Do not mail your invoice to any other GPO Procurement Office as this will delay payment.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce the first year's production 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 under this contract for a like period of time.

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

- I. (a) 9
- II. (a) 17
(b) 24
(c) 2
- III. (a) 1
(b) 1
- IV. (a) 250
(b) 49,842
(c) 16,981
(d) 3,952
(e) 3,952
(f) 9,991
(g) 5,284
- V. (a) 24,921
(b) 4,725
(c) 20,933
(d) 3,952
- VI. (a) 16,981
(b) 3,952
- VII. (a) 3,952

SECTION 4 - SCHEDULE OF PRICES

Bids offered are f.o.b. destination to Baltimore, Maryland and f.o.b. contractor's city for all mailing.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

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

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

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.

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

Fractional parts of per 100 will be prorated at the per 100 rate. Cost of all required paper must be charged under Item III. "PAPER".

I. PROCESSING/FORMATING FILES: The Contractor will be allowed only one (1) charge per notice workload for the term of the contract to process and/or format the Advanced Function Presentation (AFP) files, AFP resources and the Mail Run Data Files supplied necessary to print and mail the notices each notice workload.

(a) Processing/Formatting Files per/notice workload.....\$ _____

II. COMPOSITION: Prices offered must be all-inclusive, and must include the cost of all operations, proofs, and plates if required in accordance with the terms of these specifications for each of the 15 mailout envelopes, 2 CRM envelopes, 24 FEQ Instruction sheets and two publications.

(a) Envelopes per envelope \$ _____

(b) FEQ Instruction sheets per 8-1/2 x 11 page..... \$ _____

(c) Ink jet color proofsper trim/page-size unit \$ _____

III. PREPRODUCTION TESTS: Price offered must include all costs incurred in performing the Wire Transmission Test as specified in these specifications.

(a) Wire Transmission Test..... per test.....\$ _____

(b) Preproduction Validation Test..... per test\$ _____

IV. PRINTING/IMAGING and BINDING: Prices offered must be all-inclusive and include the cost of all proofs, materials and operations necessary for the complete production of the product listed in accordance with these specifications.

(a) *Daily makeready/setup charge\$ _____

(Initials)

*Contractor will be allowed only one (1) makeready/setup charge per workday for all nine (9) mailers. This combined charge shall include all materials and operations necessary to makeready and/or setup the contractor's equipment each workday. Invoices submitted with more than one makeready/setup charge per workday will be disallowed.

- (b) Notices, FEQ Instruction inserts
(printing/imaging per page)..... per 100 pages\$ _____
- (c) Mailout envelope 4-1/8 x 9-1/4"..... per 100 envelopes\$ _____
- (d) Mailout envelope 6-1/8 x 9-1/2"..... per 100 envelopes\$ _____
- (e) CRM return envelopes 4-3/8 x 8-3/4" per 100 envelopes\$ _____
- (f) Publications: Printing two colors, including folding..... per 100 pages..... \$ _____
- (g) Spraying Return Address on Outgoing Envelope..... per 100 envelopes..... \$ _____

V. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual task order, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Trim Size" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Notices, Publications and FEQ Inserts:
8-1/2 x 11"

A charge will be allowed for one page-size leaf.

Envelopes:

Mailout Envelopes: 4-1/8 x 9-1/4"
Mailout Envelopes: 6-1/8 x 9-1/2"

One leaf will be allowed for each envelope.

CRM Return Envelopes: 5-3/4 x 8-3/4"

One leaf will be allowed for each envelope

Per 100 Leaves

- (a) White Offset Book (50 lb.) or White Writing (20 lb.)
(Notices and Instruction inserts).....\$ _____
- (b) Publications: White Offset Book (60-lb.).....\$ _____
- (c) White Wove (24 lb.), or at contractor's
option, White Offset Book, (60 lb.)
Mailout Envelopes (4-1/8 x 9-1/4", and 6-1/8 x 9-1/2")\$ _____
- (d) White stock (20 lb.)
CRM Reply Envelope (5-3/4 x 8-3/4")\$ _____

(Initials)

VI. INSERTING AND MAILING: Prices offered must include the cost of all required materials and operations necessary for the mailing of the notice including cost of collating notice (single or multiple leaves) in proper sequence and folding to required size in accordance with these specifications, insertion of notice(s), and appropriate inserts as required (i.e., publication(s) and refund/return envelope(s)), into mailout envelope and mailing in accordance with these specifications.

Per 100
Complete
Mailers

(a) Mailers 1-3, 8-9 (CPS, CDR, Widow, and BIC-T notices),
Personalized English Notice,
Mailout envelope..... \$ _____

(b) Mailer 4 - 7 (Foreign Enforcements Questionnaires) 7161 and 7162
Personalized Form SSA-7161-SM,
SSA-7161-GR-INST, SSA-7161-JA-INST,
SSA-7161-FR-INST, SSA-7161-GE-INST,
SSA-7161-IT-INST, SSA-7161-NE-INST,
SSA-7161-PE-INST, SSA-7161-PO-INST,
SSA-7161-SP-INST, SSA-7161-SW-INST,
SSA-7161-INST, SSA-7161-SUP
Mail out envelope, CRM reply envelope
Personalized Form SSA-7162-SM,
SSA-7162-GR-INST, SSA-7162-JA-INST,
SSA-7162-FR-INST, SSA-7162-GE-INST,
SSA-7162-IT-INST, SSA-7162-NE-INST,
SSA-7162-PE-INST, SSA-7162-PO-INST,
SSA-7162-SP-INST, SSA-7162-SW-INST,
SSA-7162-INST, SSA-7162-SUP
Mailout envelope, CRM reply envelope \$ _____

VII. International Mail Sort House: Price offered must include all costs incurred to process, transport, sort and mail the Foreign Enforcement notices to achieve International Priority Airmail rates for Direct Country Sacks.

(a) Foreign Enforcement notices (Mailers #4 thru #7).....per 100 pieces \$ _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder _____

(City - State)

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

(Person to be contacted)

(Telephone Number)