

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME, ON SEPTEMBER 25, 2008.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-1239 AND ASK FOR FRANK YATOR (AST 5). NO COLLECT CALLS.

U.S. Government Printing Office (GPO) Washington, D.C.

GPO CONTRACT TERMS. Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02).

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF
ESTIMATED TAX VOUCHERS PACKAGE 1040-ES/V (OCR) FOR TAX YEAR 2008

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SCOPE: 1040-ES/V - 4,800,000 9-piece mailer packages. All packages will consist of one set of 1040-ES tax vouchers (4 up), one 1040-V payment voucher/instruction, one 6-page 1040-ES instruction, four 1040-ES return envelopes, and one extended-flap return envelope, all items inserted into a mailer envelope that **SEALS COMPLETELY**. All vouchers are printed, and computer imaged (impact or nonimpact). NCOA Link processing required. The packages are to be sorted for First Class Mail presorted, trayed mailing and turned over to the USPS.

BIDDERS, PLEASE NOTE: The requirements for this contract have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

NOTE: Due to the numerous exhibit pages in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.

BID QUANTITIES: Exhibit 1 shows the Government's bid quantity breakdown of First Class Mail. The quantities are broken out by IRS Service Center address. Later quantity adjustments may be made.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the pamphlet and envelope quantities shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made by updates to Exhibit 1 or by telephone, and will be the final quantity *prior to deducting the NCOA undeliverables*, (see section 7.1.1). These adjustments will not change the scheduled turnover to USPS dates. Billing adjustments for scheduled quantity changes (+ or -) *and for subtraction of undeliverables*, will be at the contractor's quoted "ADDITIONAL RATE" (see Offers Section). If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the final contract quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

SUBCONTRACTS: The predominant production function of this contract is either imaging of the vouchers or printing. The provisions of Article 6, "Subcontracts," of Contract Clauses in GPO Contract Terms (Pub. 310.2), are modified to permit subcontracting of the printing of the envelopes. The imaging and the mailing operations described in these specifications must be performed at the same facility. Any bidder who cannot perform both the imaging and mailing portions of the Program at the same facility will be declared non-responsible. Printing of the base form, instructions and envelopes may be subcontracted.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, and similar abilities to perform, prior to the award of a contract. This preaward survey will include an inspection of the equipment on which IRS's file transmissions will be received.

SECURITY REQUIREMENTS: Protection of Confidential Information:

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

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

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

The Contractor shall assure that each Contractor employee with access to IRS work knows the prescribed rules of conduct, and that each Contractor employee is aware that he/she may be subject to criminal penalties for violations of the Privacy Act. When the Contractor employees are made aware of this information, they will be required to sign the Contractor Personnel Security Certification. A copy of this signed certification must be forwarded to the IRS, Glenn Pelishek, Room 6236, 1111 Constitution Ave. Washington, DC 20224.

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

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

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

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

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

Section 1 - Schedule

<u>Date</u>	<u>Event</u>
09-25-08	Bid opening.
10-09-08	Award of contract (purchase order number by phone).

- 10-24-08 Electronic media for preproduction voucher samples, and envelopes.
- 10-30-08 Test CD ROMs received by contractor.
- 11-14-08 1040V & 1040ES Voucher copy
- 11-17-08 Production & Quality Plans to GPO (See Sections 1.2 and 9)
- 11-17-08 Security Letter to IRS (See Section 7.15).
- 11-21-08 Ship preproduction voucher samples. (See Section 4.5)
- NEGOTIATED Preproduction Conference At Contractor's Plant. (See Section 1.2)
- 11-24-08 Final quantity adjustments.
- 11-24-08 Address CD ROMs furnished to contractor.
- 12-1-08 NCOA Link Report proposal due (See Sections 7.1 and 8.7).
- 12-22-08 Electronic media for instructions furnish to contractor.
- 01-16-09 Earliest date mail may be turned over to USPS.
- 01-26-09 Complete mailing. Contractor must submit 1 complete set of all copies of PS Form 3600 (See Section 2.4).

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. In such event, the schedule will be adjusted in accordance with contract terms.

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

1.1 A preaward plant survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and the subcontractors) has adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor MUST submit two (2) copies each of detailed written Production and Quality plans. The plans shall be submitted, by the date in the schedule to the U.S. Government Printing Office, Room C-829, Attention: Frank Yator, 732 North Capitol St. NW, Washington, D.C. 20401. The proposed Quality plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved Quality plan will be reviewed in depth.

Items to be included in the Production Plan are: 1) processing and sorting master-file magnetic cartridges, as well as the security of the cartridges and taxpayer information, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the Quality Systems Plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office and USPS Headquarters Office Personnel. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

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

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

1.4 INSPECTION NOTIFICATION: 72 hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to Betty.Howard@irs.gov and glenn.r.pelishek@irs.gov IRS Form 9558 (PDF file) with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. **If the press inspection is waived, the contractor is required to send 5 press sheet samples overnight to Internal Revenue Service, 1111 Constitution Ave., Room 6236, Attn: Glenn Pelishek Washington, DC 20224.** If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

1.5 Postage Summary Report: (The reports must be submitted **electronically** by the date/s in the schedule), otherwise there will be a delay in payment processing). Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total in a format similar to the one shown in Exhibit 9. The reports are to be submitted following NCOALink, LACSLink and Delivery Point Validation processing. E-mail the reports to glenn.r.pelishek@irs.gov.

1.6 Shipping Notification: Contractors must also submit shipping notification on the final day of shipping. E-mail the notification to glenn.r.pelishek@irs.gov.

Section 2 - MATERIALS

2.1 FURNISHED BY GOVERNMENT: 1) Electronic Media for the pamphlet and envelope*, 2) upon request, previous printed samples will be provided, 3) test CD-ROMs and live address CD-ROMs for 1040ES/V filer – produced in EBCDIC format. The data will be encrypted/password protected using Win Zip 9.0 (256 Bit AES encryption). The password will be secured emailed to the contractor. 4) PDF file for Lockbox Problem Report form (to be produced and included with each shipment of preproduction samples to banks; and a listing of states and zip codes that file at each service center (for correction of new move address service center codes); a construction dummy; and forms (one for each bank) to be included with shipment of preproduction samples to banks. 5) IRS Form 9558 – Inspection Notification. 6) IRS Form 13456, IRS Publishing – Postage Report in a fill able PDF file & Form 13456-A, Fax cover Sheet for Form 13456. 7) Form 9659, Production and Mailing Report and 8) Form 14008, Contractor's Personnel Security Certification.

*Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or CD RW disk in Portal Document Format (PDF) generated from Adobe 8.0 or later (We will supply a color composite PDF file, and all fonts will be embedded in the files at the PDF level). **Do not unembed fonts!** This may result in a loss of data. The PDFs are backward compatible to Adobe Acrobat 6.0. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films. The contractor must verify the accuracy of the Postal barcodes, output as part of the envelope printing, with the USPS.

DISPOSITION OF FURNISHED MATERIALS: Furnished dummy must be returned to IRS, Attn: Glenn Pelishek, Room 6236, 1111 Constitution Ave. Washington, DC 20224. Postal Service will advise contractor of disposition of unused postal pallets. Contractor must maintain all CD-ROMs in a secure environment for 60 days after completion of contract. After 60 days, contractor must immediately shred/destroy CDs and submit a signed certificated of destruction to IRS on company letterhead.

Contractor must schedule an advance planning meeting with the Postal Service, prior to imaging, to request the furnishing of sacks, trays, pallets, trucks and to coordinate a mailing plan.

All other materials and operations necessary to fulfill the contract requirements, including telephone and facsimile transmission capability, and the following:

For completing all requirement IRS fillable forms: The contractor is required to have Internet access provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0. The contractor is also required to have Adobe Acrobat 8.0 (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above.

Stock:

1040-ES Tax Vouchers and 1040-V Vouchers/Instructions (must be) - White OCR Ledger, basis weight: 24 lbs. per 500 sheets, 17 x 22, equal to JCP Code O-25.

1040-ES Instructions (at contractor's option) - White Bond, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code G10 or White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10 or White Offset Book, basis weight: 50 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60, White OCR Ledger, basis weight: 24 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-25, or White/Natural (MUST be light shade) Newsprint, basis weight: 28 to 30 lbs. per 500 sheets, 24 x 36", must be equal to JCP Code A10.

1040-ES Return Envelopes (covered window and Security Print required) - White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22", 95 percent bleached chemical pulp; unbleached and/or groundwood, not to exceed 5 percent; bursting strength must not be less than 138 kPa (20lb/in²); average opacity not less than 86 percent (no individual opacity measurement less than 84 percent); containing a minimum of 30 percent waste paper.

Mailer Envelope (with covered window and Security Print required) and Extended-flap Return Envelope (without window) - White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22", 95 percent bleached chemical pulp; unbleached and/or groundwood not to exceed 5 percent; bursting strength must not be less than 165 kPa (24 lb/in²); average opacity not less than 89 percent (no individual opacity measurement less than 87 percent); containing a minimum of 30 percent waste paper.

2.3 JCP Standards: The specifications of all papers 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.

2.4 Postage Statements/IRS Postal Forms: The contractor is required to complete and submit via email Form 13456 and Form 13456-A to the IRS within three days after the final turnover of mail packages to the USPS. E-mail Form 13456 to postage@publish.no.irs.gov and to glenn.r.pelishkek@irs.gov. For your convenience, Form 13456 and Form 13456-A is provided as a fillable PDF file for each GPO print order. The IRS will complete the top portion of the form prior to e-mailing the form to the contractor. If there is any information missing or incorrect, please contact Glenn Pelishek at 202-622-7829.

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The five elements are: (1) barrel stamped post office zip code, (2) postage statement date, (3) quantity mailed, (4) postage amount, and (5) postage statement type. **The form must contain only postage information for the designated GPO jacket number.** Prior to submitting Form 13456, the contractor must rename the file "GPO Jacket number _date_ Print order" i.e. **123-456_9-02-03_10000.pdf**. If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter "a" then "b", etc. i.e. **123-456_09-02-03_10000a.pdf**. The contractor is also responsible for the accuracy of the information returned to the IRS. **Any delay or missing input could result in delay of payment.**

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

2.5 Faxing USPS Postage Statements: On the same day the completed Form 13456 is emailed, the contractor is also required to FAX all associated postage statement forms to the IRS. Contractor is required to FAX postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the USPS to 1-267-295-7877 (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. **The fax must contain only postage statements for the designated jacket number.** Contractor must not combine postage associated to multiple GPO contracts in a single FAX transmission.

The form must contain entries in the following fields: Name of IRS publishing analyst, IRS requisition number, GPO jacket number, GPO Contractor Number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, Number of pages faxed (*cannot exceed 32 pages including cover sheet*) and Date of fax transmission.

The date on Form 13456-A "Date of fax transmission" must match the date on the associated Form 13456 "Date of fax transmission". Postage reported on the completed Form 13456 must correspond line by line to the postage statements in the associated fax.

Within three (3) workdays of completion of mailing, contractor must ship f.o.b. destination, via overnight and traceable means, one complete set of all 13456s' and the associated barrel date stamped postage statements to **IRS, 1111 Constitution Ave. Attn: Glenn Pelishek, Room 6236, Washington, DC 20224.**

Section 3 - Package Construction:

1040-ES-V package consists of items (a) thru (e) inserted into (f). There are 4,800,000 packages and they must meet all the requirements of the U.S. Postal Service and these specifications. See Exhibit 1 for the quantity breakdown by IRS service center.

- 3.1 Each package must contain the following components:
- (a) One set of 1040-ES Tax Vouchers (1 set of voucher nos. 1, 2, 3, & 4).
 - (b) One copy of 1040-V payment voucher/instructions.
 - (c) One copy of 1040-ES Instructions.
 - (d) Four 1040-ES return envelopes (covered window).
 - (e) One extended-flap return envelope (without window).
 - (f) A mailer envelope (covered window).

Section 4 - Vouchers:

4.1 Quantity/Size:

1040-ES Tax Vouchers: 19,200,000 single vouchers - 8 x 3". There are four 1040-ES vouchers in 1 set, and each four voucher set must contain the same address, 4,800,000 4-up voucher sets, 8 x 12". Perforations are required horizontally every 3" inches between vouchers. Contractor to perforate so that vouchers are easily and cleanly separated. Vouchers must be folded, on perforations, to fit mailer envelope.

1040-V Payment Vouchers/Instructions: 4,800,000 single vouchers - 8 x 3". The 1040-V voucher taxpayer address corresponds to the address on the 1040-ES vouchers. The overall size of the voucher and instruction sheet is 8 x 12".

The (4) 1040-ES Tax vouchers and the 1040-V Payment Voucher/Instruction must be joined together and perforated for easy separation. The 1040-ES Tax Vouchers left edge must be joined with the 1040-V Payment Voucher/Instruction to form one continuous 16 x 12" form.

Additional construction option: Head of 1040-ES Tax Vouchers may attach to foot of 1040-V Payment Voucher/Instruction to create one continuous 8" x 24" form.

Variable imaging will be required across the form as shown by exhibit (11) 2&3 of 4. All folds to achieve desired

finished size for inserting into Mailer envelope must occur on perforations. Lead or right hand edge of vouchers must have clean edge, no perforations.

Perforations are required horizontally 3" inches from the bottom trim edge to provide a detached size of 8 x 3". Contractor to perforate so that vouchers are easily and cleanly separated. Fold, on perforations to 8 x 9". Fold again to allow address to fit mailer envelope window.

4.2 Printing:

1040-ES Tax Vouchers: Print face only in PMS 127 Yellow Ink and Black Ink

1040-V Payment Vouchers/Instructions: Print face only in Pantone Process Blue Ink and Black Ink.

Computerized addresses and OCR Scan line on face of vouchers to be imaged in black. (See Section 2 for stock)
Margins: Single voucher - 1/8" head and foot, center sides.

4.3 Computerized Imaging: Vouchers require computerize imaging, either impact or nonimpact (repetitive data on each voucher within a package) of the address, carrier route endorsement, bar code, and 1 scanline directly on the product in OCR-A, Font Size 1, utilizing furnished magnetic cartridges. These cartridges are to be received by the contractor on or before the date specified in the schedule. 100% retrieval of all necessary information is required. It is the contractor's responsibility to ensure that the imaging equipment used for this contract has the capability to image all required areas (See Exhibit 6). *The imaging must be in non-magnetic black ink and the ink cannot contain any magnetic properties such as ferrous oxide. Every 10,000 piece will be imaged with Quality Sample title and XXX in other imaged areas.* (see exhibit 11) Must contain unique number.

Address Copy Changes: The addresses change from package to package. Bar code, carrier route endorsement, and other optional endorsement lines must be in one set position throughout the run, and appear with the address in the window of the mailer envelope of each package. However, the social security number(s) must NOT be imaged in the address area. *The contractor will have to do some programming to 1) output a constant 2-digit numeric character on the scanline of the 1040-V payment voucher and 2) include the Service Center address on the face of all vouchers. The Service Center address will be imaged directly onto the voucher.*

Lockbox Address Changes: The contractor will have to do some programming to create and image the appropriate Lockbox Bank address above and to the right of the voucher scanline in an area 3 x 1/4". Each IRS Service Center will have a different Lockbox Bank Address (See Exhibit 1c, 1d).

If CD-ROMs furnished do not conform to contractor's equipment, the contractor must take IRS data and reformat it to produce all of the required information using their own equipment. The contractor will be required to develop software to edit and reposition the various data elements taken from the CD-ROM to be applied to the vouchers. *The contractor will also be required to produce a unique number for each voucher set, so the contractor may retrieve & reproduce records for any unusable sets, by using their equipment.* If the unique number contains more than 10 characters it must not begin with 1800, 1866, 1877, 1888, or 1900.

The contractor will be required to take information from the furnished CD-ROM and format it to create 11 digit Delivery Point Barcodes for the return and mailing addresses. One barcode is to be positioned on the 1040-ES voucher below the city, state of the return address and the other barcode is to be positioned either between the carrier endorsement line and the first name line or below the last line of the mailing address, which is imaged above the instructions for the 1040-V voucher (see Exhibit 8).

It will be the contractor's responsibility to do a further sortation to a 5 digit delivery point barcode, 3 digit delivery point barcode, and basic ZIP +4 delivery point barcode. In addition, the contractor must convert furnished address CD-ROMs from all carrier route, sack-sorted mail to either all tray-sorted or a combination of the two for the purpose of the government receiving the U.S. Postal Service's delivery point barcoded mail discounts.

Quality Control: The contractor must maintain a thorough quality assurance program to guarantee that not more than 5 percent of the delivered vouchers contain an illegible (non-scanable) line on the voucher when run on Banc Tec Models TRP 700, 9400, 9500, DP500 or Unysis scanner models. The contractor must provide for replacement of any damaged, mutilated voucher sets, or illegibly addressed packages. The contractor must immediately replace any damaged,

mutilated or illegibly addressed voucher sets during the imaging operation. Replacement must be accomplished as damage occurs in order to maintain proper Zip Code sequence. The contractor will be furnished a record layout. Any packages damaged so as to be unusable during the folding and inserting operations must be replaced at end of run by using the unique number on the vouchers to rerun replacement voucher sets. These packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/or mail listing. **Any damaged, mutilated, or illegibly addressed packages MUST be shredded immediately after replacement.** NOTE: IRS Quality pulls must contain unique number as well. The contractor must provide sufficient detail to fulfill the contract requirements for 100% mailing that there are no missing pieces.

4.4 Scanline (See Exhibit 11): The scanline must print in OCR-A, alphanumeric typefont, size 1, must be vertically positioned 1/2" from the bottom of the voucher to the bottom of the scanline, and the rightmost character must end 3-1/2" from the right edge of the form. Allow a clear band of 1/4" above and below the midpoint of the scanline, the scanline should occupy the center of the clear band. The minimum acceptable clear space between characters is 0.014".

Characters in the scanline must not run out of the Optical Reader's field of view. Over a 7-5/8" line of print, the line should not be skewed more than 1.4 degrees. The maximum allowable rotation of the character image is +1.5 degrees measured relative to the baseline of the scanline. All scanlines on the forms must be imaged by either laser or computer imaged in the specified readable OCR ink. The characters must be clean and sharp with well-defined edges. They must have uniform density, no voids or fill-ins, and the strokes are of average thickness. The ink must be sufficiently non-reflective. In addition, there should be no extraneous ink or other marks around the characters. Non-scan information on the voucher should be printed in inks that do not absorb light to which the scanning device is sensitive. Ensure one blank field between each element as described below:

1040-ES Tax Voucher

NNNNNNNNN AA AANN NN N NNNN NNN
 A B C D E F G

Key: N – Numeric A - Alpha

A. TIN/SSN	9		N				Varies
B. Check Digit	2		N				Varies
C. Name Control	4		A				Varies
D. MET	2		A/N				Varies
E. TIN Type	1		N-				Varies
F. Tax Period	4		N				Varies
G. Transaction Code	3		N				Varies
H. Payment Amount	11		N				Varies

1040-V Payment Voucher

NNNNNNNNN AA AANN NN N NNNN NNN
 A B C D E F G

Key: N – Numeric A - Alpha

A. TIN/SSN	9		N				Varies
B. Check Digit	2		N				Varies
C. Name Control	4		A				Varies
D. MET	2		A/N				Varies
E. TIN Type	1		N-				Varies
F. Tax Period	4		N				Varies
G. Transaction Code	3		N				Varies
H. Payment Amount	11		N				Varies

4.5 Preproduction Voucher Samples: Using furnished test cartridges and dummy copy submit 2,540 sets of 1040-ES Tax Vouchers (4-up) (20,800 single vouchers) printed in PMS 127 Yellow and Black Ink and 4,040 single 1040-V Payment Vouchers printed in Pantone Process Blue Ink and Black Ink. Vouchers must be imaged in non-magnetic black

ink on the specified stock. The forms must be perforated, bursted (not cut) to produce single vouchers. They will be used for testing on bank voucher equipment. Submit samples no later than the date specified in the schedule. Produce *150 samples of form using data below. These forms will be folded and remain intact. Contractor will be given an approval, conditional approval, or rejection within nine (9) workdays after receipt of voucher at the control banks. Contractor is not authorized to print prior to this receipt of an approval or conditional approval.

Ship 17,500 samples (2,500 sets - 1 set equals (4) 1040-ES Tax Vouchers and one 1040-V Payment Voucher), at the contractor's expense, by an overnight delivery service as follows: (Include one Lockbox Problem Report Form per bank shipment and mark all container labels "TEST SAMPLES for IRS Package 1040-ES/V".) 500 sets to each of 6 lockboxes as follows:

J P Morgan Chase (Austin Service Center-18)
830 Tyvola Road
Suite 114
Charlotte, NC 28217
Attn: Diane Vincent

Bank Of America (Fresno Service Center-89)
24540 Clawiter Road
Hayward, CA 94545
Attn: Jackie Mendez

Bank of America (Andover Service Center-08)
770 Marshall Phelps Road
Windsor, CT 06095-2106
Attn: Jorge Cestedes

US Bank, St. Louis, MO (Kansas City Service Center-09)
3830 South Grand Ave
St. Louis, MO 63118
Attn: Aric Watson

US Bank, Cincinnati, OH (Fresno, CA - 91)
1401 Dalton Ave
Cincinnati, OH 45214
Attn: Kerri Behanan

Bank of America (Atlanta Service Center - 07)
1688 Phoenix Parkway (College Park)
Atlanta, GA 30349
Attn: Bryant Wade

Bank of America (Kansas City Service Center -10)
770 Marshall Phelps Road
Windsor, CT 06095-2106
Attn: Jorge Cestedes

Ship 35 sets (5 of each service center), imaged using the test CD to: Internal Revenue Service, 1111 Constitution Ave. Room 6242, Attn: Glenn Pelishek, Washington, DC 20224.

The container and accompanying documentation must be marked "FORM/INSTRUCTION/INSERT PROOFS" and must include the GPO Jacket Number.

* scan line: 323456789 AA 0000 05 2 200906 610

AA 32-3456789

ECRL0T **CO 17
 name DEC 2007 S29 J
 and JAMES A & ANDREA A TAXPAYER
 address 16305 Main Ave N.W. 000 [denotes tray number]
 data: ANYTOWN US 99999-9999
 [include delivery pt. barcode]

IRS Internal Revenue Service
 P.O. Box P.O. Box 51000
 address San Francisco CA 94151-5100
 data:

*These samples remain intact) These sets are to be sent using an overnight delivery service to the following:

Ship 100 samples imaged using furnished scan line information (also include shipping documents proving remaining samples have been sent) to U.S. Government Printing Office, Stop PPP, Room C-817, 27 G St. NW, Washington, DC 20401. The container and accompanying documentation must be marked "Attention: IRS Desk, PRIOR-TO-PRODUCTION SAMPLES" and must include the GPO Jacket Number.

*50 samples to: Internal Revenue Service
 C5-163, 5000 Ellin Road
 Lanham, MD 20706
 Attn. Doris Bethea SE:W:CAS:SP:TPM:LP

*50 samples to: Internal Revenue Service
 1111 Constitution Ave.
 Washington, DC 20224
 Attn: Glenn Pelishek, Room 6236

4.6 Proofs: Contractor must submit 2 set(s) of Dylux, or similar proofs, of Form, Instruction, and Insert. **Proof provided must be of 1200 DPI Resolution or better.** Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 4 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. One revised proof will be required. Revised proof will be held 2 days from receipt at IRS until made available for pickup.

Submit proofs by traceable means to: Internal Revenue Service, 1111 Constitution Ave. Washington, DC 20224, Attn: Glenn Pelishek, Room 6236.

The container and accompanying documentation must be marked "FORM/INSTRUCTION/INSERT PROOFS" and must include the GPO Jacket Number.

Section 5 - 1040-ES Instructions:

5.1 Format: (6 page folder):

Size: 23-7/8 x 10-7/8 to 11" folded to 8 x 10-7/8 to 11" and then must be folded suitably to fit mailer envelope.

Margins: Minimum each page - 3/8" head, Center left and right.

Quantity: 4,800,000

Ink: All Pages print in black ink. (See Section 2 for stock)

5.2 Proofs: Contractor must submit 2 set(s) of Dylux, or similar proofs, of Form, Instruction, and Insert. **Proof provided must be of 1200 DPI Resolution or better.** Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 3 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. One revised proof will be required. Revised proof will be held 4 days from receipt at IRS until

made available for pickup.

Submit proofs by traceable means to: Internal Revenue Service, 1111 Constitution Ave. Washington, DC 20224, Attn: Glenn Pelishek, Room 6236.

The container and accompanying documentation must be marked "FORM/INSTRUCTION/INSERT PROOFS" and must include the GPO Jacket Number.

Section 6 - Envelope Specifications:

6.1 General: There are 3 different envelopes, 2 styles of the return envelope and 1 (2versions-copy change) mailer envelope, incorporated in the tax package. Some have printed automated sorting codes which will be processed either on equipment at the IRS Service Centers or by the USPS. **MAILER ENVELOPE MUST SEAL COMPLETELY.**

Envelope Quality Control Procedures: Contractor must establish and administer a quality assurance program which will ensure return envelopes of the proper quality whether they are produced "in line" or at a subcontractor's site.

6.2 1040-ES Return Envelopes (covered window and Security Print required).

Size: 3-5/8 x 8-1/2".

Quantity: 19,200,000.

Printing: All print face and back in carbon base black ink. No copy changes.

NOTE: All 1040-ES envelopes will have a window. The size and placement of the window is to be determined by the contractor. Envelopes MUST meet Postal Regulations. See Exhibits 2 and 3 for construction options.

Mail Sorting Codes for 1040-ES envelopes.

Postal Bar Code: The postal bar code is comprised of fifty-two full and half-bar configurations and is for scanning by the USPS. It is referenced from the bottom and right of the envelope. See USPS Pub. 25.

Facing Identification Marks (FIM Bars) are printed in the upper right face of each envelope. They print the same on all envelopes. FIM Bars will be referenced from the right of the envelope. See U.S. Postal Service Publication 25.

6.3 Extended-flap Return Envelopes (covered window).

Size: 4-1/4 x 9 inches.

Quantity: 4,800,000. See Exhibit 1 for quantity breakdown.

Printing: Envelopes print Pantone 100 Yellow and carbon based Black ink. There are 7 different printings of envelopes – See exhibit 1 and 1C.

Construction for extended flap envelope: Manufacture open side with side seams. All envelopes must have a fold at the bottom, the bottom may not be glued. No perforations are allowed on the bottom and top folds. The flap is 2-1/2" with a 1-3/4" gummed area. Perforate the flap (slit or slot without ink) horizontally 1-1/4" from and parallel to the flap fold and vertically in two places 3-7/16" from left and right edge of the flap. (See Exhibit 4.)

Mail Sorting Codes for the extended-flap return envelope: The printed automated sorting codes will be processed either on equipment at the IRS Service Centers or by the USPS.

IRS Bar Code: The IRS sorting code is comprised of thirty-two full and half-bar configurations and is printed in the center of the face of the envelope and immediately above address. The IRS Bar Code is referenced from the bottom and right of the envelope and must have strict register.

Postal Bar Code: The postal sorting bar code is comprised of fifty-two full and half-bar configurations and is for

scanning by the U.S. Postal Service. A Postal Bar Code will print below each of the two addresses on the extended flap. Postal Bar Codes will be stripped in position on the furnished copy.

Facing Identification Marks (FIM Bars) are printed in the upper right face of envelope. They print the same on all service center addresses. FIM Bars will be referenced from the right of the envelope. See U.S. Postal Service Publication 25.

6.4 Mailer Envelope (with covered window and Security Print Required): Must be side seam with 1-3/8" straight flap with 5/8 to 3/4" heavy adhesive glue strip. MUST SEAL COMPLETELY.

Size: Must not exceed 6-1/8 x 9-3/4".

Quantity: 4,800,000

Printing: All print face and back in Black ink. Approximately 19,000 require a copy change on the front of the envelope, for International Mail. International mail pieces do not use the mailing indicia. (See Exhibit 1B)

6.5 Envelope Proofs: Contractor must submit 2 sets of proofs of each service center return envelope and mailer envelope. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Contractor will be given either an approval, conditional approval, or rejection, may be by telephone. Proofs will be withheld 4 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. At Agency request, revised proof may be requested. Revised proof to be held 2 work days from receipt at IRS until made available for pickup by the contractor.

Contractor must also submit one construction proof of each Business Return Envelope to: IRS, NCFB 5000 Ellin Road, Lanham, MD 20706, Attn: Rene Hall, W:FS:S:Q:S.

Submit proofs by traceable means to: Internal Revenue Service, 1111 Constitution Ave. Washington, DC 20224 Attn: Glenn Pelishek, Room 6236. The container and accompanying documentation must be marked "ENVELOPE PROOFS" and include the GPO Jacket Number.

Section 7 - Addressing and Mailing (F.O.B. Contractor's City except for D.O. 96, D.O. 97, and D.O. 98, which are F.O.B. Destination - see Exhibit 1B):

Section 7.1 Furnished CD-ROM(s): The furnished CD-ROMs are raw unedited mail label records and must be formatted for an address label at the contractor's expense (see exhibit 6). Computer dumps are not acceptable. The CD-ROMs are sorted by ZIP Code. The service center code included in the record layout can be used for sorting addresses by service center. The raw data contained on these cartridges has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization.

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

NCOA Link Processing, LACSLink, & Delivery Point Validation (DPV): Contractor is responsible for taking the IRS raw data file and passing the file against the National Change of Address ^{Link} (NCOA^{LINK}), LACSLink, and Delivery Point Validation (DPV) file using a licensed USPS Full Service Provider. Contractor must specify in their bid the name of the NCOA LINK full service provider to be utilized (see Offers Section 11.4).

New Move Address Indicators: Image, on the "Taxpayer's Name and Address label", "#" symbols vertically, to identify each new move address with a space between the symbols. (the check digit must be suppressed for all new move addresses), this is on the same line as the carrier route endorsement line (the carrier route endorsement line is suppressed. Image at least 4 "#" symbols vertically, to the left of the taxpayer's name and address.

Undeliverables: Code 01/ foreign move, Code 02/ no forwarding address, and Code 03/ closed post office box

will be taken out of the mailing. Provide IRS with a summary report of the NCOA^{Link} Return Codes listing the return code, the address designation, and the how code. In addition, the summary report must include the number of undeliverable mail pieces and the number of good move address mail pieces. Email this report to glenn.r.pelishsek@irs.gov within 3 workdays of completing NCOALINK. Contractor must use Group 1 International Cleansing Software or equivalent for approximately 20,000 international records to increase the deliverability of the foreign mail.

7.2 Unusable CD-ROM: CD-ROMs received in an unusable condition, out of ZIP code sequence, or missing CD-ROMs, will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of CD-ROMs, it will be understood that none exists.* The contractor may notify IRS Enterprise Computing Center (ECC) directly only if there is a physical problem with the CD-ROMs or the shipment in which they are received. Call ECC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; CD-ROM Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last box of CD-ROMs, if more than 1 box.

7.3 Carrier Route Presort: Contractor is responsible for assigning a portion of the mail file in an approved Carrier Route format (carrying carrier route endorsement and number).

The contractor's software package must also analyze and resequence mail lists for tray optimization. It must provide barcoded tray tags coded to addresses.

In general, the carrier route mail preparation must consist of tying or wrapping packages of ten or more pieces, which are less than a full tray, per carrier route. The number of pieces per carrier route is indeterminate, and random (may be resequenced) but will be at least ten. The contractor must tie by carrier route quantities less than a full tray.

7.4 Carrier Route Address: Each carrier route address must contain a carrier route endorsement and carrier route number. There must be no carrier routes that have fewer than ten pieces. Each new carrier route will be identified on the printout listings.

7.5 Printout Listings: Contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route, within ZIP Code, city and state. A subtotal by 5-digit ZIP Code, 3-digit ZIP Code, residual mail, and service center must also be provided.

7.6 Contractor Compliance: The contractor must comply with all U.S. Postal Service regulations governing Standard Mail.

7.7 Pallet Specifications: Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives or regional pallet team.

7.8 ZIP Code Sequence: Contractor must maintain addresses in ZIP code sequence. The first address with either a new five-digit ZIP code, new carrier route, new package or tray must contain change indicators in the City, State Zip Code line.

7.9 Tray/Sack Number Codes: The addressed packages will carry a tray number/code.

7.10 ZIP Code Count Listing: The contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing cartridges for the contractor's use during the addressing operation.

7.11 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of cartridges, monitoring of the imaging, printing, binding, quality control sample selection, packing, staging, and distribution of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. **The contractor will furnish office space to include a desk, telephone, personal computer with CD Drive and internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 8.0, and current Microsoft Office software for submitting**

reports. Access to a fax machine will also be required for the coordinators. This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (The contractor will have long distance charges reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service. The contractor and resident coordinator will conduct product sampling. The contractor must make contractor pulled samples available to the coordinator for review. The coordinator will keep (12) contractor samples each day and submit a report to the IRS Print Specialist. The coordinator will also pull their own quality samples from each production line throughout the day and document (32) on the same report that goes to the IRS Print Specialist. These samples are outside the scope of any sampling the contractor may do as part of their own internal quality plan and must be captured as spoilage and put back into the mailing. The contractor must maintain storage of these samples for a warranty period of 120 days as outlined in GPO contract terms. (See section 9.3)

7.12 Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659 (Exhibit 5). The coordinator will email this report every work day to IRS National Office via internet transmission. In the absence of the coordinator, the contractor must email the report to IRS, attention; Betty.J.Howard@irs.gov. ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.

7.13 Loading Information: In addition to Daily Production Report, contractor must furnish a copy of postal service loading sheets, as trailers are released.

7.14 Order of Addressing: Addressing may be affected by staging considerations.

7.15 CD-ROMs Security/Security Letter: The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of, the CD-ROMs furnished by IRS, nor use or allow any person to use the CD-ROMs for any other purpose than mailing the tax vouchers packages. The contractor must FAX on company letterhead (reference the GPO jacket number), to IRS @ 202-622-3190, Attn: Glenn Pelishek, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS CD-ROMs and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://WWW.IRS.GOV) then click on forms and pubs, or from IRS by calling 1-800-829-3676). (See Privacy Act Exhibit 10).

Section 8 - Packing and Loading

8.1 Trays: The Postal Service will furnish trays upon request.

8.2 Loading and Marking:

The Postal Service First Class Mail will be used for this mailing. The current requirements of the Postal Service, as outlined in the Domestic Mail Manual, must be complied with. Special instructions for the International Mail (D.O. 66, 96, 97, 98, and 99) are variable, and are listed in Exhibit 1B.

8.3 Internal Tying: Pieces may be packed loose (no internal wrapping or tying) in either carrier route or 5-digit ZIP code direct trays. All trays containing mixed carrier routes or 5-digit ZIP codes require internal wrapping or tying in direct bundles of ten or more pieces. See Domestic Mail Manual for more details.

8.4 First Class Mail: The Postal Service will verify the total weight of the mailing. PS Form 3600-R must be completed and submitted for each truckload shipment leaving the plant unless "Optional Procedures" are authorized. IRS will not apply for plant load authorization or optional acceptance procedures. Authorization for Optional Procedure must be requested by the contractor from the RCC in the region the mailing plant is located. The contractor must comply with all Domestic Mail Manual regulations governing use of First Class Mail. The IRS will obtain the USPS First Class mail permit for this mailing.

8.5 Location of Point of Entry: Contractor will specify in his bid the location of his proposed point of entry for the tax package mail. (See Offers Section)

8.6 Postal Trucks: If truck-trailers (vans) will be needed from the U.S. Postal Service it is the contractor's responsibility to schedule an advance planning meeting with the Postal Service and request these services. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan.

Section 9- Quality Systems

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

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

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

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

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

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

9.4 Inspection by the Government: The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

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

The contractor as part of the quality control system will image every 10,000 files with a Quality Control Sample. The sample will contain the words "Quality Control Sample" on the 1040-V voucher, all other data will be xxxxx out. The quality control sample will contain a unique number and will be pulled by the contractor and given to the IRS quality monitor after the piece has been decollated and folded. The IRS will inspect and store such samples at the contractor's facility. This sampling will be done in addition to contractor's internal quality system pulls.

9.5 Quality Systems Plan: *The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1.* The plans shall be submitted to the Contracting Officer, U.S. Government Printing Office, Stop CSAB, Room A-843, 732 North Capitol and H Street NW, Washington, D.C. 20401, Attention: Frank Yator (AST 5). The proposed Quality Systems Plans are subject to Government approval.

9.6 QUALITY ASSURANCE LEVELS AND STANDARDS. - The following levels and standards apply on to the products ordered under these specifications:

Product Quality Levels. -

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.
- (c) Exceptions for Voucher - (1) Trim size and margins must be maintained within a 1/32" variation. The scan line must be held within a tolerance of $\pm 1/32$ ". Any deviation will be considered a major defect. (2) Imaged information on 1040-V voucher MUST match the four 1040ES vouchers. Any deviation will be considered major defect and remedy provision will take effect.

Inspection Levels (from MIL-STD-105).-

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instruction: In the event the inspection of the press sheets is waived by the Government, the following alternate standards (in order of precedence) shall become the Specified Standards.

- P-7. Electronic media, average type dimension in publication.
 P-9. Government furnished material, color match for Pantone or Flint Ink Matching Systems.

Remedy provision for Mismatched vouchers and supplemental mailout.

Maintaining confidentiality of taxpayer information, such as social security numbers, is a vital component of the IRS work process and a taxpayer protected right. When 1040-V vouchers and the (4) 1040ES vouchers do not contain information pertaining to the same taxpayer, a mismatch has occurred. When such occurrences are identified by returned or photocopied examples up to a period two months after the mail completion date, the contractor will be obligated to reproduce identified voucher as well as 50 vouchers with unique number prior to and after the specified mismatch. The contractor will be responsible for producing an IRS letter of explanation to accompany such supplemental mailout and be responsible for postal expenditures.

Section 10 - Production Samples

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

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

These randomly selected copies must be packed separately and identified by a special Government-furnished pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on pink stock. The container and its contents shall be recorded separately on all shipping documents and sent to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, 732 North Capitol & H Sts. NW, Washington, DC 20401.

Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Quality Assurance Random Copies.

B. IRS PACKAGE SAMPLES: 200 addressed with all components inserted in the mailer envelope, unsealed. The following address information should be used on the samples.

scan line: 123456789 AA 0000 05 2 200812 430

name ECRL0T **CR 17
 99 123-45-6789 AA 987-65-4321 200512
 and JAMES A & ANDREA A TAXPAYER
 address 16305 Main Ave N.W.
 data: ANYTOWN US 99999

These sets are to be sent using an overnight delivery service to the following 4 addresses:

50 Copies - Internal Revenue Service/New Carrollton Federal Building

1111 Constitution Ave.
Washington, DC 20224
Attn: Glenn Pelishek, Room 6242,

50 Copies - Internal Revenue Service
Room 6422, Attention: Robert Lemond, W:CAR:MP:M:T:M
1111 Constitution Ave.
Washington, DC 20224

50 Copies - Internal Revenue Service
1111 Constitution Ave.
Washington DC 20224
Attn: Betty Howard, Room 6230

50 Copies - Internal Revenue Service
Attention: Doris Bethea, SE:W:CAS:SP:TPM:LP
C-5-163
5000 Ellin Rd.
Lanham, MD 20706

C. ENVELOPE SAMPLES: Ship or mail 25 copies of each different envelope to the following address. These samples are to be sent daily as changes are made, using an overnight delivery service.

Internal Revenue Service
Room 6236
1111 Constitution Ave.
Washington, DC 20224
Attn: Glenn Pelishek

D. 1040-ES AND EXTENDED-FLAP RETURN ENVELOPE SAMPLES: Ship or mail 25 copies of the 1040-ES envelope and 200 copies of the corresponding Extended-flap envelope, at the beginning of production to each of 8 addresses (a total of 1,800 envelopes). Each envelope change is to be packed separately in cartons and labeled with the Service Center name and the title "LOCKBOX RETURN ENVELOPE SAMPLES".

Ship at the contractor's expense, by an overnight delivery service as follows:

Bank of America (Austin Service Center-18)
1300 South Sherman Street, Suite 200
Richardson, TX 75081-4855
Attn: Kenny Netters

Bank of America (Fresno Service Center-89)
24540 Clawiter Road
Hayward, CA 94545
Attn: Trisha Walsh

US Bank, St. Louis, MO (Kansas City Service Center-09)
3830 South Grand Ave
St. Louis, MO 63118
Attn: Aric Watson

Bank of America (Andover Center-08)
770 Marshall Phelps Road
Windsor, CT 06095-2106
Attn: Jorge Cestedes

US Bank, Cincinnati, OH (Fresno Service Center 91)

1401 Dalton Ave
Cincinnati, OH 45214
Attn: Kerri Behanan

Bank of America (Atlanta Service Center 07)
1688 Phoenix Parkway (College Park)
Atlanta, GA 30349
Attn: Brian Wade

Internal Revenue Service
Doris Bethea SE:W:CAS:SP:TPM:LP
C5 Room 163, 5000 Ellin Road
Lanham, MD 20706

E. PACKAGE SAMPLES: Ship or mail 2 imaged packages, to: U. S. Government Printing Office, Stop CSAB, Room C-817, 732 North Capitol Street NW, Washington, DC 20401, M/F Attention Frank Yator (AST 5).

F. GPO SAMPLES: Ship or mail 12 packages to 2 destinations as follows:

Ship 15 copies, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Ship 2 copies marked "Depository Copies, Item 0964-E" to the U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D.C. 20401. Any cartons containing "Depository Copies" that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

Section 11 - OFFERS

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications.

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

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND THE SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" must be based on a continuing run and must be exclusive of all preliminary charges, and will not be a factor in determining award. Bidder MUST submit a price for each line item under "Additional Rate" Section. If an entry of NC (No Charge) is entered it shall be held the bidder intends to furnish those individual items at no charge to the Government. NA (Not Applicable) should be entered if a line item will not be used.

11.1 4,800,000 mailer packages require: 1) printing, imaging, and folding 1040-ES 4-up voucher sets; 2) printing, imaging and folding 1040-V vouchers/instructions; 3) printing and folding 1040-ES instructions; 4) manufacturing and printing 1040-ES envelopes (19,200,000 total 1040-ES envelopes); (5) manufacturing and printing extended-flap envelopes; and 6) manufacturing and printing mailer envelopes. A completed package requires inserting one 1040-ES 4-up voucher set, one 1040-V voucher/instruction, one 1040-ES instruction, four 1040-ES envelopes, and one extended-flap envelope into a mailer envelope, to be sorted and turned over to USPS.

.....\$ _____

The bidder must state the cost for preparing and implementing the drop shipment plan included in the total bid price above\$ _____

11.2 Prices for scheduled quantity changes "ADDITIONAL RATES"
(A price must be submitted for each applicable line item)

- Printing, imaging, and folding 1040-ES 4-up voucher sets.....per 1,000.\$ _____
- Printing, imaging, and folding 1040-V voucher/instructions.....per 1,000.\$ _____
- Printing and folding 1040-ES instructions.....per 1,000.\$ _____
- Manufacturing and printing 1040-ES envelopes.....per 1,000.\$ _____
- Manufacturing and printing extended-flap envelopes.....per 1,000.\$ _____
- Manufacturing and printing mailer envelopes.....per 1,000.\$ _____
- Inserting voucher sets, instructions, and return envelopes into a mailer envelope.....per 1,000.\$ _____
- Packing, storing, staging and turnover of packages.....per 1,000.\$ _____
- Passing records through NCOA. Link.....per 1,000..\$ _____

11.3 Type of addressing equipment that will be used.

11.4 Name, address, contact person, and phone number of subcontractors, if any, and what they will perform on this contract:

NCOA LINK USPS LICENSED FULL SERVICE VENDOR:

Imaging: _____

(Initials)

Inserting: _____

Envelope Manufacturers: _____

11.5 Post Office for entry of mail packages (Standard Mail):

City _____, State _____

ZIP Code _____

Bidder must fill out, sign or initial as indicated, pages 20 and 21 of these specifications and return them attached to GPO Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 36 H Street NW, Room C-161, Washington, DC 20404.

FACSIMILE BIDS are permitted. Submit facsimile bids to FAX No. 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Email address (required) _____.

FTP address (required) _____

AT THE SAME TIME INVOICES ARE SUBMITTED TO GPO FOR PAYMENT, CONTRACTOR MUST SUBMIT A DUPLICATE COPY AND FREIGHT COSTS TO Internal Revenue Service, 1111 Constitution Ave. Washington, DC 20224 Attn: Glenn Pelishek, Room 6236, SE:W:CAR:MP:P:W:T OR EMAIL TO: glenn.r.pelishek@irs.gov

Name of Firm

Signature of Bidder