



U.S. GOVERNMENT
PRINTING OFFICE

KEEPING AMERICA INFORMED

REQUEST FOR PROPOSAL

Smart Card Personalization Operation

May 11, 2007

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE 1 OF PAGES 94
2. CONTRACT NUMBER	3. SOLICITATION NUMBER GPOSC2007	4. TYPE OF SOLICITATION X NEGOTIATED (RFP)	5. DATE ISSUED May 11, 2007	6. REQUISITION/PURCHASE NO. N/A	
7. ISSUED BY U.S. Government Printing Office Room C838; Stop: CSAPS 732 North Capitol Street, NW Washington, DC 20401 Attn: Sheila Williams, Room # 332, Mail Stop AS		CODE	8. ADDRESS OFFER TO (If other than Item 7) Mailing Address:		

SOLICITATION

9. Sealed offers in original and 5 copies, for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in **Room C-161**, until **2:00 pm** local time **June 11, 2007**.

CAUTION — LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Sheila Williams	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS
		AREA CODE 202	NUMBER 512-0937	EXT. n/a	Swilliams2@gpo.gov

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OFFER (Shall be fully completed by Offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (210 calendar days unless a different period is inserted by the Offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT <small>(See Section I, Clause No. 52.232.8)</small>	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. ACKNOWLEDGMENT OF AMENDMENTS <small>(The Offeror acknowledges receipt of amendments to the SOLICITATION for Offerors and related documents numbered and dated):</small>	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
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5B. TELEPHONE NUMBER AREA CODE NUMBER EXT.	<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY CODE	
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA <i>(Signature of Contracting Officer)</i>	28. AWARD DATE

SECTION B – SUPPLIES OR SERVICES AND PRICES/COST

B.1.0 GENERAL DESCRIPTION

The Contractor shall provide all labor, materials, and supplies needed to perform all requirements set forth in this contract. Price includes all cost/price (e.g. overhead, G&A, profit, etc.) associated with each item. Direct Productive Labor Hour CLINs and Cost Reimbursement CLINs have an estimated “NOT TO EXCEED” ceiling amount.

B.2.0 SERVICES AND PRICES/COSTS

The following abbreviations are used in this schedule:

- CLIN: Contract Line Item Number
- FFP: Firm Fixed Price
- DPLH: Direct Productive Labor Hour
- MMAR: Material Management Acquisition Regulations
- NTE: Not to Exceed
- OQ: Optional Quantities
- CR: Cost Reimbursable

B.3.0 BASE YEAR CONTRACT LINE ITEMS (CLINS)

CLIN	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
0001	Smart Card Personalization Printer (Card Printer) capable of personalizing the physical and logical aspects of a smart card in accordance with requirements set forth in Section C.15.	Each	1		
0002	Installation of the Smart Card Personalization Printer at the GPO facility	Lot	1		
0003	Smart Card Mailing System capable of personalizing a card carrier or letter, electronically matching the carrier to the personalized smart card, affixing the smart card to the letter, and folding the letter for insertion into an envelope, in accordance with requirements set forth in Section C.16.	Each	1		
0004	Installation, including travel, of the Smart Card Mailing System at the GPO facility	Lot	1		
0005	Smart Card Counter capable of electronic counting of smart cards, in accordance with requirements set forth in Section C.17.	Each	1		
0006	Installation of the Smart Card Counter at the GPO facility	Lot	1		

CLIN	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
0007	Smart Card Personal Identification Number (PIN) Mailer Printer capable of printing personalized PIN mailer, in accordance with requirements set forth in Section C.18.	Each	1		
0008	Installation of the Smart Card Personal Identification Number (PIN) Mailer Printer equipment at the GPO facility	Lot	1		
0009	Smart Card Personalization Data Processing System capable of receiving smart card personalization data, processing the data for the smart card personalization process, interface with PKI certificate authorities, generate system activity reports and audit logs, and manage all data flows through the smart card personalization process, in accordance with requirements set forth in Section C.19.	System	1		
0010	Installation of the Smart Card Personalization Data Processing Systems at the GPO facility	Lot	1		
0011	Computer Hardware and Equipment to support the Smart Card Personalization Data Processing Systems, in accordance with the requirements set forth in Section C.19.8	System	1		
0012	Installation of the Computer Hardware and Equipment at the GPO facility	Lot	1		
0013	Materials and Supplies, in sufficient quantity to personalize and issue up to 50,000 FIPS 201 compliant PIV smart cards and PIN mailers, in accordance with the requirements set forth in Section C.12.	Lot	1		
0014	Operator Training on the smart card personalization printer, smart card mailing system, PIN printer and card counter, for up to ten (10) GPO employees	Class	1		
0015	Operator training on the smart card personalization data processing systems and computer hardware, for up to ten (10) GPO employees.	Class	1		
0016	Post-Warranty On-Site Maintenance And Repair Services to support all smart card personalization equipment, including preventative maintenance and remedial maintenance.	Month	12		
0017	Smart Card Testing And Inspection Equipment, to perform visual and electrical inspection	Lot	1		

B.3.1.1 Contract Line Item Numbers for Consulting and Integration Services are Direct Productive Labor Hour CLINs that shall be provided on an on-going and on an as-needed basis. *For Evaluation Purposes Only, the Offeror should base their offer upon 1,040 hours per Labor Category offered. The actual number of Direct Productive Labor Hours may change during the performance of the Contract, and will be adjusted accordingly.*

CLIN	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL NTE PRICE
0018	Consulting and Integration Services to integrate and configure the software systems and required hardware into the GPO information systems environment, including establishing all required interfaces, in accordance with the requirements set forth in Section C.20. (DPLH)	DPLH	1040		
0019	Consulting and Integration Services to support GPO customer integration and configuration on an on-going, as-needed basis, in accordance with the requirements set forth in Section C.20, quoted on a labor hour basis (DPLH)	DPLH	1040		

B.4.0 OPTIONAL QUANTITIES CONTRACT LINE ITEMS (CLINS)

The following CLINs are to be priced for each of the four (4) Optional Years, using the matrix provided as Attachment 8:

CLIN	DESCRIPTION	UNIT	OPTIONAL QTY	OPTIONAL UNIT PRICE	OPTIONAL TOTAL PRICE
0021	Smart Card Personalization Printer (Card Printer) capable of personalizing the physical and logical aspects of a smart card in accordance with requirements set forth in Section C.15	Each	3		
0022	Installation of the Smart Card Personalization Printer at the GPO facility	Lot	3		
0023	Smart Card Mailing System capable of personalizing a card carrier or letter, electronically matching the carrier to the personalized smart card, affixing the smart card to the letter, and folding the letter for insertion into an envelope, in accordance with requirements set forth in Section C.16	Each	3		
0024	Installation of the Smart Card Mailing System at the GPO facility	Lot	3		

CLIN	DESCRIPTION	UNIT	OPTIONAL QTY	OPTIONAL UNIT PRICE	OPTIONAL TOTAL PRICE
0025	Smart Card Counter capable of electronic counting of smart cards, in accordance with requirements set forth in Section C.17.	Each	3		
0026	Installation of the Smart Card Counter at the GPO facility	Lot	3		
0027	Smart Card Personal Identification Number (PIN) Mailer Printer capable of printing personalized PIN mailer, in accordance with requirements set forth in Section C.18	Each	3		
0028	Installation of the Smart Card Personal Identification Number (PIN) Mailer Printer equipment at the GPO facility	Lot	3		
0029	Smart Card Personalization Data Processing System capable of receiving smart card personalization data, processing the data for the smart card personalization process, interface with PKI certificate authorities, generate system activity reports and audit logs, and manage all data flows through the smart card personalization process, in accordance with requirements set forth in Section C.19.	System	1		
0030	Installation of the Smart Card Personalization Data Processing Systems at the GPO facility	Lot	1		
0031	Computer Hardware and Equipment to support the Smart Card Personalization Data Processing Systems, in accordance with the requirements set forth in Section C.19.8	System	1		
0032	Installation of the Computer Hardware and Equipment at the GPO facility	Lot	1		
0033	Consulting and Integration Services to integrate and configure the software systems and required hardware into the GPO information systems environment, including establishing all required interfaces, in accordance with the requirements set forth in Section C.20. (DPLH)	DPLH	1040		
0034	Consulting and Integration Services to support GPO customer integration and configuration on an on-going, as-needed basis, in accordance with the requirements set forth in Section C.20, quoted on a labor hour basis (DPLH)	DPLH	1040		

B.5.0 SECTION 508 COMPLIANCE

- B.5.1 All electronic and information technology (EIT) procured through this task order must meet the applicable accessibility standards at 36 CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at:
<http://www.access-board.gov/508.htm>.
- B.5.2 The Contractor shall indicate, for each line item in the schedule, whether each product or service is compliant or non-compliant with the accessibility standards at 36 CFR 1194. Further, the Contractor shall indicate where full details of compliance can be found (e.g., vendor's web site or other exact location). For each product procured, the Government will include a Product Accessibility Template for that specific tasking. For each tasking under which products are procured, the Contractor shall utilize the Product Accessibility Template to assess any potential accessibility impact, determine which COTS products could be used to solve the particular accessibility challenges, and provide a recommended solution to remedy any potential accessibility difficulties to the Government for approval. Upon receipt of Government approval and direction, the Contractor shall implement the approved accessibility solution.

B.6.0 LONG DISTANCE TRAVEL

- B.6.1 Any long distance travel will be on a reimbursable basis and will be approved in advance by the COTR and the CO. Any travel will comply with the MMAR and the applicable Federal Travel Regulation.
- B.6.2 For all work and services performed at the GPO facility located in Washington, DC and at the GPO COOP location, the Contractor may not separately charge for any travel expenses, as the travel expenses are to be included in the offered unit prices.
- B.6.3 The only travel to be separately reimbursed is that which occurs at specific GPO direction, and with the prior written approval of the COTR and CO, to a GPO Customer location.

SECTION C: STATEMENT OF WORK

C.1.0 BACKGROUND

- C.1.1 A strategic initiative of the U.S. Government Printing Office (GPO) is to establish a government capability and capacity to issue smart card identification credentials to customers providing a trusted, secure supply chain for Federal identification credentials.
- C.1.2 This initiative is consistent with an important part of the historic mission of GPO, which has been to provide the agencies and organizations which make up the three branches of the Federal Government with expert publishing and printing services, on a cost recovery basis, in order to avoid duplication and waste of Government resources.
- C.1.3 The strategic vision of GPO Security and Intelligent Documents business unit is to work with Federal agencies to assist in the safe and secure design, production, distribution, and management of security documents, including those which incorporate electronic and other fraud and counterfeit protection features.
- C.1.4 The GPO has a long history of providing secure printing and security design services for the Federal Government, which includes the United States Passport since 1926 and the development of the e-Passport.
- C.1.5 The current knowledge and expertise of the GPO with regards to security printing and supply chain management of security products will be leveraged to produce smart card identification credentials.

C.2.0 SCOPE OF WORK

- C.2.1 The United States Government Printing Office (GPO) intends to establish a smart card personalization operation (SCPO), owned and operated by GPO, to provide smart card identification credentials in support of Federal Government initiatives and programs for agencies and organizations throughout all three Branches of the Federal Government.
- C.2.2 The GPO SCPO will be located at the GPO-owned facility in the Washington, DC area. GPO plans to also have a continuity of operations (COOP) facility located elsewhere.

C.3.0 GOVERNMENT RESPONSIBILITIES

- C.3.1 GPO will provide a trusted, secure supply chain for the procurement, personalization and issuance of Federal smart card identification credentials, thereby enhancing the overall security of Government identification credentials, through the establishment of the SCPO.
- C.3.2 The GPO will provide the Federal Government (Customers) with a Government operated secured solution that provides a high level of security, encompassing the

physical operations, personnel, material supply chain, and data and information systems needed to produce smart card identification credentials.

C.3.3 The GPO SCPO will utilize the core competencies and internal capabilities of the GPO for security reasons or where efficiencies can be achieved.

C.3.4 The GPO will work with its Customers to respond to their identification credential and smart card requirements. GPO will provide smart card procurement and vendor management, security design, smart card personalization and issuance services.

C.3.5 The GPO will ensure COOP for the SCPO through the use of an alternative location. The final COOP site will be established within the Continental United States at a GPO-owned or other Government-owned facility.

C.3.6 GPO will procure the smart cards and the on-board smart card applications from an established, approved smart card supplier using a separate contract vehicle or GPO will utilize smart cards furnished by GPO customers to support their contract with GPO. When applicable, the smart cards procured by GPO will be compliant with Federal Information Processing Systems (FIPS) Publication 140-2 for cryptographic modules and FIPS 201 for Personal Identity Verification (PIV), and when applicable, on the General Services Administration (GSA) Approved Products List for HSPD-12.

C.4.0 CONTRACTOR RESPONSIBILITIES

C.4.1 The Contractor shall provide the following:

C.4.1.1 Smart Card personalization equipment to be installed at a GPO central print facility located on North Capitol Street NW, Washington, DC 20401. The equipment shall include a smart card personalization printer with an inline card mailing system, an electronic card counter, and Personal Identification Number (PIN) printing equipment.

C.4.1.2 Materials and supplies used by the personalization printer, mailing system and PIN printer equipment offered, in sufficient quantity to personalize and issue up to 50,000 FIPS 201 compliant PIV smart cards and PIN mailers to ensure GPO can begin smart card personalization operations upon the satisfactory completion of the Site Acceptance Tests and Operator Training Program.

C.4.1.3 Smart Card data processing software systems and required computer equipment to support the personalization of smart cards from receipt of customer data to preparation of the data for a central issuance personalization operation.

C.4.1.4 Integration and Consulting Services necessary to integrate and configure the software systems and required hardware into the GPO information systems environment, including establishing all required interfaces and to support GPO customer integration and configuration on an on-going, as-needed basis.

C.4.1.5 Operator training on the smart card personalization printer, software systems and hardware, to be performed in accordance with a mutually approved Training Plan.

- C.4.1.6 On-site maintenance and repair services to support all equipment and systems delivered by the Contractor to begin after the warranty period expires and to be performed on an as-needed annual basis. The maintenance and repair services shall include both preventative maintenance and remedial maintenance for all equipment and systems delivered by the Contractor.
- C.4.1.7 Smart card testing and inspection equipment, including any tools and fixtures necessary to perform visual and electrical inspection to verify that the personalized smart cards were produced in compliance with all specifications and standards, and are of sufficient workmanship quality.
- C.4.2 **OPTIONAL QUANTITIES:** GPO may purchase the following optional quantities from the Contractor during the life of the Contract:
- C.4.2.1 A maximum of three (3) Smart Card personalization printers with an inline card mailing system, three (3) electronic card counters and three (3) PIN printers, to be installed at a GPO-owned or –leased print facility in the United States. The smart card personalization printers may be delivered and installed at multiple GPO facilities within the United States.
- C.4.2.2 A maximum of two (2) software systems and required hardware to support the personalization of smart cards from receipt of customer data to preparation of the data for a central issuance personalization operation. The systems and hardware may be delivered and installed at multiple GPO facilities with the United States.
- C.4.2.3 A maximum of two (2) Operator training sessions on the smart card personalization printer, software systems and hardware, to be performed in accordance with a mutually approved Training Plan on an as-needed basis. The Operator training sessions may be performed at multiple GPO locations within the United States.
- C.4.3 The Contractor shall be responsible for successfully completing a Site Acceptance Test (SAT) for all delivered equipment and systems.

C.5.0 GENERAL REQUIREMENTS

C.5.1 Contractor Personnel

- C.5.1.1 The Contractor shall provide the necessary staffing, with the appropriate skills and knowledge level, to support the following activities:
- C.5.1.1.a Delivery, set-up and installation of the equipment and systems at the GPO location.
 - C.5.1.1.b Training of GPO personnel in the operation of the equipment and systems.
 - C.5.1.1.c Integration and configuration of the equipment and systems as required in support of GPO and its Customers, including establishing the required interfaces and connectivity to the PKI Certificate Authority (ies) to

enable the GPO to receive smart card personalization data from its Customers.

C.5.1.1.d Successful completion of the SAT.

C.5.1.1.e Warranty and post-warranty maintenance and repair of the equipment and systems.

C.5.1.2 The Contractor shall identify all key personnel to be assigned to this program as part of their proposal. The Contractor shall submit as part of their proposal a brief, one (1) page resume for the key personnel proposed, which shall include the relevant experience and education of the key personnel.

C.5.1.3 While personnel are not required to have successfully passed the required background examinations or level of security clearances required per paragraph C.6.4, “Background Examination Requirements for Contractor Personnel”, at the time proposals are submitted, Contractors shall ensure that all key personnel proposed will be able to successfully complete the Government’s clearance process.

C.5.1.4 The key personnel shall be assigned for the duration of this contract, but may be replaced or removed subject to the key personnel provisions set forth in Section H, paragraph H.10.

C.5.2 **Accessibility Requirements**

C.5.2.1 All applications, elements, components, assemblies, and systems of the Contractor’s software services and software shall meet the accessibility requirements set forth in Section 508 of the Rehabilitation Act of 1973 (29 United States Code 794d), as amended by the Workforce Investment Act of 1998 (Public Law 105-220), August 7, 1998. Complete technical descriptions are publicly available in hard copy or on the Internet (<http://www.section508.gov>).

C.5.3 **Availability of Equipment and Software**

C.5.3.1 All hardware and software proposed in response to this solicitation document shall have been formally announced for general release on or before the closing date of the solicitation, with the exception of software code or interface protocols that shall be specifically developed or created by the Contractor for integration with the GPO production processes and internal information systems. Failure to have equipment or software announced prior to submission of proposals may render the Contractor’s proposal unacceptable.

C.5.4 **Compliance Certification of Equipment and Software**

C.5.4.1 **FIPS 140-2, Cryptographic Modules**

C.5.4.1.a Any cryptographic keys generated, or used, by the systems or any component of the system, shall be generated within a FIPS 140-2 validated cryptographic module with overall validation at Level 2 or

above. In addition to an overall validation of Level 2, the systems shall be capable of providing Level 3 physical security to protect the PIV private keys in storage.

C.5.4.1.b All the cryptographic modules both on-card and in the issuing software shall be validated to FIPS 140-2 with an overall Security Level 2 or higher.

C.5.4.2 FIPS 201, Personal Identity Verification of Federal Employees and Contractors

C.5.4.2.a It is the intent of GPO to produce FIPS 201 compliant PIV smart cards with the equipment and systems acquired from the Contractor. Therefore, in accordance with FIPS 201, the Contractor shall certify that all products and services, for which compliance is required, have been successfully evaluated, tested and accredited by the National Institute of Standards and Technology (NIST). The Contractor shall also certify these products and services have been successfully evaluated, tested and approved for use by the Federal Government by the General Services Administration in accordance with the interoperability and performance criteria established by GSA. The Contractor shall deliver only products and services that have been certified by NIST and approved by GSA, as appropriate, when such components are commercially available.

C.5.4.2.b The listing of products and services requiring evaluation, test and approved by GSA may be accessed at: <http://fips201ep.cio.gov/>.

C.5.4.2.c The Contractor shall demonstrate in their proposal, by providing documentary evidence, FIPS 201 certification and GSA interoperability approval, or a plan to ensure that all products are fully compliant prior to award of the contract, for those products and services, including both hardware and software components, that require FIPS 201 compliance certification and GSA interoperability compliance.

C.5.5 Location

C.5.5.1 The Contractor shall deliver, install and configure all equipment, supplies, materials, systems and hardware purchased under this contract to the GPO facility located on North Capitol Street NW, Washington, DC, 20401. The Contractor will provide operator training and perform all maintenance, repairs and upgrades at this same GPO location.

C.5.5.2 GPO reserves the right to designate additional locations for the delivery, installation and configuration for the optional purchase quantities and equipment, along with the related training and maintenance services.

C.5.5.3 The Integration and Consulting Services work to be performed by the Contractor shall be performed at the GPO unless specifically authorized in advance, in writing, by GPO.

C.5.6 Remote Access to Systems

C.5.6.1 When Contractor remote access to GPO systems is authorized by GPO the following provisions shall be strictly enforced.

C.5.6.1.a A GPO approved secure communications channel has been established by the Contractor to the GPO.

C.5.6.1.b Access to the systems is restricted to authorized Contractor personnel who have a demonstrated need to access the system and who have been successfully adjudicated through the required personnel background security requirements as detailed in paragraph C.6.4.

C.5.6.1.c Remote access may be used by the Contractor to perform system maintenance, software updates and upgrades. Remote access to the personalization data files shall not be permitted.

C.5.6.1.d The Contractor shall not be permitted to extract data from the system for any purpose without the prior knowledge and written consent of the Contracting Officer's Technical Representative (COTR).

C.5.6.1.e Should GPO determine at a future date, that the work performed by the Contractor or the data handled by the Contractor is classified, then GPO will require that all work be performed at a cleared facility, with all involved Contractor personnel subject to background investigations as required in paragraph C.6.4.

C.5.7 Physical Specifications

C.5.7.1 There are no physical limitations or requirements for the Contractor's equipment and systems. The GPO operational facility is blend of traditional printing, light manufacturing, and clean environments, with both secure and non-secure areas.

C.5.7.2 The Contractor shall provide as part of their proposal, the physical dimensions of each of the components to be provided, the including the recommended clearances and work space for the equipment, operators and work product. The Contractor shall provide a detailed diagram indicating the dimensions of the equipment, cabling requirements, and floor plan recommendations.

C.5.8 Environmental Requirements

C.5.8.1 There are no environmental limitations, restrictions or requirements that the Contractor's equipment and systems are required to meet. The GPO is committed to working with the Contractor to make any reasonable facility renovations or modifications, at the expense of GPO.

C.5.8.2 The Contractor shall provide detailed information on the recommended operating environment to ensure the successful operation of the equipment, systems and computer equipment, to include power requirements; heat generation calculations;

operating noise levels; level of ventilation, humidity control, cooling; and cleanliness specifications for optimum results.

C.5.9 Interoperable and Integrated Systems and Equipment

C.5.9.1 The goal of the GPO is to promote and adopt open standards and specifications throughout the Government when the use of Government-owned or Government-developed standards or specifications is not available.

C.5.9.2 The Contractor shall provide a fully interoperable and integrated system which allows GPO Customers to specify the level of personalization required to support their mission.

C.5.9.3 The equipment and systems provided by the Contractor shall permit GPO to use smart card stock, on-board smart card applications and PKI certificates acquired from multiple sources of supply without degradation of performance or quality.

C.5.9.4 The Contractor provided equipment and systems shall be capable of supporting the personalization and issuance of smart cards containing multiple applications and/or multiple certificates.

C.5.10 Technology Changes And Advancements

C.5.10.1 GPO recognizes that technologies, manufacturing equipment and processes are continuously evolving and advancing. GPO desires to remain current and up-to-date with commercial equivalents and practices, and anticipates modifications, enhancements, replacements and upgrades will be necessary during the life of the Contract.

C.5.10.2 Therefore, the Contractor software, systems and equipments delivered under this contract shall have the capability and flexibility to incorporate appropriate evolving technology and advances in smart cards, including smart card personalization, chip encoding and smart card applications. The Contractor shall also be able to incorporate new algorithms, formats, technologies, mechanisms, media and equipment as appropriate and approved by GPO.

C.5.10.3 The Contractor software, systems and equipment delivered under this contract shall be able to comply with current and revised future Federal privacy and security requirements, including any Federal requirement mandated, including but not limited to FIPS 201, FISMA, E-Government Act of 2002, and the Privacy Act.

C.5.10.4 The Contractor shall, propose enhancements, modifications and upgrades to the systems, equipment and processes which will reduce GPO's risk, meet new or changed Government needs, improve performance, or otherwise present a service advantage to the Government.

C.6.0 SECURITY REQUIREMENTS

C.6.1 Privacy

C.6.1.1 The systems provided by the Contractor under this contract will be maintaining one or more “systems of records” requiring protection under Section 552a, Title 5 of United States Code (5 U.S.C. 552a). The Contractor proposed system shall meet, and certify compliance with, the minimum standards for protecting and reporting on these systems of records as set forth in 5 U.S.C. 552a.

C.6.1.2 GPO shall be responsible for compliance with the regulations for protecting and reporting on these systems of records as set forth in Appendix I (Federal Agency Responsibilities for Maintaining Records About Individuals) to the Office of Management and Budget (OMB) Circular Number A-130 (Management of Federal Information Resources).

C.6.1.3 The smart card personalization software and information systems shall be capable of meeting all applicable Federal privacy laws and regulations that apply to protecting the data maintained in the smart card and system components.

C.6.1.3.a The data received into and processed by the GPO within the smart card operation center is considered Sensitive but Unclassified.

C.6.1.3.b All data, systems and related processes used shall be in compliance with the Privacy Act of 1974, 5 U.S.C. Section 552a, the Paperwork Reduction Act of 1995, the Federal Information Security Management Act of 2002 (FISMA), E-Government Act of 2002, OMB Policy Memorandum M-03-22: OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, 26 September 2003; OMB Circular A-130, Policy For The Management Of Federal Information Resources, Clinger-Cohen Act of 1996, and OMB Policy Memorandum M-05-24: Implementation of HSPD-12 – Policy for a Common Identification Standard for Federal Employees and Contractors, 5 August 2005.

C.6.2 Security Records And Activity Logs

C.6.2.1 All Contractor systems shall generate and maintain system activity audit logs by system or process, to provide the GPO with the means to accomplish the security-related objectives of this contract, including individual accountability, event reconstruction, intrusion detection and problem identification. System activity audit logs shall be maintained for all data handling and data processing systems, including the Card Printer and PIN Mailer. GPO shall be responsible for all reviews of the system activity logs.

C.6.2.1.a The system activity audit logs shall include sufficient information to establish what events occurred and who or what caused them. The logs will contain, at a minimum, the type of event and its result, date and time

of the event, user identification associated with the event and the program or command used to initiate the event.

- C.6.2.1.b The system activity audit logs shall be tamper evident and contain alarm alerts, for events that indicate system failures or breaches, which shall be noted and readily noticeable.
- C.6.2.1.c The system activity audit logs shall be stored in a manner to protect from unauthorized access and to protect the security, confidentiality, integrity and privacy of the data maintained by the audit logs.
- C.6.2.1.d The system activity audit logs shall support the ability to electronically search and query the log files. The system activity audit logs shall be able to support searches and queries by user, application, data and time in order to be able to generate reports for the selected information.
- C.6.2.1.e The system activity logs shall be accessible by GPO.

C.6.3 **Security Certifications and Audits**

- C.6.3.1 GPO, or its representatives, will perform all security audits and inspections required.

C.6.4 **Background Examination Requirements for Contractor Personnel**

- C.6.4.1 GPO will require all Contractor personnel involved in the performance of this contract to have a successfully adjudicated background investigation, or GPO provisional clearance, including personnel working at the Contractor facility during installation and establishment of the equipment and systems.
 - C.6.4.1.a All Contractor personnel entering GPO production facilities to perform installation, setup, testing, maintenance, repair and upgrades to the smart card personalization systems and equipment, shall have at a minimum, a National Agency Check with Inquiries (NACI) that has been favorably adjudicated by an appropriate Government authority, which will be made available for GPO review upon request.
 - C.6.4.1.b All Contractor personnel involved in the establishment, integration and configuration of the software and IT systems, including all activities related to data receipt and handling, personalization encoding, software coding, key management, and PKI certificate generation, shall have at a minimum, a Limited Position of Public Trust, and may if required, be able to obtain a Secret Clearance, which will be made available for GPO review upon request.
- C.6.4.2 The GPO will permit Contractor personnel access to the facility, pending completion of the appropriate level of background examination as set forth above, provided this has been made known to and approved by the GPO. Prior to beginning work, the Contractor will provide GPO Director of Security Services with the following

information on each individual: Full Name, Date of Birth, Social Security Number, and Place of Birth.

C.6.4.3 Should GPO determine that an individual does not have a favorably adjudicated background examination, the individual will not be permitted to work on this Contract and the Contractor will be required to provide GPO with an acceptable replacement, without impact or delay to the delivery schedule.

C.6.4.4 GPO will be responsible for sponsoring the Contractor's requirements to have the appropriate background examination completed for the Contractor's personnel and the GPO will provide provisional clearances as necessary.

C.7.0 Non-Disclosure Agreement (NDA)

C.7.1 All Contractor personnel performing work on this Contract shall be required to complete and sign a Non-Disclosure Agreement (NDA) with GPO upon Award of the Contract. (See Section J, Attachments, Attachment 7.)

C.8.0 DELIVERIES, INSPECTION AND ACCEPTANCE

C.8.1 Schedule

C.8.1.1 The Contractor shall submit a proposed project timeline as part of their offer.

C.8.1.2 The maximum desired GPO program milestones, measured in calendar days from time of Contract Award, for the performance of this contract are as follows:

Milestone	Completion Date
GPO completes the Facility Modifications and Enhancements to support the Contractor's operations and equipment requirements	60 days after award
Contractor Delivers and Installs Card Personalization Equipment and Related Materials and Supplies	60 days after award
Begin Site Acceptance Test (SAT)	65 days after award
Successfully Complete Site Acceptance Test	90 days after award
Contractor Begins Personalization Operator Training of GPO Employees	5 days after Successful Completion of SAT

C.8.1.3 In accordance with FIPS 201, GPO will be responsible for performing a Certification and Accreditation (C&A) of the smart card personalization operation prior to the commencement of operations and issuance of smart cards to GPO Customers. The C&A will be reliant upon the Contractor's performance.

C.8.2 Site Acceptance Tests

- C.8.2.1 The Contractor shall successfully pass the Site Acceptance Test (SAT) to demonstrate and validate successful compliance with the terms and conditions of the contract, including compliance with the required Federal data and information systems security and privacy requirements and the operational performance of the equipment and systems.
- C.8.2.2 The SAT will be conducted at the GPO facility after the Contractor has completed the delivery, installation, setup and configuration of the Equipment and Systems. GPO Information Technology and Security, Plant Operations, COTR, and the Contracting Officer (CO) will conduct the SAT. The Contractor shall have on site at GPO the necessary personnel to demonstrate that the Equipment and Systems provided under this contract meet the requirements of the SAT. The Contractor shall be responsible for successful completion of the SAT prior to GPO acceptance of the equipment and systems.
- C.8.2.3 The SAT shall consist of an audit, assessment and inspection of the Contractor delivered equipment, software, systems, computer hardware, and established interfaces to ensure Contractor compliance with all applicable contract terms, including security, privacy, and performance.
- C.8.2.3.a Personalization equipment (Card Printer and Card Mailer) SAT shall include an assessment to ensure that (1) the equipment meets the operational performance and capability standards set forth in this Statement of Work; (2) the smart cards personalized by the equipment meet the quality standards for workmanship and accuracy, including the ability to read the information encoded on the smart card through both the contact and contactless interfaces; (3) the smart cards are accurately matched and attached to the personalized letter carrier, which meets the quality standards for workmanship, including the print quality and folding; (4) the equipment meets the standard set forth in this Statement of Work for the time required to encode the smart card chip and perform the graphical personalization.
- The SAT for the electronic card counter shall include an assessment to ensure that (1) the equipment meets the operational performance and capability standards set forth in this Statement of Work; (2) the accuracy of the counts performed for contactless and contact smart cards and non-chip cards; and (3) an assessment of the audit functions and reports generated by the electronic card counter for accuracy.
- C.8.2.3.b The SAT for the personalization software systems shall include an assessment to ensure (1) accuracy and integrity of the information processed through the entire system, from receipt through personalization; (2) the successful connection and interface to the PKI Certificate Authority; and (3) compliance with data security and privacy requirements.

C.8.2.3.c The SAT will include a system integration test to validate (1) the components of the system, including all equipment, data handling and processing systems, work together as a comprehensive system functionally and technically to support the overall operational, security and performance objectives; and (2) the interfaces to the external components, such as the PKI CA, meet all operational, security and performance requirements.

C.8.2.4 The Contractor shall be given two (2) occasions to successfully demonstrate compliance with the SAT requirements. The Government will, if the Contractor fails to perform any of the stated requirements, terminate the Contractor in accordance with MMAR 52.249-8, "Default (Fix Price-Supply and Services) APR 1984".

C.9.0 MAINTENANCE AND REPAIR

C.9.1 The Contractor shall maintain and repair the equipment, systems, software and hardware provided under this contract to ensure maximum availability, productivity, accuracy and quality. The Contractor shall supply all required replacement and spare parts as part of the Contract.

C.9.2 The Contractor shall respond to all GPO requests for equipment repair within four (4) hours or sooner from time of the request. The Contractor shall be available for emergency equipment repairs after regular business hours.

C.9.3 GPO will work with the Contractor to schedule all preventative maintenance during normal GPO business hours, Monday through Friday, 7:00 am to 4:00 pm, Eastern Standard Time (EST).

C.9.4 The Contractor shall respond to all critical GPO requests for systems and software technical support within four (4) hours or sooner from time of request; non-critical issues should be responded to within twenty-four (24) hours. Technical support should be available to GPO authorized personnel via telephone and email.

C.9.5 The Contractor shall also provide maintenance and repair service agreement to address the post-warranty period, including parts.

C.10.0 Contractor Documentation

C.10.1.1 The Contractor shall provide as part of this Contract documentation on the operation and use of the equipment and systems. The documentation shall be specific to the equipment and systems purchased under this contract, and shall be written in clear, concise English readily understandable by GPO personnel after completion of the Contractor's training program. The Contractor shall provide the no less than three (3) sets of all required documentation, in hard copy and bound format, either loose leaf, three-ring binder or stitched book format. In addition to the bound, hard copies, the Contractor shall provide the documentation in electronic format (Microsoft Word or Adobe PDF) on either compact disk (CD) or Universal Serial Bus (USB) external drives.

C.10.1.2 The specific documentation required is detailed in paragraph C.15, "Technical Requirements" for each of the items to be provided under this Contract.

C.11.0 Operator Training

C.11.1.1 The Contractor shall provide Operator Training (Training) as part of this Contract. The Training shall be performed after successful completion of the Site Acceptance Test for all equipment and systems delivered.

C.11.1.2 The Contractor shall train a minimum of ten (10) GPO employees on the smart card personalization equipment (Card Printer, Mailer and Counter) and a minimum of ten (10) GPO employees on the smart card personalization systems.

C.11.1.3 The Training shall occur at the GPO location, during the GPO normal plant operation business times, Monday through Friday, from 7:30 am to 4:00 pm Eastern Standard Time (EST) prevailing Washington, DC time.

C.11.1.4 The training shall include classroom training using Contractor provided training materials and user guides and hands-on demonstration and operation of the equipment. The Contractor shall provide the training materials in written and electronic format.

C.11.1.5 The Training shall provide a comprehensive, in-depth review of the smart card personalization equipment and systems, to include operations, error handling and recovery, rework, and routine maintenance, in accordance with a mutually agreed upon Training Program.

C.11.1.6 The Contractor shall certify that GPO personnel have successfully passed the Training Program upon completion of the training session.

C.12.0 Smart Card Personalization Materials and Supplies

C.12.1.1 The Contractor shall provide all required materials and supplies used by the personalization printer, mailing system and PIN printer equipment offered, in sufficient quantity to personalize and issue up to 50,000 FIPS 201 compliant PIV smart cards and PIN mailers to ensure GPO can begin smart card personalization operations upon the satisfactory completion of the Site Acceptance Tests and Operator Training Program.

C.12.1.2 The Contractor supplied materials and supplies shall include, at a minimum, color print ribbons, black print ribbons, cleaning tapes and cleaning rollers used by the Card Printer for graphical card personalization; white paper stock and card affixing materials used by the Card Mailer; and PIN Mailer materials used by the PIN Printer.

C.12.1.3 GPO will acquire the necessary materials and supplies beyond that required to personalize and issue up to 50,000 FIPS 201 compliant PIV smart cards and PIN mailers through the issuance of a separate contract vehicle(s).

C.13.0 Smart Card Personalization Testing and Inspection Equipment

C.13.1.1 The Contractor shall provide smart card testing and inspection equipment, including any tools and fixtures necessary to perform visual and electrical inspection to verify that the personalized smart cards were produced in compliance with all specifications and standards, and are of sufficient workmanship quality.

C.14.0 TECHNICAL REQUIREMENTS: INTEGRATED SYSTEM

C.14.1 The fully integrated system, including all equipment, software, systems and hardware, shall be capable of supporting the GPO Customer Service Level Agreement to receive, personalize, and prepare for shipment, a data file containing up to 1,000 FIPS 201-compliant smart card personalization records within 48 hours from time of data receipt.

C.14.2 A block diagram of the fully integrated system is provided as Attachment 4.

C.15.0 TECHNICAL REQUIREMENTS: SMART CARD PERSONALIZATION PRINTER

C.15.1 Description

C.15.1.1 The smart card personalization printer (Card Printer) shall be capable of personalizing the physical (visual surface) and logical (contents of the integrated circuit) aspects of the smart card.

C.15.2 Operating System and Data Handling Requirements

C.15.2.1 The Card Printer shall be Microsoft Windows based, with an intuitive user/operator interface.

C.15.2.2 The Card Printer shall be able to support rapid design of card layouts, true type fonts, font sizes 6.5 and larger, JPEG, TIF, BMP, PCX image formats; system diagnostic tools are desirable.

C.15.2.3 The Card Printer system should support easy and rapid loading of preconfigured system settings. The system should allow the personalization functions to be easily enabled and disabled by the operator or by the production data, permit easy loading of preconfigured system settings, and support configurable time-outs for encoding/programming operations.

C.15.2.4 The system should include system diagnostic tools, and support performing diagnostics and troubleshooting by GPO personnel.

C.15.3 Security and Privacy Requirements

C.15.3.1 The card printer shall support user access control, utilizing user login authentication and access privileges to permit operator access to the system and card data.

C.15.3.2 The card printer system shall provide for secure storage of sensitive configuration data.

C.15.3.3 The card printer system should be capable of generating and maintaining system activity audit logs, to provide GPO with security auditing tools, including individual accountability, event reconstruction, intrusion detection and problem identification.

C.15.4 Interface Requirements

C.15.4.1 The card printer shall have 100MB Ethernet interface (100BaseT) network connectivity and be able to operate in a networked environment that may have the printer located remotely from the workstation on a LAN/WAN and support multiple printers.

C.15.4.2 The smart card reader interface shall support standard PC/SC and PKCS11 card reader drivers with support for custom software; integration with 3rd party encoding Application Protocol Data Unit (ADPU).

C.15.4.3 Card personalization production data input sources to be supported include relational database, disk file, card read-back, and from card printer keyboard.

C.15.5 Functional Requirements

C.15.5.1 Personalization Capabilities

C.15.5.1.a Card Sizes and Types: ID-1 format; ISO 7816 Contact smart cards; ISO 14443 Type A and B Contactless smart cards; Dual interface smart cards.

C.15.5.1.b Magnetic Stripe Encoding: high and low coercivity, ISO, AAMVA encoding formats; read-back/verify capability.

C.15.5.1.c Graphics Printing: single and dual sided graphic printing; single color and full color printing of text and/or graphics, including 2D and 1D barcodes, signatures and artwork; photographs printed in black, continuous tone and full color; print resolution minimum of 300 dpi.

C.15.5.1.d Smart Card Encoding: initialize card, load and personalize card applications or applets, including biometric data; generate, load and manage PKI certificates and cryptographic keys; card and smart card chip data read-back/verify capability.

C.15.5.1.e Coatings and laminates: application of edge-to-edge protective and security materials, to the front and/or rear of the card, to extend the life of the card or to provide an additional security layer to the card.

C.15.5.1.f Card Handling: pre-load at least 500 cards with multiple, software settable sources; self-cleaning mechanism with configurable cleaning cycle; output cards to multiple, software settable stackers, or directly into a mailing system; configurable handling of rejected cards with optional automated remake of cards.

C.15.5.2 The Card Printer should be modular, scalable and readily be upgradeable to handle increased smart card personalization volume requirements and/or to allow for the addition of new or different personalization printing technologies as they are required or as they become available.

C.15.6 Performance Requirements

C.15.6.1 Graphical personalization should be a minimum of 900 cards per hour, assuming printing of a full color photograph.

C.15.6.2 Encoding of dual interface smart cards should be a minimum of 300 cards per hour, assuming six (6) minutes per card encoding time.

C.15.6.3 The duty cycle should support at least 500,000 smart cards per year, assuming a sixteen (16) hours per day, five (5) days per week operation.

C.15.7 Maintenance Requirements

C.15.7.1 The Contractor shall perform all required maintenance and repair of the Card Printer, and shall supply all required spare and replacement parts, on both an as-needed and a regular schedule to ensure a minimum of 90% equipment availability, assuming GPO operates the equipment five days per week, sixteen hours per day.

C.15.8 Documentation Requirements

C.15.8.1 Prior to delivery, the Contractor shall provide GPO complete, written user documentation for the Card Printer sufficient to permit GPO personnel to perform routine operation of the equipment including error recovery, installation of supplies and materials used during personalization, and maintenance.

C.16.0 TECHNICAL REQUIREMENTS: SMART CARD MAILING SYSTEM

C.16.1 Description

C.16.1.1 The smart card mailing system (Mailing System) shall be capable of personalizing a card carrier or letter (Carrier), electronically match the Carrier to the personalized smart card, affix the smart card to the letter, and fold the letter for insertion into an envelope. The GPO desires a Mailing System that is integrated and inline to the Card Printer.

C.16.2 Operating System and Data Handling Requirements

C.16.2.1 The Mailing System shall be able to support rapid design of carrier layouts, true type fonts, font sizes 6.5 and larger, Microsoft Word, JPEG, TIF, BMP, PCX image formats; system diagnostic tools are desirable.

C.16.2.2 The Mailing System should support easy and rapid loading of preconfigured system settings; enabling and disabling of system modules

C.16.2.3 The system should support performing remote diagnostics and troubleshooting.

C.16.3 Interface Requirements

C.16.3.1 The Mailing System shall have Ethernet network connectivity and be able to operate in a networked environment that may have the card mailer located remotely from the workstation on a LAN/WAN and/or multiple printers operating from a single workstation.

C.16.3.2 Carrier personalization production data input sources to be supported include relational database, disk file, card read-back, and from card printer keyboard.

C.16.4 Functional Requirements

C.16.4.1 Card Carrier Printing and Folding Capabilities

C.16.4.1.a Carrier or Letter: 8-1/2" x 11", standard paper weights, ideally without perforations or scoring required for folding; pre-loading capacity minimum of 1,000 sheets of a single carrier stock.

C.16.4.1.b Graphics Printing: single and duplex graphic printing; black printing of text and/or graphics, including 2D and 1D barcodes, signatures and artwork; print resolution minimum of 600 dpi.

C.16.4.1.c Carrier Folding Configurations: minimum tri-fold for insertion into standard commercial letter window envelope.

C.16.4.2 Card Placement Capabilities

C.16.4.2.a Card Placement: support up to four (4) personalized smart cards matched and affixed to a single carrier, number of cards per carrier is software selectable based upon input data.

C.16.4.2.b Card Matching and Affixing: cards are machine matched with the match verified for accuracy; cards are securely affixed to the carrier and may be removed and reattached for inspection and error recovery; the material used to affix the card should be tamper resistant.

C.16.4.3 The Mailing System should be readily be upgradeable to handle increased volume requirements and/or to allow for the addition of new or different personalization printing technologies as they are required or as they become available.

C.16.5 Performance Requirements

C.16.5.1 The Mailing System carrier printing should be a minimum of 900 carriers per hour, assuming simplex printing.

C.16.5.2 The duty cycle should support at least 500,000 carriers per year, assuming a sixteen (16) hours per day, five (5) days per week operation.

C.16.6 Maintenance Requirements

C.16.6.1 The Contractor shall perform all required maintenance and repair of the Mailing System, and shall supply all required spare and replacement parts, on both an as-needed and a regular schedule to ensure a minimum of 90% equipment availability, assuming GPO operates the equipment five days per week, sixteen hours per day.

C.16.7 Documentation Requirements

C.16.7.1 Prior to delivery, the Contractor shall provide GPO complete, written user documentation for the Mailing System sufficient to permit UGSPO personnel to perform routine operation of the equipment including error recovery, installation of materials and supplies used during printing, and maintenance.

C.17.0 TECHNICAL REQUIREMENTS: SMART CARD COUNTER

C.17.1 Description

C.17.1.1 The smart card counter (Counter) shall be capable of fast, accurate, electronic counting of smart cards, including both contact and contactless types.

C.17.2 Operating System and Data Handling Requirements

C.17.2.1 None

C.17.3 Security and Privacy Requirements

C.17.3.1 The Counter should be capable of generating and maintaining system activity audit logs, to provide GPO with security auditing tools, including individual accountability, event reconstruction, intrusion detection and problem identification.

C.17.4 Interface Requirements

C.17.4.1 The Counter shall have at a minimum, one each serial and parallel port, to permit connection of the Counter to a PC Computer and a printer for performing analysis and security audit controls.

C.17.4.2 The Counter shall have a user interface to allow the operator to adjust and calibrate the Counter.

C.17.5 Functional Requirements

C.17.5.1 The Counter shall be capable of automatically counting up to 500 ID-1 format contact and contactless smart cards at a single time.

C.17.5.2 The Counter shall be capable of verifying the card count through multiple scans to increase the accuracy and consistency of the counts.

C.17.5.3 The Counter shall have alarms to alert the user of errors.

C.17.6 Performance Requirements

C.17.6.1 Electronically count up to 500 ID-1 format contact and contactless smart cards at a single time with 100% accuracy of the count.

C.17.6.2 The Counter shall be able to count cards packaged or placed into standard card sleeves, or boxes, containing up to 500 cards, with or without shrink-wrap, or in a standard work tray, without damage to the cards.

C.17.7 Maintenance Requirements

C.17.7.1 The Contractor shall perform all required maintenance and repair of the Counter, and shall supply all required spare and replacement parts, on both an as-needed and a regular schedule to ensure a minimum of 90% equipment availability, assuming GPO operates the equipment five days per week, sixteen hours per day.

C.17.8 Documentation Requirements

C.17.8.1 Prior to delivery, the Contractor shall provide GPO complete, written user documentation for the Counter sufficient to permit UGSPo personnel to perform routine operation of the equipment including error recovery and maintenance.

C.18.0 TECHNICAL SPECIFICATIONS: SMART CARD PERSONAL IDENTIFICATION NUMBER MAILERS

C.18.1 Description

C.18.1.1 The smart card Personal Identification Number (PIN) system shall be capable of generating a PIN for each smart card credential and printing a personalized PIN mailer for delivery to the smart card holder in a secure manner.

C.18.2 Operating System and Data Handling Requirements

C.18.2.1 The Contractor systems shall be capable of generating the PIN number for each smart card using a secure algorithm, or use the Customer-provided PIN numbers assigned to the card holders in the production data, to allow GPO to personalize the smart card with the PIN number, and to upload the PIN to the Customer maintained Card Management System.

C.18.3 Security and Privacy Requirements

C.18.3.1 The PIN System, including the PIN Mailer equipment, shall support user access control, utilizing user login authentication and access privileges to permit operator access to the system.

C.18.3.2 The PIN System should be capable of generating and maintaining system activity audit logs, to provide GPO with security auditing tools, including individual accountability, event reconstruction, intrusion detection and problem identification.

C.18.4 Interface Requirements

C.18.4.1 The PIN Mailer printer shall have Ethernet network connectivity and be able to operate in a networked environment that may have the PIN Mailer printer located remotely from the workstation on a LAN/WAN and/or multiple printers operating from a single workstation.

C.18.5 Functional Requirements

C.18.5.1 PIN Generation: System shall be capable of generating a PIN for each smart card personalized along with a separate, personalized mail piece (PIN Mailer).

C.18.5.2 PIN Mailer Printing: The Contractor shall propose a method of printing and sealing the PIN Mailer to ensure the privacy and security of the information. The Contractor PIN mailer equipment shall be a separate, stand alone device, not a part of the Card Printer or Card Mailer equipment, as GPO intends to locate the PIN Mailer operations in a secure, controlled access area separate from the smart card personalization operation.

C.18.5.3 The PIN Mailing System should be readily be upgradeable to handle increased volume requirements and/or to allow for the addition of new or different personalization printing technologies as they are required or as they become available.

C.18.6 Performance Requirements

C.18.6.1 The PIN Mailing System should be capable of printing a minimum of 900 PIN Mailers per hour, assuming simplex printing.

C.18.6.2 The duty cycle should support up to 500,000 PIN Mailers per year, assuming a sixteen (16) hours per day, five (5) days per week operation.

C.18.7 Maintenance Requirements

C.18.7.1 The Contractor shall perform all required maintenance and repair of the PIN Mailing System, and shall supply all required spare and replacement parts, on both an as-needed and a regular schedule to ensure a minimum of 90% equipment availability, assuming GPO operates the equipment five days per week, sixteen hours per day.

C.18.8 Documentation Requirements

C.18.8.1 Prior to delivery, the Contractor shall provide GPO complete, written user documentation for the PIN System sufficient to permit UGSPo personnel to perform routine operation of the equipment including error recovery and maintenance.

**C.19.0 TECHNICAL SPECIFICATIONS: SMART CARD PERSONALIZATION
DATA PROCESSING SYSTEM**

C.19.1 Description

C.19.1.1 The smart card personalization data processing system (System) shall be capable of receiving smart card personalization data from GPO Customers, processing the data for the smart card personalization process, interface with PKI certificate authorities, generate system activity reports and audit logs, and manage all data flows through the smart card personalization process. The System shall perform all data processing activities in a secure, reliable and auditable process.

C.19.2 Ownership and Software Escrow

C.19.2.1 GPO shall retain full ownership rights to the object code and source code for any specialized, non-commercial off-the-shelf (non-COTS) software that is delivered to fulfill the requirements of this Statement of Work (SOW).

C.19.2.2 All object code and source code for all software delivered to fulfill the requirements of this SOW shall be held in a third party software escrow service, with GPO rights to use the object code and source code in the event that the vendor is no longer in business or cannot provide software support for all software delivered for this SOW.

C.19.3 Operating System Environment Requirements

C.19.3.1 The Contractor System shall use COTS industry standard operating systems and databases configured in accordance with Federal Information Technology hardening requirements as stated in GPO Publication 825.33, GPO IT Security Program Statement of Policy¹.

C.19.3.2 The Contractor System shall be capable of supporting both file structure and JAVA based card applications.

C.19.3.3 The Contractor System shall be capable of supporting smart cards received from multiple manufacturers.

C.19.4 Data Handling Requirements

C.19.4.1 Data Validation: The Contractor System shall authenticate, verify and validate, at a record level, the smart card personalization data received from GPO Customers upon receipt to ensure the quality and integrity of the data prior to the use of the data to perform smart card personalization. The specific items to be authenticated, verified and validated will be agreed upon by the Contractor and GPO after Award, and shall be configurable to meet specific Customer data profiles or record layouts. The Contractor supplied System shall support suppression and retention pending disposition, of non-

¹ NOTE: This GPO publication will be made available upon request, only after completion of a Non-Disclosure Agreement

compliant data. The Customer shall have ultimate responsibility for the accuracy of the data as provided to the GPO, however, GPO desires to work with the Customer to resolve data issues in a timely fashion and requires a system which supports this desire.

C.19.4.2 **Data Handling and Preparation:** The Contractor System shall process and prepare for production, the smart card personalization data received into the systems from the GPO Customer. The System shall generate and format the data for smart card personalization, including graphical and electrical; the system shall optimize the data into production jobs or batches for optimum processing times and throughput. The System shall perform all required cryptographic calculations, including secure generation, storage and distribution of public and private keys where appropriate, in accordance with FIPS 140-2.

C.19.4.3 **Data Storage:** GPO will retain the smart card personalization data for a limited period of time, not to exceed thirty (30) days, to support post-issuance rework and problem resolution once the smart cards have been deployed in the field. The retention policy shall be configurable on a global and on a Customer basis. The data shall be stored in an accessible, secure and restricted-use manner in keeping with all Federal data security and privacy requirements.

C.19.4.4 **Scalability:** The Contractor proposed System shall be flexible and readily scalable to provide for GPO operational growth and be capable of supporting additional Customers, processing multiple Customers and data files on a daily basis, and increased smart card personalization data volumes.

C.19.5 **Security and Privacy Requirements**

C.19.5.1 The data received and processed by the smart card personalization operation is considered sensitive and private and shall be handled in a secure manner by the Systems in accordance with the standards and requirements of the Federal Government.

C.19.5.2 The System shall support user access control, utilizing user login authentication and access privileges to permit operator access to the system.

C.19.5.3 The System should be capable of generating and maintaining tamper-evident system activity audit logs, to provide GPO with security auditing tools, including individual accountability, event reconstruction, intrusion detection and problem identification.

C.19.5.4 All data transfers between the System components shall be performed in a secure manner.

C.19.5.5 All private encryption keys shall never be exposed in an unencrypted manner outside of a Hardware Security Module (HSM).

C.19.5.6 The HSM shall be certified FIPS 140-2, Level 2 or higher.

C.19.6 Interface Requirements

- C.19.6.1 The Contractor will be responsible to establish the necessary and required interfaces from the systems to the end Customer through the GPO networks and systems; GPO will be responsible to facilitate and coordinate with the Customer the interface requirements.
- C.19.6.2 The hardware and software systems shall, at a minimum, support standard, secure Internet network access and interfaces for telecommunications services. The product shall support other network access interfaces and/or protocols as agreed between the GPO and the Contractor.
- C.19.6.3 All software interfaces used by the Contractor shall be Section 508 compliant.
- C.19.6.4 Customer Interface: The Contractor shall establish, on an as needed basis, a secure and reliable connection, such as Virtual Private Network (VPN) or Secure Socket Layer (SSL) v3 network connections, encrypted using FIPS standard encryption algorithms and minimum 128 bit key size, to support transmission of large smart card personalization data files from the customer to the GPO, while ensuring data integrity, confidentiality and privacy throughout all processes. The connection shall support mutual authentication.
- C.19.6.5 PKI Certificate Authority: The Contractor shall be responsible for establishing the required interfaces from the designated PKI certificate authority directed by GPO on an as-needed basis. The interfaces established by the Contractor shall be in accordance with Federal PKI regulations and policy.
- C.19.6.6 Personalization Equipment: The Contractor shall establish all required Ethernet network connectivity to the Card Printer, Card Mailer and PIN Mailer equipment.

C.19.7 Functional Requirements

- C.19.7.1 The System shall be modular to support scalability and flexibility.
- C.19.7.2 The System shall be logically self-contained, with minimum interaction with other GPO networks and systems.
- C.19.7.3 The System shall support FIPS 201 requirements for smart card personalization, including management of personalization data and generation of all keys and certificates on the card.
- C.19.7.4 The System shall manage the size, space utilization and capabilities of the chip to accept applications and certificates, manage the associated keys back to a Hardware Security Module (HSM) and to manage the versions and capabilities of the applications. This information will need to be securely stored and/or transmitted back to the customer's Card Management System for post-issuance management activities, such as PIN management, application updates and certificate management including revocation.

- C.19.7.5 The System shall be capable of randomly generating a PIN for each smart card personalized along with a separate, personalized PIN mail piece.
- C.19.7.6 The System shall be capable of optimizing the batching of customer smart card data into production jobs for the maximum efficiency of inventory relief, machine encoding and personalization time. The System shall be capable of supporting multiple smart card personalization card printers in the same environment to permit distribution of job files to multiple printers.
- C.19.7.7 The System shall be capable of shop floor production control to allow GPO to track job status throughout the smart card personalization process, from receipt of data file to shipment.

C.19.8 Computer Hardware Requirements

- C.19.8.1 The Contractor shall provide all computer hardware, cabling and wiring (Hardware) necessary to support the smart card personalization system, required interfaces, and backup of all system applications and source data files.
- C.19.8.2 The backup system and hardware shall include storage media appropriate for off-site storage of backup files in accordance with GPO Publication 825.33, GPO IT Security Program Statement of Policy. Daily processes and transactional activity is backed up on an incremental basis, with a full system backup performed on a weekly basis.

C.19.9 Maintenance Requirements

- C.19.9.1 The Contractor shall perform all required maintenance and repair of the System and Hardware, on both an as-needed and a regular schedule to ensure a minimum of 90% equipment availability.
- C.19.9.2 The Contractor shall provide software maintenance for bug fixes, version upgrades and technical support. Technical support is to be available to GPO 24 hours per day, 5 days per week. Telephone support shall be available for emergencies.

C.19.10 Documentation Requirements

- C.19.10.1 Prior to delivery, the Contractor shall provide GPO complete, written user documentation for the System and Hardware sufficient to permit UGSPO personnel to perform routine operation of the equipment. The Contractor documentation shall include system architecture, logical data flow and wiring diagrams; user operational instructions including error recovery, file backup and maintenance.
- C.19.10.2 The Contractor shall provide as part of their proposal a system architecture diagram, labeled to indicate all hardware, software and component interfaces and system data flow diagrams.

C.20.0 CONSULTING AND INTEGRATION SERVICES

C.20.1 Description

C.20.1.1 The Contractor shall provide Consulting and Integration Services on an on-going, as-needed basis to support the GPO, including:

C.20.1.1.a Establishing and maintaining the smart card personalization software systems and operating platform, including interfacing with established GPO systems and networks as required

C.20.1.1.b Establishing all required interfaces to PKI Certificate Authorities and to Customer Card management Systems

C.20.1.1.c Establishing secure data connections to GPO Customers

C.20.1.1.d Providing GPO with Customer integration and establishment services to support GPO program management office

C.21.0 Travel

C.21.1 Travel to other Government facilities within the United States may be required of the Contractor.

C.21.2 The Contractor shall be reimbursed for travel to provide support at a Government site or other site as may be specified and approved by the COTR under this effort. All travel shall be approved, by the COTR, prior to commence of travel. The Contractor shall be reimbursed for actual allowable, allocable, and reasonable travel costs incurred during performance of this effort in accordance with the Federal Travel Regulations currently in effective on date of travel.

SECTION D: PACKAGING AND MARKING

D.1 PACKAGING AND PACKING

Unless otherwise specified, all items shall be preserved, packaged, and packed in accordance with normal commercial practices, as defined in the applicable commodity specification. Packaging and packing shall comply with the requirements of the Uniform Freight Classification and the National Motor Freight Classification (issue in effect at time of shipment) and each shipping container of each item in a shipment shall be of uniform size and content, except for residual quantities. Where special or unusual packing is specified in an order, but not specifically provided for by the contract, such packing details must be the subject of an agreement independently arrived at between the ordering agency and the Contractor.

D.2 MARKING AND DOCUMENTATION REQUIREMENTS

The full marking and documentation requirements necessary under the various methods of shipment, invoicing and reporting authorized by the contract will be specified by Task Order. Set forth below is the minimum information and documentation that will be required for shipment, invoicing and reporting. In the event the Task Order fails to provide the essential information and documentation, the Contractor shall, within three days after receipt of order, contact the Contract Officer and advise them accordingly.

Shipments

The Contractor shall mark all items ordered against this contract with indelible ink, paint or fluid, as follows:

- (1) Name of Contractor
- (2) Contract Number
- (3) Receiving Official at FINAL destination.
- (4) Account number.
- (5) Task/Delivery Order or Purchase Order Number.
- (6) Contractor's item/part number.
- (7) Box _____ of _____ Boxes.
- (8) Nomenclature (brief description of items).

Reports, invoices, and correspondence:

- (1) Name of Contractor
- (2) Contract Number
- (3) Ordering Agency
- (4) Name, Title and Telephone number of Ordering Official.
- (5) Account number.
- (6) Task/Delivery Order or Purchase Order Number.

D.3 REMOVAL OF SHIPPING CONTAINERS

The Contractor shall be responsible for the removal of all shipping containers after installation of equipment and systems at the Government facility. The Government reserves the option to request the retention of shipping containers for repacking purposes.

SECTION E - INSPECTION AND ACCEPTANCE

E.1 GENERAL

E.1.1 Determination of the acceptability of each completed deliverable will be made by the Government in accordance with the inspection and acceptance requirements and standards of performance stated herein and in Section F.

E.2 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.gpo.gov/acquisition/mmar.pdf>

NUMBER	DATE	TITLE
52.246-2	Aug-96	Inspection of Supplies - Fixed Price
52.246-4	Aug-96	Inspection of Services - Fixed-Price
52.246-15	Apr-84	Certificate of Conformance
52.246-16	Apr-84	Responsibility For Supplies

E.3 QUALITY

E.3.1 The Contractor shall use the best commercial industry standards for all products delivered and services performed.

E.4 QUALITY ASSURANCE

E.4.1 Inspection and quality assurance (QA) activities will be conducted by the Government on all deliverables provided by the Contractor under this Contract, to include, but not be limited to, documentation, training, IT support services, and installed software. Inspection and QA activities by the Government may include participation by Contractor personnel.

E.5 INSPECTION AND APPROVAL OF WRITTEN DELIVERABLES

E.5.1 Delivery of Written Deliverables

All reports, documents, documentation, manuals, procedures, and narrative-type deliverables shall be submitted in accordance with the delivery requirements in Section F of this contract.

E.5.2 Approval of Written Deliverables

Unless otherwise specified in the contract, or by mutual agreement in writing, the GPO will have five (5) business days to determine if written deliverables are satisfactory.

No response by the GPO after five (5) days equals approval. Any deficiencies shall be corrected by the Contractor and incorporated into the final deliverable for resubmission to the GPO within three (3) business days after notification.

E.6 INSPECTION AT DESTINATION

E.6.1 Inspection by the Government. It is anticipated that the supplies purchased under this contract will be inspected at destination or at the location(s) specified herein.

E.6.2 Responsibility for Rejected Supplies. If, after due notice of rejection, the Contractor fails to remove or provide instructions for the removal of rejected supplies pursuant to the Contracting Officer's instructions, the Contractor shall be liable for all costs incurred by the Government in taking such measures as are expedient to avoid unnecessary loss to the Contractor. In addition to any other remedies, which may be available under this contract, the supplies may be stored for the Contractor's account or sold to the highest bidder on the open market and the proceeds applied against the accumulated storage and other costs, including the cost of the sale.

E.6.3 Additional Costs for Inspection and Testing. When prior rejection makes re-inspection or re-testing necessary, the Contractor shall be liable for all costs incurred by the Government in taking such measures as are expedient to avoid unnecessary loss to the Contractor.

E.7 SCOPE OF INSPECTION

E.7.1 All deliverables will be inspected for content, completeness, accuracy, and conformance to the requirements (including any applicable standards). The scope and nature of this testing will be determined by the Task Order and will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

E.7.2 Site Acceptance Tests

E.7.2.1 The Contractor shall successfully pass the Site Acceptance Test (SAT) to demonstrate and validate successful compliance with the terms and conditions of the contract, including compliance with the required Federal data and information systems security and privacy requirements and the operational performance of the equipment and systems.

E.7.2.2 The SAT will be conducted at the GPO facility after the Contractor has completed the delivery, installation, setup and configuration of the Equipment and Systems. GPO Information Technology and Security, Plant Operations, COTR, and the Contracting Officer (CO) will conduct the SAT. The Contractor shall have on site at GPO the necessary personnel to demonstrate that the Equipment and Systems provided under this contract meet the requirements of the SAT. The Contractor shall be responsible for successful completion of the SAT prior to GPO acceptance of the equipment and systems.

E.7.2.3 The SAT shall consist of an audit, assessment and inspection of the Contractor delivered equipment, software, systems, computer hardware, and established interfaces

to ensure Contractor compliance with all applicable contract terms, including security, privacy, and performance.

- E.7.2.3.1 Personalization equipment (Card Printer and Card Mailer) SAT shall include an assessment to ensure that (1) the equipment meets the operational performance and capability standards set forth in this Statement of Work; (2) the smart cards personalized by the equipment meet the quality standards for workmanship and accuracy, including the ability to read the information encoded on the smart card through both the contact and contactless interfaces; (3) the smart cards are accurately matched and attached to the personalized letter carrier, which meets the quality standards for workmanship, including the print quality and folding; (4) the equipment meets the standard set forth in this Statement of Work for the time required to encode the smart card chip and perform the graphical personalization.
- E.7.2.3.2 The SAT for the electronic card counter shall include an assessment to ensure that (1) the equipment meets the operational performance and capability standards set forth in this Statement of Work; (2) the accuracy of the counts performed for contactless and contact smart cards and non-chip cards; and (3) an assessment of the audit functions and reports generated by the electronic card counter for accuracy.
- E.7.2.3.3 The SAT for the personalization software systems shall include an assessment to ensure (1) accuracy and integrity of the information processed through the entire system, from receipt through personalization; (2) the successful connection and interface to the PKI Certificate Authority; and (3) compliance with data security and privacy requirements.
- E.7.2.3.4 The SAT will include a system integration test to validate (1) the components of the system, including all equipment, data handling and processing systems, work together as a comprehensive system functionally and technically to support the overall operational, security and performance objectives; and (2) the interfaces to the external components, such as the PKI CA, meet all operational, security and performance requirements.
- E.7.3 The Contractor shall be given two (2) occasions to successfully demonstrate compliance with the SAT requirements. The Government will, if the Contractor fails to perform any of the stated requirements, terminate the Contractor in accordance with MMAR 52.249-8, "Default (Fix Price-Supply and Services) APR 1984".

E.8 ACCEPTANCE CRITERIA

- E.8.1 Deliverables will be accepted if they are completed in accordance with the specification, schedules, test plans, or other acceptance criteria stated herein. The Contractor's performance and all of the Contractor's submitted deliverables will be evaluated for conformance with the requirements set forth in Section C.
- E.8.2 Hardware, software and other supplies will be accepted when all discrepancies, errors, or other deficiencies have been resolved to the GPO's satisfaction.

E.8.3 Training will be accepted as complete when all specified personnel have been trained in accordance with the Contractor provided or accepted training plan.

E.9 WRITTEN NOTIFICATION OF REJECTION BY THE GOVERNMENT

E.9.1 The GPO will provide written notification of rejection of all deliverables. All notifications of rejection will be accompanied by specific reason(s) for rejection.

E.10 NONCONFORMING PRODUCTS OR SERVICES.

E.10.1 Nonconforming products or services will be rejected. Contractor QA shall maintain, as part of the performance record of the Contract, records of the following:

- The number and types of deficiencies found; and
- Decisions regarding the acceptability of processes, products, and corrective action procedures.

E.11 RE-SUBMITTED DELIVERABLES

E.11.1 The GPO will review and verify that the original problem has been resolved with the Contract deliverable(s) as re-submitted. If this is a re-submission of a final deliverable, the GPO will provide the Contractor written notice of acceptance/rejection or request for extension within fifteen (15) working days after receipt of each re-submitted final deliverable.

E.12 GOVERNMENT PRACTICES

E.12.1 Government QA will be conducted throughout the program to verify that all Contractor-delivered products and services conform to all requirements of this Contract;

E.12.2 Independent verification and validation services will be used when it is effective, economical, or otherwise in the Government's best interest,

E.12.3 If delivery and acceptance at product destination and the quality inspection is conducted elsewhere, the products will not be re-inspected, but will be examined for quantity, damage in transit, and substitution or fraud;

E.12.4 Government quality inspections will be performed by, or under the direction of, Government personnel prior to acceptance; and

E.12.5 Government QA on subcontracted products and services will be performed, when it is effective, economical, or otherwise in the Government's best interest. This does not relieve the prime Contractor of any responsibilities under the solicitation, which includes ensuring that:

- Products are developed and released or shipped from the Subcontractor as specified in Section D of this Contract;

- Conditions for QA at the source are acceptable;
- QA procedures for the Subcontractors' products and services are enforced by the prime Contractor; and
- QA is performed when required.

E.13 WARRANTIES

E.13.1 The Contractor shall warrant equipment, systems, software, hardware and supplies provided under this contract, in accordance with industry best practices. These warranties shall in no way impair or diminish the rights of the Government under any other clause of this contract.

SECTION F-- DELIVERIES OR PERFORMANCE

F.1. CLAUSES INCORPORATED BY REFERENCE

F.1.1 This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.gpo.gov/acquisition/mmar.pdf>

NUMBER	DATE	TITLE
52.242-15	Aug-89	Stop work order - Alternate I (Apr 1984)
52.242-17	Aug-84	Government Delay of Work

F.2. PERIOD OF PERFORMANCE

F.2.1 The period of performance is for one-year beginning date of successful completion of the SAT, with four (4) one-year option periods. Options will be exercised in accordance with GPO policy and the terms and conditions set forth in this contract.

F.3. PLACE OF PERFORMANCE

F.3.1 The Contractor shall deliver, install and configure all equipment, supplies, materials, systems and hardware purchased under this contract to the GPO facility located at 732 North Capitol Street NW, Washington, DC, 20401. The Contractor will provide operator training and perform all maintenance, repairs and upgrades at this same GPO location.

F.3.2 GPO reserves the right to designate additional locations for the delivery, installation and configuration for the optional purchase quantities and equipment, along with the related training and maintenance services.

F.3.3 The Integration and Consulting Services work to be performed by the Contractor shall be performed at the GPO unless specifically authorized in advance, in writing, by GPO.

F.4. DELIVERABLES

F.4.1 Satisfactory performance of the contract shall be deemed to occur upon performance of the work described in the Statement of Objectives in Section C, and upon delivery and acceptance by the Contracting Officer, or the duly authorized Government representative.

F.4.2 Contractor Documentation

F.4.2.1. The Contractor shall provide as part of this Contract documentation on the operation and use of the equipment and systems. The documentation shall be specific to the

equipment and systems purchased under this contract, and shall be written in clear, concise English readily understandable by GPO personnel after completion of the Contractor's training program. The Contractor shall provide no less than three (3) sets of all required documentation, in hard copy and bound format, either loose leaf, three-ring binder or stitched book format. In addition to the bound, hard copies, the Contractor shall provide the documentation in electronic format (Microsoft Word or Adobe PDF) on either compact disk (CD) or Universal Serial Bus (USB) external drives.

F.4.2.2. The specific documentation required is detailed in Section C, paragraphs C.14 through C.20. for each of the products or services to be provided under this Contract.

F.4.3 Operator Training

F.4.3.1. The Contractor shall provide Operator Training (Training) as part of this Contract. The Training shall be performed after successful completion of the Site Acceptance Test for all equipment and systems delivered.

F.4.3.2. The Contractor shall train a minimum of ten (10) GPO employees on the smart card personalization equipment (Card Printer, Mailer and Counter) and a minimum of ten (10) GPO employees on the smart card personalization systems. The Training shall occur at the GPO location, during the GPO normal plant operation business times, Monday through Friday, from 7:30 am to 4:00 pm Eastern Standard Time (EST).

F.4.3.3. The training shall include classroom training using Contractor provided training materials and user guides and hands-on demonstration and operation of the equipment. The Contractor shall provide the training materials in written and electronic format.

F.4.3.4. The Training shall provide a comprehensive, in-depth review of the smart card personalization equipment and systems, to include operations, error handling and recovery, rework, and routine maintenance, in accordance with a mutually agreed upon Training Program.

F.4.3.5. The Contractor shall certify that GPO personnel have successfully passed the Training Program upon completion of the training session.

F.4.4 Deliverable Schedule

F.4.4.1. The maximum desired GPO program milestones, measured in calendar days from time of Contract Award, for the performance of this contract are as follows:

Milestone	Completion Date
GPO completes the Facility Modifications and Enhancements to support the Contractor's operations and equipment requirements	60 days after award
Contractor Delivers and Installs Card Personalization Equipment and Related Materials and Supplies	60 days after award

Begin Site Acceptance Test (SAT)	65 days after award
Successfully Complete Site Acceptance Test	90 days after award
Contractor Begins Personalization Operator Training of GPO Employees	5 days after Successful Completion of SAT

F.4.5 Other Deliverables

F.4.5.1. Required documentation shall be provided electronically whenever possible. Electronic delivery via e-mail shall be acceptable, with the deliverable files in both Acrobat.pdf and a current Microsoft Office format suitable for the report (Word or Excel) unless the GPO requests a different format. The Contractor shall also provide one unbound hard copy, if requested.

F.4.5.2. Monthly Progress and Performance Reports shall be delivered to:

Arza E. Gardner
Contracting Officer
US Government Printing Office (GPO)
Room A340 Stop AS
732 North Capitol Street, NW
Washington, DC 20401

Sheila Williams
Contract Specialist
US Government Printing Office (GPO)
Room A332 Stop AS
732 North Capitol Street, NW
Washington, DC 20401

Contracting Officer Technical Representative
US Government Printing Office (GPO)
Room (tbd) Stop (tbd)
732 North Capitol Street, NW
Washington, DC 20401

F.4.5.3. Deliverable Quality Standards - Reports

GPO expects all reports provided by the Contractor to be timely, thorough, and accurate. That is, they arrive at the designated GPO facility on or before the scheduled due date; they completely address the GPO's requirements; and the reports have no more than a few minor errors.

F.4.5.4. Deliverable Reviews and Acceptance - Reports

After the delivery of a report, the GPO will have five (5) business days to review the report and provide the Contractor with a list of any required revisions and/or corrections. The Contractor then will have three (3) business days to make these

corrections and redeliver the report to the GPO. Once accepted, deliverables become the property of the GPO to be used in support of the GPO's Programs.

F.4.6 NOTICE TO THE GOVERNMENT OF DELAYS

F.4.6.1. In the event the Contractor encounters difficulty in meeting performance requirements, or when the Contractor anticipates difficulty in complying with the contract schedule or completion date, or whenever the Contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately notify the Contracting Officer and the COTR, in writing, giving pertinent details. However, the Contractor's data shall be informational only in character. This provision shall not be construed as a waiver by the Government of any delivery schedule or date, or any rights or remedies provided by law or under this contract.

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 CONTRACT MANAGEMENT

G.1.1 Notwithstanding the Contractor's responsibility for total management responsibility during the performance of the contract, the administration of the contract will require maximum coordination with the GPO points of contact during performance of the contract.

G.2 CONTRACTING OFFICER (CO)

Arza Gardner.
U.S. Government Printing Office
Acquisition Services
Room: 340A Stop: AS
Washington, DC 20401
agardner@gpo.gov
(202) 512-1488

G.2.1 Contracting Officer's Authority

The Contracting Officer is the only person authorized to make or approve any changes in any of the requirements of this contract and notwithstanding any provisions contained elsewhere in this contract, the said authority remains solely the Contracting Officers. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change will be considered to have been made at the contractor's risk,. No adjustment will be made in the contract terms and conditions of this contract, including price.

G.3 CONTRACT SPECIALIST

Sheila Williams
U.S. Government Printing Office
Acquisition Services
Room A332 Stop: AS
Washington, DC 20401
cWASHINGTON@gpo.gov
(202) 512-0937

G.4 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.4.1 After award, the GPO will designate one or more persons as the Contracting Officer's Technical Representative (COTR). The COTR may be changed at any time by the GPO without prior notice to the Contractor by a unilateral modification to the Contract.

G.4.2 The responsibilities and limitations of the COTR are as follows:

- G.4.3 The COTR is responsible for the technical aspects of the project and serves as technical liaison with the Contractor. The COTR is also responsible for the final inspection and acceptance of all equipment, services, reports, and such other responsibilities as may be specified in this contract.
- G.4.4 The COTR is not authorized to make any commitments or otherwise obligate the GPO or authorize any changes, which affect the quantity, quality, scope or Contract price. All request for changes shall be referred to the Contracting Officer directly or through the COTR. No such changes shall be made without the expressed prior authorization of the Contracting Officer. If the Contractor performs a service that alters the current cost, quantity, or scope without prior written approval from the CO, the Contractor does so at his/her own risk.
- G.4.5 The COTR may designate an alternate COTR(s) to act for the COTR by naming such alternate(s) in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.
- G.4.6 The following COTR will represent the GPO for the purpose of this contract:

[To be specified prior to award]

G.5 KEY PERSONNEL

- G.5.1 The personnel specified in this contract are considered to be essential to the work to be performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the written consent of the Contracting Officer; provided, that the Contracting Officer may ratify in writing such diversion and such ratification shall constitute the consent of the Contracting Officer required by this section. The contract may be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.
- G.5.2 The following individuals are considered to be essential to the work being performed hereunder:

NAME	TITLE
[To be specified prior to award]	[To be specified prior to award]

G.6 INVOICE SUBMISSION

Contracting Officer (CO)	Arza E. Gardner (202) 512-1488
Contract Specialist	Sheila Williams (202) 512-0937
Contracting Officer's Technical Representative (COTR)	To be determined after award
Invoice Mailing Address:	US Government Printing Office (GPO) Comptroller North Capitol & H Streets, NW Mail Stop: FMCS Washington, DC 20401 (202) 512-0874 1-(800)-BILLGPO (1-800-245-5476)

G.7 PAYMENT METHOD

G.7.1 Payments under this contract will be made by the GPO by electronic funds transfer (EFT). For more information please contact 1-800-BILLGPO.

G.7.2 NOTICE:

The following solicitation provisions and/or contract clauses pertinent to this section are hereby incorporated by reference:

Materials Management Acquisition Regulation (MMAR)

NUMBER	DATE	TITLE
52.232.34	May 1999	Payment by Electronic Funds Transfer Other Than Central Contractor Registration

G.7.3 Effective January 1, 1999 payments on all GPO purchase orders will only be made by electronic fund transfer (EFT) unless you are granted a waiver. A waiver can only be granted if you certify below in writing that you do not have an account with a financial institution or an authorized payment agent and return the certification to the Contracting Officer.

G.8 REQUEST FOR WAIVER/CONTRACTOR CERTIFICATION

I certify that I do not have an account with a financial institution or an authorized payment agent.

Signature and Date

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 BUSINESS PRACTICES AND CONTRACT REQUIREMENTS

It is expected that the practices described by the Contractor in its response to the Request for Proposals shall be employed in its performance of the requirements of Section C of this contract. Written notice shall be received in advance by the Contracting Officer for approval of any changes to these practices.

H.2 CONFIDENTIAL INFORMATION

H.2.1 All information received by the Contractor as a result of performance of this contract is confidential and much of which is subject to the Privacy Act. The Contractor and Contractor personnel shall maintain this information in strict confidence and shall not disclose this information, or any information obtained as the result of its performance of this contract, to any person or entity, other than employees or bonafide Contractors of the GPO, without the prior written approval of the GPO.

H.2.2 The Contractor and Contractor personnel shall not disclose this information to any person or entity or otherwise make any improper use of this information during or after the performance period of this contract. The Contractor and Contractor personnel shall maintain this information in strict confidence and shall make no changes to the information except as necessary in the performance of the contract. The Contractor and Contractor personnel and their successors are prohibited forever from using this information for their personal or business gain, personally or for any other reason, directly or indirectly, without prior written approval from GPO. This provision, or a provision with an identical effect, shall also be placed in any subcontracts.

H.3 NON-DISCLOSURE AGREEMENTS (NDA)

The Contractor shall ensure that all employees scheduled to perform work on this contract (including Subcontractors and consultants) review, understand, and execute a Non-disclosure Agreement prior to starting GPO contracted assigned work. Original Non-disclosure Agreements shall be submitted to the CO within three working days of an employee starting work.

H.4 STANDARDS OF CONDUCT

H.4.1 When the Contractor is onsite at a federal building, the Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. Each employee or supervisor of the Contractor is expected to adhere to the rules associated with that federal building, and to adhere to standards of behavior that reflect credit on themselves, their employer, and the Federal Government.

H.4.2 The Contractor shall be responsible for taking such disciplinary action, including suspension without pay or removal from the worksite, with respect to its employees, as may be necessary to enforce those standards.

H.4.3 Where applicable, the requirements of this clause shall be expressly incorporated into subcontract(s) and shall be applicable to all Subcontractor employees who may perform services or work at the federal building and grounds of this contract.

H.5 COOPERATION WITH OTHER ON-SITE CONTRACTORS

H.5.1 When the Government undertakes or awards other contracts for additional work at the facilities, the Contractor shall: (1) fully cooperate with the other Contractors and Government employees and (2) carefully fit its own work to such other additional contracted work as may be directed by the Contracting Officer's Technical Representative (COTR). The Contractor shall not commit or permit any act which shall interfere with the performance of work awarded to another Contractor or with the performance of other Government employees.

H.5.2 In any case where, in the course of fulfilling the contract requirements, the Contractor disturbs any work guaranteed under another separate contract, the Contractor shall restore such disturbed work to a condition satisfactory to the COTR and guarantee such restored work to the same extent as it was guaranteed under the applicable other contract.

H.6 WORK ON A GOVERNMENT INSTALLATION

In performing onsite work under this contract on a Government installation or in a Government building, the Contractor shall;

- (a) Conform to the specific safety requirements established by the contract.
- (b) Comply with the safety rules of the Government installation that concern related activities not directly addressed in this contract.
- (c) Take all reasonable steps and precautions to prevent accidents and preserve the life and health of Contractor and Government personnel connected in any way with performance under this contract.
- (d) Take such additional immediate precautions as the Contracting Officer or Contracting Officer's Representative (COTR) may reasonably require for safety and accident prevention purposes.
- (e) Conform with all required security requirements.

H.7 PROTECTION OF PROPERTY

H.7.1 Contractor Responsibility. If due to the default, negligence (whether of action or omission) and/or dishonesty of the Contractor or its employees, any Government-owned or controlled property is lost or damaged as a result of the Contractor's performance of this contract, the Contractor shall be responsible to the Government for such loss or damage, and the Government at its option, may, in lieu of payment therefore, require the Contractor to replace at its own expense, all property lost or damaged.

H.7.2 Protection. The Contractor shall protect materials in his custody against the transportation, fire, theft, weather, and other hazards avoidance in the exercise of the "highest degree of care."

H.8 MMAR 52.228-5 INSURANCE–WORK ON A GOVERNMENT INSTALLATION

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective --

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require Subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all Subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

H.9 SUPERVISION OF CONTRACTORS EMPLOYEES

H.9.1 Personnel assigned to render services under this contract shall be at all times under the direction and control of the Contractor. Notwithstanding any other provisions of this contract, the Contractor shall at all times be responsible for the supervision of its employees in the performance of the services required under this contract.

H.9.2 If the Contractor finds clarification necessary with respect to the scope of the services to be performed hereunder, he/she shall request in writing such clarification from the Contracting Officer.

H.9.3 Contractor personnel shall not at any time during the contract period be employees of the U.S. Government.

H.10 REMOVAL OF CONTRACTOR PERSONNEL

H.10.1 It is understood that all personnel assigned by the Contractor to the performance of work hereunder shall be acceptable to the GPO in terms of personal and professional conduct and shall successfully complete a full background investigation before obtaining access to the premises. Any person in the Contractor's organization, or in any Subcontractor's organization, who is deemed by the Contracting Officer or the COTR to conflict with the interest of the GPO, shall be immediately removed from this contract. The reason for removal shall be fully documented in writing by the Contracting Officer. Any security violations, denials or revocations of security clearance may be construed as grounds for immediate removal from the premises and the contract.

H.11 KEY PERSONNEL

H.11.1 The Contractor agrees to assign key persons whose resumes were submitted as required to fill this requirement. No substitution or addition of personnel shall be made except in accordance with this clause.

H.11.2 The Contractor agrees that to ensure continuity, personnel shall remain on the project as long as they are employed with the company and performing satisfactory. No personnel substitutions shall be permitted, unless an individual's sudden illness, death, or termination of employment necessitates such substitutions. In any of these events, the Contractor shall promptly notify the Contracting Officer or COTR and provide the information required by paragraph (H.11.4) below. Contractor shall provide to the contracting officer, letters of commitment from the team members (including Subcontractors) assigned to the project.

H.11.3 If key personnel, for whatever reason, become unavailable for work under this contract or task order for a continuous period exceeding 30 working days, or are expected to devote substantially less effort to the work than indicated in its proposal, the Contractor shall propose a substitution of such personnel, in accordance with paragraph (H.11.4) below.

H.11.4 All proposed key personnel substitutions shall be submitted, in writing, to the Contracting Officer/COTR at least 15 days prior to the proposed substitution. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute and any other information required by the Contracting Officer to approve or disapprove the proposed substitution(s). Resumes for key personnel substitutions shall be submitted in Contractor format. All proposed substitutes (no matter when they are proposed during the performance period) shall have qualifications that are equal or higher than the qualifications of the person being replace. No change in fixed unit prices may occur as a result of key personnel substitution.

H.11.5 In the event the Contractor designates additional key personnel as deemed appropriate for the requirement, the Contractor shall submit to the contracting officer for approval the information required in paragraph (H.11.4) above.

H.11.6 The Contracting Officer shall evaluate requests for substitutions and additional personnel and promptly notify the Contractor, in writing, whether a request is approved or disapproved.

H.12 CONTRACTOR PERSONNEL SECURITY AND SUITABILITY REQUIREMENTS

H.12.1 Performance of this contract requires Contractor personnel to have a Federal government-issued personal identification card before being allowed unsupervised access to a GPO facility and/or information system. The COTR shall be the sponsoring official, and shall make arrangements for personal identity verification and card issuance.

H.12.2 At least two weeks before start of contract performance, the Contractor will identify all Contractor and Subcontractor personnel who will require access for performance of work under this contract. The Contractor shall make their personnel available at the place and time specified by the COTR in order to initiate screening and background investigations. The following forms, or their equivalents, may be used to initiate the credentialing process:

- OPM Standard Form 85 or 85P
- OF 306
- Fingerprint card (local procedures may require the fingerprinting to be done at a police station; in this case, any charges are borne by the Contractor.)
- Release to Obtain Credit Information
- PIV card application

H.12.3 Contractor employees are required to give, and to authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of credentials. Government personnel may contact the Contractor personnel being screen or investigated in person, by telephone or in writing, and the Contractor agrees to make them available for such contact.

H.12.4 Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further investigation may not be necessary. Provide the COTR with documentation that supports the individual's status.

H.12.5 During performance of the contract, the Contractor will keep the COTR apprised of changes in personnel to ensure that performance is not delayed by compliance with credentialing processes. Cards that have been lost, damaged, or stolen shall be reported to the COTR and Issuing Office within 24 hours. Replacement will be at the Contractor's expense. If re-issuance of expired credentials is needed, it will be coordinated through the COTR.

H.12.6 At the end of the contract performance, or when a Contractor employee is no longer working under this contract, the Contractor will ensure that all identification cards are returned to the COTR. Before starting work under this contract, a National Agency

Check (NAC) will be conducted to verify the identity of the individual applying for clearance. Upon successful completion of the NAC process, an identification card will be issued and access granted.

H.12.7 Simultaneously, a NAC with Inquires (NACI) will be initiated to determine the individual's suitability for the position. If the NACI adjudication is favorable, nothing more needs to be done. If the adjudication is unfavorable, the credentials will be revoked. In the event of a disagreement between the Contractor and the GPO concerning the suitability of an individual to perform work under this contract, GPO shall have the right of final determination.

H.12.8 This requirement shall be incorporated into any subcontracts that require Subcontractor personnel to have routine and regular unsupervised access to a federally controlled facility for more than 180 calendar days or unsupervised access to a federally controlled Level 3 or 4 information systems.

H.13 ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

The primary purpose of this clause is to aid in ensuring that:

(a) The Contractor's objectivity and judgment are not biased because of its present, or future interests, (financial, contractual, organizational, or otherwise) associated with work under this contract;

(b) The Contractor does not obtain an unfair competitive advantage by virtue of its access to non-public information regarding the Government's program plans and actual or anticipated resources;

(c) The Contractor does not obtain any unfair competitive advantage by virtue of its access to proprietary information belonging to others;

(d) The Contractor will be ineligible to participate in any capacity in contracts, subcontracts, or proposals thereof (solicited or unsolicited) which stem directly from the Contractor's performance of work under this contract unless the Contractor is the sole source;

(e) If the Contractor, in the performance of this contract, obtains access to information such as plans, policies, reports, studies, financial plans, or data which has not been released or otherwise made available to the public, the Contractor agrees that without prior written approval of the CO, it will not: (a) use such information for any private purpose unless the information has been released or otherwise made available to the public, (b) compete for work based on such information for a period of one year after the completion of this contract, or until such information is released or otherwise made available to the public, whichever occurs first, (c) submit an unsolicited proposal to the Government which is based on such information until one (1) year after such information is released or otherwise made available to the public, or (d) release such information unless such information has previously been released or otherwise made available to the public by the Government;

(f) The Contractor must include this clause, including this paragraph, in consulting agreements and subcontracts of all tiers. The terms "Contract," "Task Order," "Contractor," and "Contracting Officer" will be appropriately modified by the Contractor to preserve the Government's rights; and

(g) The Contractor represents that it has disclosed to the CO, prior to award, all facts relevant to the existence or potential existence of OCI as that term is used in MMAR Subpart 9.5. The Contractor represents that if it discovers an OCI or potential conflict of interest after award, a prompt and full disclosure must/will be made in writing to the CO not later than two (2) days after the discovery is made. This disclosure must include a description of the action the Contractor has taken or proposes to take in order to avoid or mitigate such conflicts.

(h) The Contractor will be excluded from bidding future work only if it is determined by the Government that the Contractor has received an unfair competitive advantage by its knowledge gained from having access to proprietary or source selection information.

H.14 OPTION PROVISION

Unless the GPO exercises its option pursuant to MMAR 52.217-9 "Option to Extend the Term of the Contract", the contract will consist only of the Base Period. GPO may, by unilateral contract modification, require the Contractor to perform additional options set forth in the Statement of Work. If GPO exercises an option to extend the term of the contract, notice will be given at least 60 days prior to the expiration date of this contract.

H.15 REIMBURSEMENT OF TRAVEL EXPENSES

H.15.1 Long distance travel will be on a reimbursable basis and will be approved in advance by the COTR and CO. Any travel will comply with the MMAR and the applicable Federal Travel Regulation.

H.15.2 For all work and services performed at the GPO facility located in Washington, DC and at the GPO COOP location, the Contractor may not separately charge for any travel expenses, as the travel expenses are to be included in the offered unit prices.

H.15.3 The only travel to be separately reimbursed is that which occurs at specific GPO direction, and with the prior written approval of the COTR and CO, to a GPO Customer location.

SECTION I – CONTRACT CLAUSES

I.1 Unless stated otherwise, all contract clauses cited are from the Materials Management Acquisition Regulations (MMAR), GPO Publication 805.33 available at <http://www.gpo.gov/acquisition/mmar.pdf>.

I.2 GENERAL CONTRACT CLAUSES

I.2.1 Negotiated Fixed-Price Contract

NUMBER	DATE	TITLE
52.202-1	Jul-04	Definitions (Over \$100,000)
52.203-3	Apr-84	Gratuities (Over \$100,000)
52.203-5	Apr-84	Covenant Against Contingent Fees (Over \$100,000)
52.203-6	Jul-95	Restrictions on Subcontractor Sales to the Government (Over \$100,000)
52.203-7	Jul-95	Anti-Kickback Procedures (Over \$100,000)
52.203-8	Jan-97	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over \$100,000)
52.203-10	Jan-97	Price or Fee Adjustment for Illegal or Improper Activity (Over \$100,000)
52.203-12	Sep-05	Limitation on Payments to Influence Certain Federal Transactions (Over \$100,000)
52.204-4	Aug-00	Printed or Copied Double-Sided on Recycled Paper (Over \$100,000)
52.204-7	Jul-05	Central Contract Registration
52.209-6	Jan-05	Protecting the Government's Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over \$25,000)
52.211-5	Aug-00	Material Requirements
52.215-2	Jun-99	Audit and Records - Negotiation (Over \$100,000)
52.215-8	Oct-97	Order of Precedence - Uniform Contract Format
52.215-10	Oct-97	Price Reduction for Defective Cost or Pricing Data
52.215-12	Oct-97	Subcontractor Cost or Pricing Data (Over \$500,000)
52.215-15	Oct-04	Pension Adjustments and Asset Reversions
52.215-18	Jul-05	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) other than Pensions
52.215-19	Oct-97	Notification of Ownership Changes
52.215-21	Oct-97	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Modifications-Alternative 1
52.217-7	Mar-89	Option for Increase Quantity-Separately Price Line Items
52.217-8	Nov-99	Option to Extend Services
52.222-19	Jan-06	Child Labor--Cooperation with Authorities and Remedies
52.222-20	Dec-96	Walsh-Healey Public Contracts Act
52.222-21	Feb-99	Prohibition of Segregated Facilities
52.222-26	Apr-02	Equal Opportunity

NUMBER	DATE	TITLE
52.222-35	Dec-01	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans
52.222-36	Jun-98	Affirmative Action for Workers with Disabilities
52.222-37	Dec-01	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans
52.223-6	May-01	Drug-Free Workplace
52.223-14	Aug-03	Toxic Chemical Release Reporting (Over \$100,000)
52.225-1	Jun-03	Buy American Act - Supplies
52.225-13	Feb-06	Restrictions on Certain Foreign Purchases
52.227-1	Jul-95	Authorization and Consent
52.227-2	Aug-96	Notice and Assistance Regarding Patent and Copyright Infringement (Over \$100,000)
52.227-3	Apr-84	Patent Indemnity
52.227-14	Jun-87	Rights in Data-General
52.227-19	Jun-87	Commercial Computer Software-Restricted Rights
52.227-22	Jun-97	Major Systems-Minimum Rights
52.228-5	Jan-97	Insurance-Work on a Government Installation
52.229-3	Apr-03	Federal, State and Local Taxes (Over \$100,000)
52.232-18	Apr-84	Availability of Funds
52.232-1	Apr-84	Payments
52.232-8	Feb-02	Discounts for Prompt Payment
52.232-9	Apr-84	Limitation on Withholding of Payments
52.232-11	Apr-84	Extras
52.232-17	Jun-96	Interest (Over \$100,000)
52.232-23	Jan-86	Assignment of Claims
52.232-25	Oct-03	Prompt Payment
52.232-33	Oct-03	Payment by Electronic Funds Transfer--Central Contractor Registration
52.233-1	Jul-02	Disputes
52.233-3	Aug-96	Protest After Award
52.233-4	Oct-04	Applicable Law for Breach of Contract Claim
52.242-13	Jul-95	Bankruptcy (Over \$100,000)
52.243-1	Aug-87	Changes - Fixed-Price
52.244-2	Aug-98	Subcontracts
52.244-6	Feb-06	Subcontracts for Commercial Items
52.245-2	May-04	Government Property (Fixed-Price Contracts)
52.246-18	May-01	Warranty of Supplies of a Complex Nature
52.246-20	May-01	Warranty of Services
52.249-2	May-04	Termination for the Convenience of the Government (Fixed-Price)
52.249-8	Apr-84	Default (Fixed-Price Supply and Service)(Over \$100,000)
52.253-1	Jan-91	Computer Generated Forms

I.3 ADDITIONAL CONTRACT CLAUSES INCLUDED IN FULL TEXT

Additional clauses other than those listed below which are based on the type of contract/Contractor shall be determined during negotiations. Any contract awarded from this solicitation will contain the following:

This contract incorporates the following clauses in full text:

I.4.1 FAR 52.204-9, Personal Identity Verification of Contractor Personnel (Jan 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the Subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

I.4.2 MMAR 52.217-9, Option to Extend the Term of the Contract (March 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days that the Government gives the Contractor a preliminary written notice of its intent to extend at least 120 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

SECTION J – LIST OF ATTACHMENTS

Attachment 1	Glossary of Terms
Attachment 2	List of Acronyms
Attachment 3	Standards, Specifications and Requirements
Attachment 4	System Block Diagram
Attachment 5	Similar Experience Matrix
Attachment 6	Past Performance Questionnaire
Attachment 7	Non-Disclosure Agreement
Attachment 8	Price Matrix for Optional Quantities

NOTE:

All Attachments, with the exception of Attachment 4, System Block Diagram, appear at the end of this document. Attachment 4 is provided as a separate document.

SECTION K – REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUNE 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.gpo.gov/acquisition/mmar.pdf>

K.2 MATERIALS MANAGEMENT ACQUISITION REGULATION CLAUSES

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.203-11	Certification and disclosure regarding payments to influence certain federal transactions	APR 1991

K.3 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)

(a) The Offeror certifies that-

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Offeror or competitor relating to-

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the Offeror, directly or indirectly, to any other Offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the Offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the Offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision _____
[insert full name of person(s) in the Offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the Offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the Offeror deletes or modifies paragraph (a)(2) of this provision, the Offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.4 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the Offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the Offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All Offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (MMAR) 4.904, the failure or refusal by the Offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the Offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in MMAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the Offeror's TIN.

(d) *Taxpayer Identification Number (TIN) [check the appropriate block]:*

- TIN: _____.
- TIN has been applied for.
- TIN is not required because:
 - Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
 - Offeror is an agency or instrumentality of a foreign Government;
 - Offeror is an agency or instrumentality of the Federal Government.

(e) *Type of organization [check the appropriate block]:*

- Sole proprietorship;
- Partnership;
- Corporate entity (not tax-exempt);
- Corporate entity (tax-exempt);
- Government entity (Federal, State, or local);
- Foreign Government;
- International organization per 26 CFR 1.6049-4;
- Other _____.

(f) *Common parent [check the appropriate block]:*

- Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.
- Name and TIN of common parent: Name _____
- TIN _____

K.5 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (DEC 2001)

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that-

(i) The Offeror and/or any of its Principals-

(A) Are are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are are not presently indicted for, or otherwise criminally or civilly charged by a Governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Offeror has has not , within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.6 52.215-6 PLACE OF PERFORMANCE (OCT 1997)

(a) The Offeror or respondent, in the performance of any contract resulting from this solicitation, [check applicable block]

intends,

does not intend

to use one or more plants or facilities located at a different address from the address of the Offeror or respondent as indicated in this proposal or response to request for information. (b) If the Offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

Place of Performance(Street Address, City, State, County, Zip Code) Name and Address of Owner and Operator of the Plant or Facility if Other than Offeror or Respondent

K.7 52.215-7 ANNUAL REPRESENTATIONS AND CERTIFICATIONS - NEGOTIATION (OCT 1997)

The Offeror has [*check the appropriate block*]:

(a) Submitted to the contracting office issuing this solicitation, annual representations and certifications dated _____ [*insert date of signature on submission*] that are incorporated herein by reference, and are current, accurate, and complete as of the date of this proposal, except as follows [*insert changes that affect only this proposal; if "none," so state*]:

(b) Enclosed its annual representations and certifications.

(End of provision)

K.8 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition

is _____ [*insert NAICS code*].

(2) The small business size standard is _____ [*insert size standard*].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.*

(1) The Offeror represents as part of its offer that it is, is not a small business concern.

(2) Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.

The Offeror represents, for general statistical purposes, that it is, is not, a small disadvantaged business concern as defined in 13 CFR 124.1002

(3) Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.

The Offeror represents as part of its offer that it is, is not a women-owned small business concern.

(4) Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.

The Offeror represents as part of its offer that it is, is not a veteran-owned small business concern.

(5) Complete only if the Offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision. The Offeror represents as part of its offer that it is, is not a service-disabled veteran-owned small business concern.

(6) Complete only if the Offeror represented itself as a small business concern in paragraph (b)(1) of this provision.

The Offeror represents, as part of its offer, that-

(i) It is, is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and(ii) It is, is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The Offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:_____.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) *Definitions.* As used in this provision-

"Service-disabled veteran-owned small business concern"-

(1) Means a small business concern-

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern-

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern" means a small business concern-

(1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) *Notice.*

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall-

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

Alternate I (Apr 2002). As prescribed in 19.307(a)(2), add the following paragraph (b)(7) to the basic provision:

(7) Complete if Offeror represented itself as disadvantaged in paragraph (b)(2) of this provision.

The Offeror shall check the category in which its ownership falls:

_____ Black American.

_____ Hispanic American.

_____ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).

_____ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).

_____ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).

_____ Individual/concern, other than one of the preceding.

K.9 52.219-22 SMALL DISADVANTAGED BUSINESS STATUS (OCT 1999)

(a) *General.* This provision is used to assess an Offeror's small disadvantaged business status for the purpose of obtaining a benefit on this solicitation. Status as a small business and status as a small disadvantaged business for general statistical purposes is covered by the provision at MMAR 52.219-1, Small Business Program Representation.

(b) Representations.

(1) *General.* The Offeror represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either-

[] (i) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and

(A) No material change in disadvantaged ownership and control has occurred since its certification;

(B) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(C) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net); or

(ii) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(2) For Joint Ventures. The Offeror represents, as part of its offer, that it is a joint venture that complies with the requirements at 13 CFR 124.1002(f) and that the representation in paragraph (b)(1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [*The Offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture:_____.*]

(c) Penalties and Remedies. Anyone who misrepresents any aspects of the disadvantaged status of a concern for the purposes of securing a contract or subcontract shall- (1) Be punished by imposition of a fine, imprisonment, or both; (2) Be subject to administrative remedies, including suspension and debarment; and (3) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

(End of provision)

Alternate I (Oct 1998). As prescribed in 19.307(b), add the following paragraph (b)(3) to the basic provision:

(3) Address. The Offeror represents that its address is, is not in a region for which a small disadvantaged business procurement mechanism is authorized and its address has not changed since its certification as a small disadvantaged business concern or submission of its application for certification. The list of authorized small disadvantaged business procurement mechanisms and regions is posted at <http://www.arnet.gov/References/sdbadjustments.htm>. The Offeror shall use the list in effect on the date of this solicitation. "Address," as used in this provision, means the address of the Offeror as listed on the Small Business Administration's register of small disadvantaged business concerns or the address on the completed application that the concern has submitted to the Small Business Administration or a Private Certifier in accordance with 13 CFR part 124, subpart B. For joint ventures, "address" refers to the address of the small disadvantaged business concern that is participating in the joint venture.

K.10 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)

The Offeror represents that:

(a) It has, has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) It has, has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed Subcontractors, will be obtained before subcontract awards.

K.11 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The Offeror represents that-

(a) It has developed and has on file, has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2); or

(b) It has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

K.12 52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (AUG 2003)

(a) Executive Order 13148, of April 21, 2000, Greening the Government through Leadership in Environmental Management, requires submission of this certification as a prerequisite for contract award.

(b) By signing this offer, the Offeror certifies that:

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the Offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: *[Check each block that is applicable.]*

(i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed in 40 CFR 372.65;

(ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

(iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

(iv) [] The facility does not fall within the following Standard Industrial Classification (SIC) codes or their corresponding North American Industry Classification System sectors:

(A) Major group code 10 (except 1011, 1081, and 1094).

(B) Major group code 12 (except 1241).

(C) Major group codes 20 through 39.

(D) Industry code 4911, 4931, or 4939 (limited to facilities that combust coal and/or oil for the purpose of generating power for distribution in commerce).

(E) Industry code 4953 (limited to facilities regulated under the Resource Conservation and Recovery Act, Subtitle C (42 U.S.C. 6921, et seq.), or 5169, or 5171, or 7389 (limited to facilities primarily engaged in solvent recovery services on a contract or fee basis); or

(v) [] The facility is not located in the United States or its outlying areas.

K.13 52.225-2 BUY AMERICAN ACT CERTIFICATE (JUNE 2003)

(a) The Offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that the Offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The Offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act-Supplies."

(b) Foreign End Products:

Line Item No.	Country of Origin
_____	_____
_____	_____

[List as necessary]

(c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.

(End of provision)

K.14 52.227-15 REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (MAY 1999)

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in MMAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the MMAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data-General clause at 52.227-14 that is to be included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include Alternate II or Alternate III in the clause at 52.227-14, Rights in Data-General, the Offeror shall complete paragraph (c) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the Offeror's response is not determinative of the status of such data should a contract be awarded to the Offeror.

(c) The Offeror has reviewed the requirements for the delivery of data or software and states [*Offeror check appropriate block*]-

None of the data proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and are identified as follows:

Note: "Limited rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights in Data-General."

(End of provision)

K.15 52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (JUNE 2000)

Note: This notice does not apply to small businesses or foreign Governments. This notice is in three parts, identified by Roman numerals I through III.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the Offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. Disclosure Statement-Cost Accounting Practices and Certification

(a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any Offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the Offeror's proposal under this solicitation unless the Offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the Offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

Caution: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

(1) Certificate of Concurrent Submission of Disclosure Statement. The Offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows:

(i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable; and

(ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where Filed:

The Offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

(2) *Certificate of Previously Submitted Disclosure Statement.* The Offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where Filed:

_____ The Offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

(3) *Certificate of Monetary Exemption.* The Offeror hereby certifies that the Offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The Offeror further certifies that if such status changes before an award resulting from this proposal, the Offeror will advise the Contracting Officer immediately.

(4) *Certificate of Interim Exemption.* The Offeror hereby certifies that

(i) the Offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and

(ii) in accordance with 48 CFR 9903.202-1, the Offeror is not yet required to submit a Disclosure Statement. The Offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the Offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under paragraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

Caution: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. Cost Accounting Standards-Eligibility for Modified Contract Coverage

If the Offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the Offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

The Offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the Offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the Offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The Offeror further certifies that if such status changes before an award resulting from this proposal, the Offeror will advise the Contracting Officer immediately.

Caution: An Offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the Offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

III. Additional Cost Accounting Standards Applicable to Existing Contracts

The Offeror shall indicate below whether award of the contemplated contract would, in accordance with paragraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

yes no

(End of provision)

K.16 DATA UNIVERSAL NUMBERING SYSTEM (DUNS)

(a) The Bidder/Offeror is requested to insert the DUNS number applicable to the Contractor's address shown on the solicitation form.

DUNS NO. _____

(b) If the production point (point of final assembly) is other than the location entered on the solicitation form, or if additional production points are involved, enter the DUNS number applicable at each production point in the space provided below.

Item No. Manufacturer Production Point DUNS NO.

(c) If DUNS numbers have not been established for the Contractor, or the production point(s) are not shown above, a number will be assigned upon request by Dun & Bradstreet, Allentown, PA. Phone (800) 234-3867.

K.17 AUTHORIZED NEGOTIATORS

The Offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations:

Name and Title Location Phone

By signature on the solicitation form, I hereby affirm that I am authorized, on behalf of the company, to enter into binding contractual agreements with the Government; and furthermore, that the person(s) named above [] are, [] are not, likewise so authorized.

(Signature of the officer or employee responsible for the offer and date)

K.18 CERTIFICATION

I HEREBY CERTIFY THAT THE RESPONSES TO THE ABOVE REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS ARE ACCURATE AND COMPLETE.

SIGNATURE:

TITLE:

DATE:

SECTION L – INSTRUCTIONS TO THE OFFERORS

L.1.0 CLAUSES INCORPORATED BY REFERENCE

L.1.1 This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.gpo.gov/acquisition/mmar.pdf>

NUMBER	DATE	TITLE
52.215-1	May-01	Instructions to Offerors-Competitive
52.232-38	May -99	Submission of Electronic Funds Transfer Information with Offer

L.2.0 GENERAL INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

L.2.1 A Standard Form 33, "Solicitation, Offer, and Award," completed and signed by the Offeror, constitutes the Offeror's acceptance of the terms and conditions of the proposed task order. Therefore, a representative of the Offeror authorized to commit the Offeror to contractual obligations must execute the form.

L.2.2 Offerors are expected to examine this entire solicitation document. Failure to do so will be at the Offeror's own risk.

L.2.3 Offerors shall furnish the information required by this solicitation. Offerors shall sign the Standard Form 33, Block 17.

L.2.3.1 GPO may make award based on initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted in as complete form as possible and without exception to any provision.

L.2.4 GPO will not pay any Offeror for the preparation of their proposal.

L.2.5 Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

L.2.6 Wherever in this solicitation "man", "men", or their related pronouns are used and other related pronouns, (other than with reference to specific persons) as words or as parts of words, they have been used for literary purposes and are meant in their generic sense to include both males and females.

L.3.0 POTENTIAL AWARD WITHOUT DISCUSSIONS

L.3.1 GPO reserves the right to award a contract without discussions if the Contracting Officer determines that the initial prices are fair and reasonable and that discussions are not necessary.

L.4.0 52.216-1, TYPE OF CONTRACT

L.4.1 The Government contemplates award of a Firm Fix Price contract resulting from this solicitation. Consulting services will be provided on an on-going and on an as needed basis, using a Labor Hour CLIN. Travel related services will be reimbursed in accordance with MMAR and GSA travel regulations.

L.5.0 52.215-73, INQUIRIES (MAR 2000)

L.5.1 Offerors must submit all questions concerning this solicitation in writing via e-mail to Swilliams2@gpo.gov. **Questions must be received no later than seven (7) calendar days after the date this solicitation is issued.** All answers to the questions will be provided to all interested parties in the form of an amendment to the solicitation.

L.6.0 SUBMISSION OF PROPOSALS

L.6.1 Offeror proposals shall be submitted in two parts: Part I – Price Proposal (including Standard Form 33) and Part II - Technical Proposal, which are described in the paragraphs L.17.1 and L.17.2 below.

L.6.2 Offerors shall submit their proposals by **2:00 pm EST on Monday, June 11, 2007**. Proposals received after the time and date specified for receipt will not be considered in accordance with Section 15, subpart 15.208(b)(1) of the MMAR.

L.6.3 The Offeror shall package and clearly label the outside of the package with the Solicitation Number and the contents thereof (e.g., Part I- Price Proposal, Part II - Written Technical Proposal). A cover letter containing any information the Offeror wished to bring to GPO's attention may accompany the proposal.

L.6.4 The offer should be sealed and the outer envelope or wrapping of the offer should be addressed as follows:

Sheila Williams, Contract Specialist
U.S. Government Printing Office
Acquisition Services
Room A332, Stop: AS
732 North Capitol Street, NW
Washington, DC 20401

- L.6.5 If sent via FedEx, UPS or similar delivery services, offers must be delivered to the physical address below by the time and date specified above.

U.S. Government Printing Office
Acquisition Services
Room A332, Stop: AS
732 North Capitol Street, NW
Washington, DC 20401

- L.6.6 If hand carried, offers must be delivered to the address cited above, on the date specified above.

L.7.0 ALTERNATE PROPOSALS

- L.7.1 Only Offerors that demonstrate acceptable submission to GPO of all requirements in this solicitation (or amendments thereof) will be considered for award. However, GPO will accept alternate proposals in terms of approach, delivery, and performance as long as such proposals demonstrate added value relative to the original requirement description. Alternate proposals may be submitted as separate technical and cost proposals or may be submitted as addendums to the main proposal.

L.8.0 EXPENSES RELATED TO OFFEROR SUBMISSIONS:

- L.8.1 GPO will not reimburse any Offeror for any costs incurred in the submission of a proposal; or in making necessary studies or designs for the preparations of such proposals; or for services or supplies procured in preparing such proposals; and other expenses required by the Offeror to qualify for award.

L.9.0 PROPRIETARY DATA

- L.9.1 Offerors submitting restrictive data will mark it as follows in accordance with the MMAR Clause 52.215-1 Instructions to Offerors - Competitive Acquisition (which is incorporated by reference) which states: "Offerors who include in their proposals data they do not want disclosed to the public for any purpose or used by the GPO except for evaluation purposes, shall:

- L.9.1.1 Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed—in whole or in part—for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this Offeror as a result of—or in connection with—the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to the restriction is contained in sheets (insert numbers or other identification of sheets)"; and

L.9.1.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

L.9.2 GPO assumes no liability for disclosure or use of unmarked data and may use or disclose the data for any purpose. Unless restricted, information submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).

L.10.0 PRIME CONTRACTOR RESPONSIBILITIES

L.10.1 The Offeror shall be held responsible as the prime Contractor for the procurement of all services required under this contract. The Offeror alone shall be held responsible by GPO for performance of all Contractor's obligations under any contract resulting from their proposal. GPO, in turn, will render all payments due for services performed solely to the Prime Contractor.

L.11.0 ACCEPTANCE OF PROPOSALS

L.11.1 GPO reserves the right to consider as acceptable only those proposals submitted according to all technical requirements stated or referenced in this solicitation, and that demonstrate an understanding of the problems involved and the scope of the project.

L.11.2 Alternate proposals will be accepted and evaluated per paragraph L.18.1 and L.18.2 of this section. GPO reserves the right to consider as acceptable only a proposal that is submitted in accordance with all requirements set forth or referenced in this RFP.

L.11.3 Proposals may be withdrawn by written notice received at any time before award.

L.12.0 MINIMUM ACCEPTANCE PERIOD 52.214-15 MMAR (APR 1984)

L.12.1 In compliance with the solicitation, the bidder agrees, if this bid is accepted within 120 calendar days from the date specified in the solicitation for receipt of bids, to furnish any or all items upon which prices are bid at the price set opposite each item, delivered at the designated point(s), within the time specified in the Schedule.

(End of provision)

L.13.0 AMENDMENTS TO PROPOSAL

- L.13.1 Any changes to a proposal made by an Offeror after its initial submission shall be submitted following the same instructions in this section for the appropriate volume to the following address:

Arza Gardner, Contracting Officer
U.S. Government Printing Office
Acquisition Services
Room A332, Stop: AS
732 North Capitol Street, NW
Washington, DC 20401

- L.13.2 Changes shall be described in summary format and the changes/replacement pages shall be clearly identifiable. Changes from the original page shall be indicated on the outside margin by vertical lines adjacent to the change. The Offeror shall include the date of the amendment at the bottom of the changed pages.

L.14.0 ANTICIPATED AWARD DATE

- L.14.1 The anticipated contract award date is on or about July 2, 2007, but may be earlier or later than this date. The GPO is not obligated to award the contract on this date. The anticipated effective date of the contract will be the award date of the contract.

L.15.0 NEWS RELEASES

- L.15.1 The Offeror shall not make any news release pertaining to this solicitation or contract awarded under this procurement without prior GPO approval and then only in conjunction with the Contracting Officer.

L.16.0 52.233-2 SERVICE OF PROTESTS (AUG 1996)

- L.16.1 An agency protest may be filed with either (1) the Contracting Officer or (2) at a level above the Contracting Officer, with the agency Chief Acquisition Officer.

- L.16.2 Agency protests filed with the Contracting Officer shall be sent to the following address:

Arza Gardner, Contracting Officer
U.S. Government Printing Office
Acquisition Services
Room A332, Stop: AS
732 North Capitol Street, NW
Washington, DC 20401

- L.16.3 Agency protests filed with the Chief Acquisition Officer (ACO) shall be sent to the following address:

Chief Acquisition Officer
U.S. Government Printing Office
Room A332, Stop: AS
732 North Capitol Street, NW
Washington, DC 20401

- L.16.4 If a protest is filed with either the Chief Acquisition Officer (ACO) or with the General Accountability Office (GAO), a complete copy of the protest (including all attachments) shall be served upon the Contracting Officer and the GPO General Counsel within one day of filing with the Managing Director, Customer Services or with the GAO. Service upon the GPO Office of the General Counsel shall be made as follows:

Roy Potter, Associate General Counsel
Office of the General Counsel
U.S. Government Printing Office
Room C-814, Stop: GC
Washington, DC 20401
FAX (202) 512-0076

L.17.0 WRITTEN PROPOSAL INSTRUCTIONS

L.17.1 SUBMISSION OF PRICE PROPOSAL (PART I)

- L.17.1.1 Price Proposals shall be submitted in an original, four (4) copies and one (1) electronic copy for a total of five (5) hard copies and one (1) electronic copy. The hard copies shall be submitted in three-ring binders with section tab dividers; the electronic copy shall be submitted on either compact disk (CD) or Universal Serial Bus (USB) external drives.

L.17.1.2 Format and Content of the Price Proposal

The written price proposal shall contain the following sections:

- L.17.1.2.a Section 1: When completed and signed by the Offeror constitutes the Offeror's acceptance of the terms and conditions of the proposed task order. Therefore, the form must be executed by representatives of the Offeror authorized to commit the Offeror to contractual obligations. Offerors shall sign the SF 33 in Block #17.
- L.17.1.2.b Section 2: Services and Prices. The Offeror shall indicate the price to be charged for each item in Section B rounded to the nearest whole dollar. The information requested in the proposal is required to enable GPO to perform cost or price analysis and ultimately to enable the GPO and the Offeror to negotiate fair and reasonable prices. The Offeror shall prepare one summary schedule which provides the contract line item numbers (CLIN) to record the overall total price offered.

L.17.1.2.c Section 3: Price Supporting Documentation. Along with the summary schedule, the Offeror is required to provide back-up documentation for each CLIN as identified below.

CLIN	Description
0001, 0003, 0005, and 0007	Itemized listing of the smart card personalization equipment, to include the manufacturer name, model number or part number, description, quantity, unit price and extended price for the equipment offered.
0013	Itemized listing of the materials and supplies offered to support the smart card personalization process, to include manufacturer name, part number, description, proposed quantity, unit price, extended price, and the estimated usage on an average per card personalized basis.
0009, and 0011	Itemized listing of the data processing software systems and supporting computer equipment to include manufacturer name, part number, description, proposed quantity, unit price, extended price for each component.
0017	Itemized listing of the smart card testing and inspection equipment offered, including any tools and fixtures necessary to perform visual and electrical inspection. The listing shall include manufacturer name, part number or model number, description, proposed quantity, unit price and extended price.
0018, and 0019	Detailed listing of the Consulting and Integration Services labor categories to be used, including an estimate of the labor hours proposed and the hourly rate for each labor category proposed. If “consulting” is to be outsourced in part or in its entirety, these labor categories are to be identified and described. The Offeror shall also provide supporting price documentation for all proposed Subcontractors, to include the proposed type of subcontract.

L.17.2 SUBMISSION OF TECHNICAL PROPOSAL (PART II)

L.17.2.1 Technical proposals shall not exceed 100 pages. and shall be submitted in an original, five (5) copies and one (1) electronic copy for a total of six (6) hard copies and one (1) electronic copy. The hard copies shall be submitted in three-ring binders with section tab dividers; the electronic copy shall be submitted on either compact disk (CD) or Universal Serial Bus (USB) external drives.

L.17.2.2 The Offeror is encouraged to minimize the amount of corporate marketing and sales information and material submitted in the Technical Proposal, as these materials will be counted as part of the total allowable page count. However, Technical Data Sheets and Product Brochures specific to the equipment, software and systems offered will not be counted as part of the overall page count.

L.17.2.3 The technical proposal must not contain reference to cost except to the extent that resource information, such as data concerning labor hours and categories, materials,

subcontracts, etc., is necessary in order to demonstrate technical understanding of the Requirements in Section C.

L.17.2.4 To permit a thorough and effective evaluation, the technical proposal must be sufficiently detailed to clearly and fully demonstrate that the Offeror has a thorough and clear understanding of the Statement of Work, and permit GPO to make an evaluation of the proposal without further information being required from the Offeror. Statements that the Offeror understands, can or will comply with the Requirements, and statements paraphrasing the Requirements or parts thereof, are considered inadequate. Also phrases such as "standard procedures will be employed or well-known techniques will be used," will not be acceptable and may result in rejection of the proposal. A full explanation of the techniques and procedures proposed to be followed shall be included. Block diagrams, drawings, charts or logic models can be included, as appropriate, to present a full, complete and clear explanation.

L.17.2.5 Format and Content Requirements for Technical Proposal

The technical portion of the proposal shall contain the following sections: Executive Summary, Certifications and Supporting Materials, Experience, Key Personnel Technical Solution and Approach, and Past Performance.

L.17.2.5.a Section 1: Executive Summary. The Contractor shall provide an Executive Summary which shall:

- Be a maximum two-page summary outlining any necessary background information and an overview of the proposal.
- In addition, the names, titles, telephone and facsimile numbers and electronic mail addresses of persons authorized to negotiate on the Offeror's behalf with the GPO in connection with this solicitation shall be furnished.

L.17.2.5.b Section 2: Certifications and Other Supporting Materials. The Contractor shall provide:

- Copy of the signed Non-Disclosure Agreement submitted to GPO previously to obtain a copy of GPO Publication 825.33, GPO IT Security Program Statement of Policy
- Documented evidence of FIPS 201 Compliance, by providing:
 - Certifications including documented evidence of satisfying NIST FIPS 140-2 and FIPS 201 and successful evaluation by a Government-approved Evaluation Lab in accordance with the established GSA processes and procedures for HSPD-12 interoperability and performance.

- OR -

- Evidence of submission of products and services for NIST FIPS 104-2 and FIPS 201 certification and submission for evaluation by a Government-approved Evaluation Lab in accordance with the established GSA processes and procedures for HSPD-12 interoperability and

performance, along with the status and the expected completion date of these certifications and evaluations.

However, contract award will only be made to an Offeror who has successfully completed all required certifications and product approval evaluations by the date of contract award.

- Contractor's standard warranty terms and conditions for all proposed equipment and systems
- A sample Maintenance Agreement to address post-warranty repair and preventative maintenance of all proposed equipment and systems.
- Certifications of Insurance: The Contractor shall provide evidence of insurance commensurate with the type of work to be performed, including Workman's Compensation, Employee's Liability Insurance, General Liability Insurance, and Vehicle Liability Insurance.

L.17.2.5.c Section 3: Project Timeline: The Contractor shall demonstrate the ability to deliver a turn key, fully operational and integrated system in accordance with the Statement of Work, including delivery and installation of all equipment, systems and hardware, satisfactory completion of the Site Acceptance Tests, training of GPO employees in the operation of the equipment and systems. The Offeror shall include a comprehensive, project timeline and plan to achieve the successful implementation of the project.

L.17.2.5.d Section 4: Experience: The Contractor shall demonstrate prior experience in providing the same or similar equipment, systems and services listed in the Statement of Work. Address relevant experience during the past five (5) years, of both the Offeror and any proposed Subcontractor(s) for relevant ongoing or recently completed Government prime contracts and subcontracts. for the same or similar work, completed in the past five (5) years. The five (5) references must have been performed with the involvement of at least one (1) of the key personnel proposed to work on this project for GPO. Similar experience information shall be included for Offeror-selected federal, state, local government, or commercial contracts. The Offeror may include contracts on which the Offeror, or any proposed Subcontractor, have performed or is performing work, as a Program/Project Lead, Prime Contractor or as a Subcontractor. If the Offeror consists of a team of companies, similar experience for the Prime Contractor must be provided for at least three (3) of the required projects. Beyond this requirement, it will be at the Offeror's discretion as to which of the organization's similar experience will be used. Pertinent work under non-Government contracts may also be included.

The Offeror shall use the Similar Experience Matrix Template, provided in Section J, Attachment 5, to provide Offeror's and its Subcontractors' similar experience on the five (5) contracts performed in the past five (5) years. The five (5) references must have been performed with the involvement of at least one (1) of the key personnel proposed for GPO. Similar experience information shall be included for Offeror-selected federal, state, local government, or commercial contracts. The Offeror may include contracts on which the Offeror, or any proposed Subcontractor, have performed or is performing work, as a Program/Project Lead, Prime Contractor or as

a Subcontractor. When the Offeror consists of a team of companies, similar experience for the Prime Contractor must be provided for at least three (3) of the required projects. Beyond this requirement, it will be at the Offeror's discretion as to which of the organization's similar experience will be used. The Similar Experience Matrix Template must be used for all similar experience projects, and the format may not be modified except to expand boxes to accommodate additional text. The Project Description/Approach portion may not exceed one (1) page; other portions may be expanded at the Offeror's discretion, so long as the total pages for each project reference do not exceed three (3) pages. No additional items beyond the following content may be added to the template.

L.17.2.5.e Section 5: Technical Solution and Approach: The Contractor shall provide information, in sufficient detail, to demonstrate a clear understanding of the Statement of Work and the extent to which the proposed technical approach meets all requirements and specifications, including data security and privacy requirements. In addition, the Offeror shall include:

- An index, or other means, to specifically reference each portion of the proposal to the specific requirements of the Statement of Work it addresses and satisfies.
- Manufacturer's Data Sheets for all equipment, software, systems and computer hardware proposed.
- Printed Product Sample to demonstrate the personalization printing, affixing and folding capability and output quality of the proposed Card Printer and Mailing System. Sample may be prepared using Offeror data or generic text and images.
- Printed Product Sample to demonstrate the format and output quality of the Offeror's proposed PIN Mailer Equipment.
- Printed and Encoded FIPS 201 PIV Product Sample produced through the Offeror's smart card personalization data processing system. Sample may be prepared using Offeror data.
- Environmental Requirements for proposed equipment, systems and hardware, to include power requirements; heat generation calculations; operating noise levels; level of ventilation, humidity control, cooling; and cleanliness specifications for optimum results.
- Physical Requirements for proposed equipment, systems and hardware, to include the physical dimensions, recommended clearances and work space; cabling requirements, and floor plan recommendations.
- Quality and performance data for the proposed card printer and mailing system to include failure rates for printing, encodings, and miss-match of card to letter; Mean-Time-Between-Failure (MTFB); and overall return and repair data.
- Proposed System Architecture Diagram

L.17.2.5.f Section 6: Key Personnel: The Offeror shall state the positions the Offeror proposes to be considered Key to this Contract and state whom the Contractor will assign to these positions after Award. The Contractor shall include a brief, one (1) page resume for the key personnel proposed. Key Personnel are defined as the sum of the

skills, experience, and education of those personnel designated as “key” by the Offeror.

- L.17.2.5.g Section 7: Past Performance: Offerors shall use the Past Performance Questionnaire, Section J, Attachment 6 of this solicitation for the five (5) contracts identified by the Offeror in the Similar Experience Matrix provided in Section 4 of the Offeror’s Technical Proposal. The Offeror shall contact past performance references directly and request that they complete and submit the attached past performance questionnaires to GPO by the date the solicitation closes. The Offeror shall request that the past performance references send the completed questionnaires directly to GPO at the proposal address listed in Section L.6, depending on the delivery method or faxed to the number listed on the past performance questionnaire. Questionnaires can be delivery method or faxed to the number listed on the questionnaire. It is GPO’s goal to receive all past performance questionnaires for each Offeror by the closing date of the solicitation. GPO will provide the Offeror with confirmation of received/non-received past performance questionnaires within five (5) working days after the close of the solicitation so that the Offeror may follow-up with non-received past performance questionnaires.

The Offeror shall provide the list of past performance references with contact information to GPO as part of their proposal. Any information provided by the Offeror’s referenced customer is subject to verification/validation by GPO during the evaluation process.

SECTION M – EVALUATION CRITERIA

M.1.0 CLAUSES INCORPORATED BY REFERENCE

M.1.1 This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.gpo.gov/acquisition/mmar.pdf>

NUMBER	DATE	TITLE
52.217-5	May-01	Evaluation of Options

M.2.0 EVALUATION CRITERIA

M.2.1 Award will be made on a Best Value basis to the Offeror whose offer is determined to be technically acceptable and to the Offeror who proposes the most advantageous offer to the government, price and price related factors considered. Although cost is not a weighted factor it can become the determining factor for award if two or more offers are determined to be technically equal.

M.2.2 Award will be made to only one (1) Offeror and may be made without discussions.

M.3.0 TECHNICAL EVALUATION

M.3.1 Technical evaluation of all offers will be made in accordance with the criteria outlined in this section. The proposals will be evaluated against the following four (4) factors, as listed in descending order of importance to the GPO:

- Timeliness of Delivery of fully operational and integrated equipment and systems
- Experience with smart card personalization equipment and systems
- Technical Solution and Approach to meet the stated requirements
- Past Performance of the Offeror

M.3.1.1 Timeliness of Delivery

M.3.1.1.a The Offeror shall demonstrate the ability to deliver a turn key, fully operational and integrated system in accordance with the desired GPO schedule stated in Section C.8.1 of the Statement of Work, including delivery and installation of all equipment, systems and hardware, satisfactory completion of the Site Acceptance Tests, training of GPO employees in the operation of the equipment and systems.

M.3.1.2 Experience

M.3.1.2.a The Offeror shall demonstrate relevant similar experience during the past five (5) years providing smart card personalization equipment and systems to the Government. GPO

will consider the number of installations or systems deployed, as well as the complexity, size and security level of the systems. The Offeror will also demonstrate prior experience in providing the same or similar consulting services for the integration and configuration of smart card personalization systems.

M.3.1.3 Technical Approach

M.3.1.3.a The Offeror shall demonstrate, through a detailed discussion of their technical approach, compliance with all stated GPO's requirements. The Offeror will be evaluated for demonstration of understanding of the requirements of the Statement of Work, including data security and privacy requirements, and any associated risk of non-performance. The robustness, flexibility, scalability and data security of the Offeror's proposed system architecture will also be evaluated.

M.3.1.4 Past Performance

M.3.1.4.a Past performance will be evaluated on the extent of client satisfaction with the previous performance of the Offeror; the Offeror's demonstration of reasonable, proactive and cooperative behavior in dealing with clients; the Offeror's quality of previously performed services and delivered products; the Offeror's ability to control costs, manage contract activities and meet schedules in providing services and products.

M.3.1.4.b Past performance will be evaluated for contracts performed by the Offeror during the last five (5) years consistent with the size, scope and complexity of this program, with an emphasis on work performed for other Government programs and a demonstration and commitment to security.

M.4.0 COST EVALUATION

M.4.1 Price will be evaluated to determine whether or not proposed prices are realistic, fair and reasonable. Although price is not a heavily weighted factor, it can become a determining factor if two or more offers received are determined to be technically equal.

M.4.1.1 Realism: Price will be compared to what has been proposed in the Offeror's technical proposal to determine if all services can be realistically performed, and all equipment can be realistically delivered for the price proposed.

M.4.1.2 Reasonableness: A comparative analysis will be performed to determine if the proposed cost is fair and reasonable.

GLOSSARY OF TERMS

TERM	DEFINITION
APDU	Communication unit between a reader and a card. The structure of an APDU is defined by the ISO 7816 standards.
Card Applications	Software component or program to satisfy a particular set of requirements
Card Applets	Software component that runs in the context of another program. An applet usually performs a very narrow function that has no independent use.
Card Initialization	Process of preparing a card for use by performing the following tasks: searching for initialization files, locating definite values to use in place of variable values, and loading these values
Card Holder	An individual possessing an issued smart card
Card Manufacturing	The process of constructing a smart card, including the printing of the surface layers and embedding of the integrated computer circuit
Card Personalization	Modification of a smart card such that it contains data specific to the cardholder. Methods of personalization may include encoding the magnetic stripe or bar code, loading data on the ICC, or printing photo or signature data on the card.
Chip Operating System	The operating system within a card's integrated circuit that interprets commands sent by the workstation and performs the functions requested.
Creative And Design Services	Department of the US Government Printing Office responsible for designing custom artwork, including those using security features
Card Reader	Equipment capable of reading the information on a card such as that in the magnetic stripe or chip.
Customer	The Government Agency or Organization ordering products and services from the US Government Printing Office
FIPS	Federal Information Processing Standards (FIPS). Standards and guidelines that are developed by the National Institute of Standards and Technology for Federal computer systems for use government-wide. http://www.itl.nist.gov/fipspubs/
Issuance	Process and means of delivering a smart card to the individual card holder or to another authority for final delivery
Key	A value that particularizes the use of a cryptographic system.
Key Management	The process and means by which keys are generated, stored, protected, transferred, loaded, used, revoked, published, and destroyed
Key Pair	Two mathematically related keys having the properties that (1) one key can be used to encrypt a message that can only be decrypted using the other key and (2) even knowing one key, it is computationally infeasible to discover the other key.

TERM	DEFINITION
Open Systems And Platforms	A comprehensive set of interfaces, services, and supporting formats, plus user aspects for interoperability or for portability of applications, data, or people, as specified by information technology standards and profiles. An open platform is composed of hardware and software components that adhere to common standards and are non-proprietary such that multiple vendors can supply these components interchangeably. In an open platform, components from multiple vendors using different technological approaches may be assembled and interoperability across products can be ensured. The objective of an open platform is to achieve vendor independence and allow easy transition to emerging technologies
PC/SC	A specification for smart card reader integration in computing environment. http://www.pcscworkgroup.com/index.php?h
PKCS#11	An application programming interface (API), designed to be platform independent, defining a generic interface to cryptographic tokens, such as Hardware Security Modules and smart cards. http://www.rsa.com/rsalabs/node.asp?id=2133
Personal Identity Verification (PIV)	A physical artifact (e.g., identity card, “smart” card) issued to an individual that contains stored identity credentials (e.g., photograph, cryptographic keys, and digitized fingerprint representation) so that the claimed identity of the cardholder can be verified against the stored credentials by another person (human readable and verifiable) or an automated process (computer readable and verifiable).
Personal Identification Number (PIN)	A private series of numbers that a user knows that are used to increase confidence in a user’s professed identity.
Preventative Maintenance	The care and servicing by personnel for the purpose of maintaining equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.
PKI	Public Key Infrastructure (PKI) is a security system which provides digital signatures, encryption and secure web access
Remedial Maintenance	A repair service that is required due to a malfunction of the product
Security Documents	Documents or credentials which contain security features and/or materials and technologies to prevent the fraudulent use or counterfeit of the document
Security Printing	The field of the printing industry that deals with the printing of items such as passports, stock certificates, postage stamps and identity cards. The main goal of security printing is to prevent forgery or counterfeiting

TERM	DEFINITION
Security And Intelligent Documents Business Unit	Business Unit of the US Government Printing Office responsible for the design, production and distribution of security documents and credentials, including those containing electronics. http://www.gpo.gov/projects/security.htm
Smart Cards	Credit-card sized plastic cards with an embedded computer chip
Smart Card Identification Credential	Smart card containing the personal (biographical and biometric) data of the individual

LIST OF ACCROMYNS

AAMVA	American Association of Motorized Vehicles Administrators http://www.aamva.org/
ADPU	Application Protocol Data Unit
C&A	Certification and Accreditation
CLIN	Contract Line Item Number
CO	Contracting Officer
COOP	Continuity of Operations
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off the Shelf
EST	Eastern Standard Time
FICC	Federal Identity Credentialing Committee
FIPS	Federal Information Processing Standards
FISMA	Federal Information Security Management Act
GSA	General Services Administration
GPO	U.S. Government Printing Office
HSM	Hardware Security Module
HSPD-12	Homeland Security Presidential Directive 12
ISO	International Organization for Standardization http://www.iso.org/iso/en/ISOOnline.frontpage
NACI	National Agency Check with Inquiries
NDA	Non-Disclosure Agreement
NIST	National Institute of Standards and Technology http://www.nist.gov/
OMB	Office of Management and Budget. http://www.whitehouse.gov/omb/
PC/SC	Personal Computer/Smart Card
PKCS#11	Public-Key Cryptography Standards #11
PIV	Personal Identity Verification
PIN	Personal Identification Number
PKI	Public Key Infrastructure
SAT	Site Acceptance Test
SCPO	Smart Card Personalization Operations
SSL	Secure Socket Layer
SSP	Shared Services Provider
SOW	Statement of Work
VPN	Virtual Private Network

STANDARDS, SPECIFICATIONS AND REQUIREMENTS

GPO Publication 825.33, GPO IT Security Program Statement of Policy²

ANSI X9.52-1998, Triple Data Encryption Standard

ISO 7810, Identification cards, Physical characteristics

ISO 7811, Identification Cards, Recording Techniques, Part 6: Magnetic Stripe, High Coercivity

ISO 7816-1, Identification Cards - ICC, Part 1: Physical Characteristics

ISO 7816-2, Identification Cards - ICC, Part 2: Dimension and locations of Chip

ISO 7816-3, Identification Cards - ICC, Part 3: Electronic Signal and Transmission Protocols

ISO 10373, Identification Cards, Test methods, Part 1: General Requirements

ISO 10373, Identification Cards, Test methods, Part 3: Integrated circuit cards with contacts and related interface devices

ISO 14443, Contactless Integrated Circuit Cards

FIPS 46-3, DES and Triple DES

FIPS 140-2, Security Requirements for Cryptographic Modules

FIPS 180-1 Secure Hash Standards

FIPS 186-1 Digital Signature Standards

FIPS 197, Advanced Encryption Standard.

FIPS 199 Standards for the Security Categorization of Federal Information and Information Systems

FIPS 201-1, Personal Identity Verification (PIV) of Federal Employees and Contractors

NIST Special Publication 800-37, Guide for the Security Certification and Accreditation of Federal Information Systems

NIST Special Publication 800-53, Recommended Security Controls for Federal Information Systems

NIST Special Publication 800-63, Electronic Authentication Guideline

² NOTE: This GPO publication shall be made available upon request, only after completion of a Non-Disclosure Agreement

NIST Special Publication 800-73-1, Interfaces for Personal Identity Verification

NIST Special Publication 800-76, Biometric Data Specification for Personal Identity Verification

NIST Special Publication 800-78, Cryptographic Algorithms and Key Sizes for Personal Identity Verification

NIST Special Publication 800-79, Guidelines for the Certification and Accreditation of PIV Card Issuing Organizations

NIST Special Publication 800-85A, PIV Card Application and Middleware Interface Test Guidelines

NIST Special Publication 800-85B, PIV Data Model Conformance Test Guidelines

NIST Special Publication 800-87, Codes for the Identification of Federal and Federally-Assisted Organizations

NIST Special Publication 800-96, PIV Card / Reader Interoperability Guidelines

NIST Interagency Report 6887, Government Smart Card Interoperability Specification (GSC-IS), version 2.1, July 2003

NIST InterAgency Report (NIST IR) 7284 Personal Identity Verification Card Management Report

International Telecommunications Union (ITU) X.509, Public Key Certificate standard

Department of Defense DOD CAC Middleware Requirements, Release 3.0, Version 1.0, March 2006, <http://www.smart.gov/iab/documents/DoDcacMiddlewareRequirements.pdf>

Connection and State Management Guidance, Government Smart Card Interagency Advisory Board (IAB), <http://www.smart.gov/iab/documents/ConnectionStateManagementGuidance.pdf>

Pre-Issuance Technical Requirements, Version 4.1.2, February 2005, Government Smart Card Interagency Advisory Board (IAB), <http://www.smart.gov/iab/documents/SmartCardPreissuanceSpecification.pdf>

HSPD-12, Policy for a Common Identification Standard for Federal Employees and Contractors, August 27, 2004

OMB Policy Memorandum M-03-22: OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002, 26 September 2003

OMB Policy Memorandum M-05-24: Implementation of HSPD-12 – Policy for a Common Identification Standard for Federal Employees and Contractors, 5 August 2005

OMB Policy Memorandum M-06-15: Safeguarding Personally Identifiable Information, 22 May 2006

OMB Policy Memorandum M-06-16: Protection of Sensitive Agency Information, 23 June 2006

OMB Memoranda 99-05, Instructions on Complying with President's Memorandum of May 14, 1998, Privacy and Personal Information in Federal Records, July 1, 1999

OMB Memorandum 99-18, Privacy Policies on Federal Web Sites, June 2, 1999

Section 508 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794d)

Privacy Act of 1974, 5 U.S.Code Section 552a

Government Performance Results Act of 1993, PL 103-62

Government Paperwork Elimination Act of 1995, PL 104-13

The Computer Fraud and Abuse Act of 1986, PL 99-474

The Computer Matching and Privacy Protection Act, PL 101-56

The Electronic Communications Privacy Act of 1986, PL 99-508

The Computer Security Act of 1987

The Federal Managers' Financial Integrity Act (FMFIA), PL 97-255

Paperwork Reduction Act of 1995

The Information Technology Management Reform Act of 1996, PL 104-106

Clinger-Cohen Act of 1996

E-Government Act of 2002

Federal Information Security Management Act of 2002 (FISMA)

Paperwork Reduction Act of 1995

The Information Technology Management Reform Act of 1996, PL 104-106

Clinger-Cohen Act of 1996

E-Government Act of 2002

SIMILAR EXPERIENCE MATRIX TEMPLATE

1) Project Name/Contract Title and Contract Number	
2) Performed By:	
3) Major Subcontractor(s):	
4) Key Personnel:	
5) Agency/Company:	
6) CO:	
7) COTR:	
8) Other Technical POC:	
9) Period of Performance:	
10) Contract Type and Total Value:	
11) Product/Service Provided:	
12) Problems Encountered/Resolution:	
13) Awards, Recognitions, and Certifications Received:	
14) Project Description and Approach:	
15) Leveraging Referenced Experience for GPO:	

ORGANIZATION'S PERFORMANCE QUESTIONNAIRE

ORGANIZATION'S PERFORMANCE QUESTIONNAIRE	
Your assistance is requested in support of a source selection Please complete this questionnaire and mail or send by fax to: 202-512-0975	
Arza Gardner U.S. Government Printing Office Acquisition Services Room A322 Stop: AS Washington, DC 20401 Desired Response Date: 11 June 2007	
When complete, the information on this form is SOURCE SELECTION SENSITIVE INFORMATION (41 U.S.C. 423) and shall be protected accordingly.	
TO BE COMPLETED BY CONTRACTOR	
1. CONTRACTOR'S NAME AND ADDRESS	3. CONTRACT NO.:
	4. CONTRACT INITIATION DATE:
	5. COMPLETION DATE:
	6. CONTRACT VALUE \$
2. PROJECT NAME:	7. TYPE OF CONTRACT:
8. DESCRIPTION OF PROJECT'S KEY CHARACTERISTICS:	
Please add a continuation page if additional space is necessary.	
TO BE COMPLETED BY EVALUATING ORGANIZATION REPRESENTATIVE	
9. EVALUATION	
a. EVALUATOR'S NAME, POSITION DURING PROJECT EXECUTION (Project Manager/COTR/Other) AND ORGANIZATION	
b. EVALUATOR'S PHONE NUMBER	c. MONTHS PERFORMANCE MONITORED BY EVALUATOR:
Please check the response code for each topic that best reflects your experience with this Contractor: EX = Exceptional VG = Very Good S = Satisfactory MG = Marginal US = Unsatisfactory N/O = Not Observed	
A. Quality of Products and Services - Assess the Contractor's conformance to contract requirements. <input type="checkbox"/> EX <input type="checkbox"/> VG <input type="checkbox"/> S <input type="checkbox"/> MG <input type="checkbox"/> US <input type="checkbox"/> N/O	
B. Overall Performance - Assess the Contractor's overall performance for the project. <input type="checkbox"/> EX <input type="checkbox"/> VG <input type="checkbox"/> S <input type="checkbox"/> MG <input type="checkbox"/> US <input type="checkbox"/> N/O	

C.	Schedule- Assess the timeliness of the Contractor against the schedule of activities (as appropriate).	<input type="checkbox"/> EX	<input type="checkbox"/> VG	<input type="checkbox"/> S	<input type="checkbox"/> MG	<input type="checkbox"/> US	<input type="checkbox"/> N/O
D.	Technical Requirements- Assess the Contractor's ability and capacity to fulfill the technical requirements of the contract.	<input type="checkbox"/> EX	<input type="checkbox"/> VG	<input type="checkbox"/> S	<input type="checkbox"/> MG	<input type="checkbox"/> US	<input type="checkbox"/> N/O
E.	Cost Control- Assess the Contractor's willingness and ability to manage the contract budget and control costs.	<input type="checkbox"/> EX	<input type="checkbox"/> VG	<input type="checkbox"/> S	<input type="checkbox"/> MG	<input type="checkbox"/> US	<input type="checkbox"/> N/O
F.	Subcontracting- Assess the Contractor's success at complying with subcontracting goals.	<input type="checkbox"/> EX	<input type="checkbox"/> VG	<input type="checkbox"/> S	<input type="checkbox"/> MG	<input type="checkbox"/> US	<input type="checkbox"/> N/O
G.	Customer Satisfaction- Assess the Contractor's responsiveness to customer concerns and "user friendliness" in ROUTINE matters.	<input type="checkbox"/> EX	<input type="checkbox"/> VG	<input type="checkbox"/> S	<input type="checkbox"/> MG	<input type="checkbox"/> US	<input type="checkbox"/> N/O
H.	Customer Satisfaction- Assess the Contractor's responsiveness to customer concerns and "user friendliness" in UNEXPECTED DIFFICULTIES.	<input type="checkbox"/> EX	<input type="checkbox"/> VG	<input type="checkbox"/> S	<input type="checkbox"/> MG	<input type="checkbox"/> US	<input type="checkbox"/> N/O
I.	Repeat Business- Assess the likelihood that you would want this Contractor to perform another contract for you in the near future.	<input type="checkbox"/> EX	<input type="checkbox"/> VG	<input type="checkbox"/> S	<input type="checkbox"/> MG	<input type="checkbox"/> US	<input type="checkbox"/> N/O
J.	List Contractor's Weak Points:						
K.	List Contractor's Strong Points:						
L.	List any other projects this Contractor has completed for you:						
M.	If an award fee contract, what was the average award fee % earned?						

NON-DISCLOSURE AGREEMENT

(Insert name address of requestor)

("Recipient")

Background

Recipient intends to submit a proposal in response to The United States Government Printing Office (herein GPO) Smart Card Personalization Operation (SCPO) procurement. To do so Recipient must have access to the GPO IT Security Program Policy Statement (Protected Information) that is GPO sensitive or proprietary information.

Any unrestricted disclosure or use of this Protected Information would be harmful to GPO.

Recipient agrees that any disclosure or use of Protected Information is subject to and governed by the terms and conditions of this agreement.

ARTICLE 1. Definitions

In this agreement:

(a) Permitted Purpose means preparing a proposal in response to the GPO SCPO procurement and no other.

(b) Protected Information means:

The GPO IT security Program Policy Statement

including any copies or reproductions of that information.

ARTICLE 2. Confidentiality

2.1 Recipient agrees to hold Protected Information in confidence and agrees to only use or disclose that Protected Information in accordance with this agreement.

2.2 Recipient may use the Protected Information for the Permitted Purpose and may share that information with its directors, officers, employees, co workers, professional advisers and contractors for the Permitted Purpose, provided that any such person is under confidentiality obligations equivalent to the those set out in this agreement.

2.3 Recipient agrees not to directly or indirectly, disclose, publish, release or make available any Protected Information (and must not approve any such disclosure, publication, release or making available), except to the extent that this agreement specifically allows it.

2.4 Recipient agrees not to use Protected Information for any purpose other than the Permitted Purpose.

2.6 Recipient agrees to implement reasonable security measures for the storage and handling of the Protected Information, and must ensure that the security measures are at least as good as those implemented for equivalent information of its own.

2.7 Recipient agrees to immediately notify GPO if it becomes aware of any disclosure or use of Protected Information that is contrary to the terms and conditions of this agreement.

ARTICLE 3. Duration

3.1 This agreement starts on the date specified above and remains in effect for one year from that date unless terminated sooner or until the Recipient provides written certification to GPO that it has complied with the requirements of Article 3.2 of this agreement.

3.2 On termination or expiration of this agreement, or within 7 days after any written request, Recipient must return, destroy or permanently delete all copies of the Protected Information in its possession or control, and must certify in writing that it has done so.

3.4 Recipient's obligations in relation to confidentiality and non-disclosure, and any restrictions on Recipient's use of Protected Information, will survive the termination of this agreement.

ARTICLE 4. General

4.1 This agreement is made under and will be governed by and construed according to the laws of the United States of America.

4.2 This agreement is binding on the successors and assigns of Recipient.

Executed on the day of 2007.

Recipient:

By:

Signature:

Title:

DATE:

PRICE MATRIX FOR OPTIONAL QUANTITIES

CLIN	DESCRIPTION	UNIT	QTY	OPTIONAL YEAR 1		OPTIONAL YEAR 2		OPTIONAL YEAR 3		OPTIONAL YEAR 4	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
0021	Smart Card Personalization Printer (Card Printer) capable of personalizing the physical and logical aspects of a smart card in accordance with requirements set forth in Section C.15	Each	3								
0022	Installation of the Smart Card Personalization Printer at the GPO facility	Lot	3								
0023	Smart Card Mailing System capable of personalizing a card carrier or letter, electronically matching the carrier to the personalized smart card, affixing the smart card to the letter, and folding the letter for insertion into an envelope, in accordance with requirements set forth in Section C.16	Each	3								
0024	Installation of the Smart Card Mailing System at the GPO facility	Lot	3								
0025	Smart Card Counter capable of electronic counting of smart cards, in accordance with requirements set forth in Section C.17.	Each	3								
0026	Installation of the Smart Card Counter at the GPO facility	Lot	3								
0027	Smart Card Personal Identification Number (PIN) Mailer Printer capable of printing personalized PIN mailer, in accordance with requirements set forth in Section C.18.	Each	3								

CLIN	DESCRIPTION	UNIT	QTY	OPTIONAL YEAR 1		OPTIONAL YEAR 2		OPTIONAL YEAR 3		OPTIONAL YEAR 4	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
0028	Installation of the Smart Card Personal Identification Number (PIN) Mailer Printer equipment at the GPO facility	Lot	3								
0029	Smart Card Personalization Data Processing System capable of receiving smart card personalization data, processing the data for smart card personalization process, interface with PKI certificate authorities, generate system activity reports and audit logs, and manage all data flows through the smart card personalization process, in accordance with requirements set forth in Section C.19	System	1								
0030	Installation of the Smart Card Personalization Data Processing Systems at the GPO facility	Lot	1								
0031	Computer Hardware and Equipment to support the Smart Card Personalization Data Processing System, in accordance with the requirements set forth in Section C.19.8	System	1								
0032	Installation of the Computer Hardware and Equipment at the GPO facility	Lot	1								
0033	Consulting and Integration Services to integrate and configure the software systems and required hardware into the GPO information systems environment, including establishing all required interfaces, in accordance with the requirements set forth in Section C.20 (DPLH)	DPLH	1040								

CLIN	DESCRIPTION	UNIT	QTY	OPTIONAL YEAR 1		OPTIONAL YEAR 2		OPTIONAL YEAR 3		OPTIONAL YEAR 4	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
0034	Consulting and Integration Services to support GPO customer integration and configuration on an on-going, as-needed basis, in accordance with the requirements set forth in Section C.20, quoted on a labor hour basis (DPLH)	DPLH	1040								