Quotation Request //

US Government Publishing Office **JACKET:425-086**

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

Quotations are Due By:
(Eastern Time)10:00 AM on 01/30/2024

Submit Quotes Online, unless otherwise instructed, via: https://contractorconnection.gpo.gov/openjobs.aspx
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: OGC Legislative History Digital Scanning Continued
QUANTITY: 1 Scan service into multi-pdf files of approx. 283 archival boxes with approx. 1,500,000 pages.

Award will be based on the estimated total of 1,500,000 originals. Contractor shall furnish an additional rate for multiple sizes, mostly 8-1/2 x 11". This will be used to increase or decrease the final billing amount based on the final number of originals.

Contractor must submit a price for the line items listed below. A charge will be allowed for each item. This price will include the cost of ALL REQUIRED OPERATIONS (including miscellaneous and delivery charges) necessary to produce the product ordered.
LINE ITEM(S) AFTER FIRST 1,500,000 PAGES SCANNED:
$0.05_____per 8-1/2 x 11" page
$0.05_____per 8-1/2 x 14" page
$0.05_____per smaller than 8-1/2 x 11" page
$0.07_____per larger than 8-1/2 x 14" page

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (https://contractorconnection.gpo.gov/OpenJobs.). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0743.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc. (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number; b. Address information, such as street address or personal email address; c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: Due By 3 Hours After Review & Confirm: The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or

stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands. Contractor is cautioned that no Government provided information shall be used for non-government business. Specifically, no Government information shall be used for the benefit of a third party. The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

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

This proposed plan is subject to review and approval by the government and award will not be made prior to approval of same.
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TRIM SIZE: .
Mostly 8-1/2 x l1".
PAGES: approx. 1,500,000 pages
SCHEDULE:
Furnished Material will be available for pickup by 02/08/2024
Deliver complete (to arrive at destination) by 06/07/2024
F.O.B. destination
QUALITY LEVEL: N Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.
DESCRIPTION:
PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of l974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

SCANNING SERVICES REQUIRED (NO PRINTING REQUIRED).

Scope: This statement of work is for digitization, following the specifications provided in this document, for approx. 283 boxes with 1,500,000 pages.

PRODUCTS TO BE SCANNED: Images to be scanned include 2-sided GBC bound, 8-1/2 x 11" forms, bound in folders, paper clipped, sticky notes affixed, single-sided, double-sided, containing type/rule matter, images, illustration, color, black only, grayscale, carbon copies and handwritten notes. Originals documents are plain white paper, carbon copy, carbonless copy, and onion skin. Condition of the paper varies from good quality originals, frayed edges and yellowed.

Contractor may disassemble, remove paper clips and staples, unbound and cut apart to scan the furnished documents to get it ready for scanning. MUST be reassembled and returned to agency upon completion. 10% require Medium Intervention and 90% require heavy intervention.

QUALITY OF SCANINNG: 3 Star* - 300 ppi, 8 or 16 bit - Web viewing, some digital printing, and OCR

capable. This is using the FADGI May 2023 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.

DOCCUMENT CLEAN-UP REQUIRED: Contractor will be responsible for the following image clean-up requirements: straighten images that are furnished skewed, image cropping, and despeckle (remove spots/dirt). NOTE: The page edge should be visible with no more than 1/16" border.

FILE NAMING CONVENTION: Subject from folder tab, along with date of newest document in file. Each file should be a single PDF broken into multiple only if needed due to size.

NOTE: No compression to reduce the file size.

TYPE OF FILE IS REQUIRED AS A COMPLETED DELIVERABLE: Multi page PDF.

COLOR MODE REQUIRED: Grayscale and Black (bitmap)

TYPE OF FILE OPTIMIZATION: Web, Read only and Low-Res printing

OCR: text-searchable, OCR target format, PDF image plus text. OCR requirements to be included as a separate document.

Storage media: Contractor to provide (2) portable hard drives for transmission of scanned data, equipment is AEGIS FORTRESS L3. The model number for 2 TB is AFL3-2TB or 4 TB is AFL3-4TB.

NOTE: NOTE: Contractor to provide digital samples for review by the agency during production, contacts are penny.woods2@va.gov and sharon.weiner@va.gov.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.
MATERIAL FURNISHED: Contractor to receive. Via email after award.
Purchase order.

Pick up approx. 283 Boxes (about the size of a carton of paper) Palletized on pallets, the pallets are not full.

Contractor MUST use their own vehicles for pick up/delivery, (Courier Services are not allowed), and use their own equipment, . Contractor MUST do all production performance in their facility (no subcontracting allowed).

Pick up address:
Phoenix, AZ 85027 (Full address to be provided upon award.
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COLOR OF INK:
PRINT PAGE: See Above
MARGINS:

PROOFS: NONE
DISTRIBUTION:
Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to penny.woods2@va.gov and cduncan@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 425-086, Requisition 7-23127/020948. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver approx. 283 boxes via traceable means to: National VA History Center, 4100 W Third St Building 401 Dayton, Oh 45428, c/o Robyn Rodgers. NOTE: Contractor MUST use their own vehicles for delivery.

Contact Sharon Weiner, Sharon.Weiner@va.gov or Tanya Hamilton, Tanya.Hamilton@va.gov, 202-461-7622 for delivery of portable hard drives, AEGIS FORTRESS L3.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.
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QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:
Inspection Levels (from ANSI/ASQC Z1.4):
(a) Non-destructive Tests -- General Inspection Level 1.
(b) Destructive Tests -- Special Inspection Level S-2.
Specified standards to correspond with each required attribute as follows:

. ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Furnished hardcopy documents

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

1) Most recent profit and loss statement
2) Most recent balance sheet
3) Statement of cash flows
4) Current official bank statement
5) Current lines of credit (with amounts available)
6) Letter of commitment from paper supplier(s)
7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an

affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address: http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid.
Attachment(s): NONE