

# Quotation Request //

## US Government Publishing Office

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

**JACKET:412-611**

**Quotations are Due By:**  
**(Eastern Time)10:00 AM** on 04/15/2020

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

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**TITLE:** Scanning Service (see attached PWS).

**QUANTITY:** 1 Scan service of approx. 30,912 originals (18 White Bankers Boxes, approx. 27 lbs. each) into multi-pdf files grouped by their individual file names as shown on the inventory list.

Award will be based on the estimated total of 30,912 originals. Contractor shall furnish an additional rate for two sizes (8-1/2 x 11", and 8-1/2 x 14"). This will be used to increase or decrease the final billing amount based on the final number of originals.

The contractor will be required to inspect all documents to determine their suitability for scanning. If contractor determines that any document is unsuitable, contractor to contact Jacqueline Gray (JGray@usagm.gov).

The Contractor shall attend a kick-off meeting not later than five (5) business days after contract award date. The Contractor shall perform the requirements of the contract and complete the associated deliverables by the scheduled dates within the overall contractual period of performance.

**SCOPE OF WORK:** The Contractor shall provide the resources necessary to accomplish the requirements described in this contract. Specifically, the Contractor shall perform scanning, uploading and indexing of the USAGM documents in a defined, accurate, timely, measurable, and fiscally responsible manner that protects the interests of the USAGM.

The Contractor is responsible for the management of its staff and responsible for training new staff (including subcontractors, if applicable) assigned to perform the services described in this contract.

**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 202-512-0307.

**BIDDERS, PLEASE NOTE:** GPO has issued a new Government Paper Specification Standards, No. 13, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

**TRIM SIZE:** .

8-1/2 x 11", and 8-1/2 x 14"

**PAGES:** approx. 30,912 pages

## **SCHEDULE:**

Furnished Material will be available for pickup by 05/04/2020

Deliver complete (to arrive at destination) by 06/01/2020

F.O.B. destination

## **PLACE OF PERFORMANCE**

The place of performance for the scanning services to be provided under this acquisition shall be at the Contractor's site. Performance may take place outside the Contractor's normal business hours (generally from 8:00 a.m. - 4:30 p.m.); however, overtime for the scanning services work shall not be authorized.

## **TRAVEL**

The Government does not anticipate any travel in the performance of the contract except for pick-up/delivery of documents from/to the USAGM.

**Performance Period:** The anticipated period of performance shall be for a period of thirty (30) days following contract award. The Government reserves the right to end this agreement at any time. Any work/pick-up/delivery to be performed at the Government site shall not take place on Federal holidays or Weekends unless directed by the Contracting Officer(CO). There are (10) Federal holidays set by law (USC Title 5 Section 6103) that the USAGM follows. Four of the federal holidays are set by date as follows: New Year's Day - Jan. 1, Independence Day - Jul. 4, Veterans Day - Nov. 11, Christmas Day - Dec. 25.

If any of the above falls on a Saturday, then Friday shall be observed as a holiday. Similarly, if one falls on a Sunday, then Monday shall be observed as a holiday. The other six federal holidays are set by a day of the week and month: Martin Luther King's Birthday - Third Monday in January, Washington's Birthday - Third Monday in February, Memorial Day - Last Monday in May, Labor Day - First Monday in September, Columbus Day - Second Monday in October, Thanksgiving - Fourth Thursday in November.

## **Deliverables.**

- a. The type of deliverables associated with this contract includes a detailed Project Management Plan, briefing and schedule/status coordination of all the activities related to the contract as described in the Deliverables info below.
- b. The Contractor shall provide proof of that documents were scanned, uploaded, and indexed by providing the following:
  - Evidence of performance of 100% quality checks and quality assurance monitoring, and a workload report on the number of files and the number of documents within the files that have been scanned, uploaded and indexed to a secure USB drive. The type of temporary storage system shall be agreed upon between USAGM and the Contractor prior to contract award. The agreed upon temporary storage system shall enable the scanned documents to be uploaded to the USAGM's permanent electronic storage system.
  - Following completion of scanning, uploading and indexing of the USAGM documents, the Contractor shall box all original documents and provide appropriate markings to prepare the paper documents for destruction.

1. Contractor Project Management Plan: Due five days after contract (DAC) and updated weekly thereafter. Electronic submission to the USAGM COR and USAGM Contracting Officer (CO).
2. Contractor Staff Roster: Due three days after contract award and updated throughout the period of performance. Electronic submission to the USAGM COR and USAGM CO.
3. Workload Reporting: Contractor shall provide workload reports of contract staff productivity each week

to include number of documents scanned uploaded and indexed. Electronic submission to the USAGM COR.

4. Performance of Quality Self-Checks: 100% of quality self-checks by contract staff performing scanning, uploading and indexing services.

5. Performance of Quality Assurance Monitoring: Quality assurance monitoring shall be conducted on a weekly basis by contractor's project manager to ensure contractor's staff are meeting quality standards. The quality assurance monitor report shall be provided weekly to the USAGM COR.

6. Inventory list of original scanned documents prepared by contractor for destruction.

7. Provide USAGM with the external storage device that the scanned and indexed documents have been uploaded to . Contents of the external storage device containing the scanned documents shall be reviewed by the USAGM COR for acceptability and conformance to the PWS.

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

Scanning Services Required (NO PRINTING REQUIRED).

Definition of Terms:

1. Scanning/Digitizing: Converting paper documents to an electronic format (JPEG, PDF, TIFF etc.) For purposes of the resultant contract, paper documents, will be converted to a searchable pdf format.

2. Uploading: The action of moving a scanned file into an electronic storage system.

3. Indexing: Applying indexing terms (document file titles) to the electronic file to add organization and search functionality.

**PERFORMANCE DETAILS**

The Contractor shall make certain that appropriate physical care and security measures are taken to ensure that documents are not damaged or compromised throughout the entire scanning process. The Contractor shall be compliant with all applicable U.S. Government security policies to ensure that the USAGM data is not compromised.

**PRODUCTS TO BE SCANNED:** Bound in folders, paper clipped, and stapled documents. Single and double sides on plain White paper. Images to be scanned may include type/rule matter, images, illustration, and maps in black ink. Most documents are in good condition, some fair, and some yellow and fragile. Sensitive material handling required for security procedures.

Contractor may disassemble, unbound, and cut apart to scan the furnished document to get it ready for scanning. After scanning, the contractor is required to put back together with paper clips but is not required to rebound. 13% require no intervention, 85% require medium intervention, and 2% require glass work.

**Handwork Intervention:** Light intervention. Furnished source materials require slight deconstruction before being inserted into an automatic document scanner. For example: all one standard size documents that are rolled, stapled or paper clipped.

**QUALITY OF SCANNING:** 3 Star\*, 300 ppi, 8 bit (FADGI Sept. 2016 Technical Guidelines).

**DOCUMENT CLEAN-UP:** Contractor will be responsible for the following image clean-up requirements:

straighten images that are furnished skewed.

OCR: The scanned documents must be converted using Optical Character Recognition (OCR).

ZONNING: Complex formatting such as cross column headings, tables, footnotes, mathematical symbols, text wrapped around images, etc. may require text blocks to delineate so that OCR can interpret the arrangement properly.

NOTE: Post OCR Processing may be required to use a software application that identifies unrecognized characters or character strings; and/or standard spelling checker, and/or visual comparison against the original. The OCR output must have an accuracy rate of 98% and will be burned to DVD read-only with an extension of PDF.

After the documents are returned and the deliverables are finalized by the Contractor and accepted by the Agency, the Contractor must certify in writing that no copies {any format} of the documents, or scans are retained by the contractor.

#### PROJECT MANAGMENT.

a. The Contractor shall designate a Project Manager (PM) who shall provide oversight of the contracted effort, The PM must be available during regular business hours and must return all calls and emails from the USAGM within 24 hours. The PM shall attend the contract kick-off meeting in person or by phone to discuss the project approach, schedules, milestones, and provide The Contractor's points of contact (POCs).

b. The Contractor shall submit weekly status reports unless otherwise specified in the contract, The Contractor shall make every effort to ensure that issues raised by the USAGM are addressed in a timely manner. Work shall not commence until the USAGM COR approves the Project Management Plan. The Contractor shall provide the USAGM with a Project Management Plan that shall include, but is not limited to:

1. Schedule Management - The development, management, and control of project schedules.
2. Risk Management - The planning, identification, analysis, monitoring, and control of and responses to program risk.
3. Communication Management - The timely and appropriate generation, collection, distribution, storage, retrieval, and disposition of program information.
4. Staffing Plan - Details on Contractor's staffing levels, and resources.
5. Quality Assurance Plan - Detailed quality control and oversight plan for all work performed. This plan shall, at a minimum, address how the Contractor shall do the following;
  - a. Ensure USAGM information (paper and electronic files) will not be compromised.
  - b. Account for all documents from the point of receipt through completion of the scanning, importing and indexing tasks.
  - c. Ensure proper indexing of records.
  - d. Upon completion of scanning, ensure proper preparation of the original documents for destruction.

#### CONFIDENTIALITY AND NON-DISCLOSURE

The Contractor shall follow all USAGM rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations.

1. The Contractor shall have access to some privileged and confidential materials of USAGM. These

printed and electronic documents are for internal USAGM use only, are not to be copied or released without permission, and remain the sole property of USAGM. Some of these materials are protected by the Privacy Act of 1974 (revised by PL 93-5791) and Title 38. Unauthorized disclosure of the Privacy Act of 1974 or Title 38 covered materials is a criminal offense.

2. The USAGM CO shall be the sole authorized official to release in writing, any data, draft deliverables, final deliverables, or any other written or printed materials pertaining to this contract. The Contractor shall release no information- Any request for information relating to this contract presented to the Contractor shall be submitted to the USAGM CO for response.

3. Contractor shall follow all USAGM rules and regulations regarding information security to prevent disclosure of sensitive information to unauthorized individuals or organizations as enumerated in this section and elsewhere in this contract and its subparts and appendices.

4. Contractor shall limit access to the minimum number of personnel necessary for contract performance for all information considered sensitive or proprietary in nature. If the contractor is uncertain of the sensitivity of any information obtained during the performance this contract, the contractor has a responsibility to ask the USAGM CO.

5-Contractor shall train all of their employees involved in the performance of this contract on their roles and responsibility for proper handling and nondisclosure of sensitive USAGM or proprietary information. Contractor personnel shall not engage in any other action, venture or employment wherein sensitive information shall be used for the profit of any party other than those furnishing the information. The sensitive information transferred, generated, transmitted, or stored herein is for USAGM benefit and ownership alone.

**MATERIAL FURNISHED:** Contractor to pickup at department. .

Contractor to pick up 18 White Bankers Boxes, approx. 27 lbs. each. Pick up location is USAGM, 330 Independence Avenue, SW, Washington, DC 20237. NOTE: Contractor need to handle material in a matter to avoid any damage during shipping due to the sensitivity of the material. Contractor can use their vehicles or hire a carrier company to pick up the material. Contractor to schedule pick up date with USAGM.

Performance Metrics that defines the performance standards and acceptance levels of performance associated with this effort. (see attached).

#### APPLICABLE DOCUMENTS

In the performance of the tasks associated with this PWS, the Contractor shall comply with the following regulations and statutes:

1. FIPS Pub 201-2, "Personal Identity Verification of federal Employees and Contractors," August 2013
2. 5 U.S.C. 552a, as amended, "The Privacy Act of 1974"
3. Sections 504 and 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (Public Law (P.L.) 105-220), August 7, 1998
4. Homeland Security Presidential Directive (12) (HSPD-12)
5. National Bureau of Standards and Technology (NBS) SPS00-153, "Guide to Auditing for Controls and security: A System development Life-Cycle Approach," April 1988
6. Federal Travel Regulation (FTR) ([www.gsa.gov/federaltravelregulation](http://www.gsa.gov/federaltravelregulation))

#### SPECIFIC TASKS AND REQUIREMENTS.

The Contractor shall provide, at a minimum, all tasks and deliverables described within this contract. All deliverables shall be submitted to the USAGM Contracting Officer's Representative (COR) assigned to the resultant contract.

The Contractor shall provide all management, labor, resources, computer software, and specialized equipment needed to provide scanning, importing and indexing of the USAGM documents designated for scanning, including Project Management. In the event the Contractor cannot meet the specified deadline for completion of the work, the Contractor must inform the USAGM COR within five (5) business days. If the Contractor is uncertain concerning a policy or procedure, the Contractor shall consult with the USAGM COR for clarification.

The Contractor is responsible for performing quality reviews of work performed by its staff during the performance of work under this contract. The contractor shall bear the cost of any re-work and/or corrections and take corrective action when services are found deficient or substandard.

The Contractor's staff are required to lift and move boxes in weight of up to 45 pounds.

Requirements:

1. Contractor shall provide computer software that can manipulate pdf and image file formats in order to rotate, remove, and reorder pages.
2. Contractor shall be required to scan documents with a minimum resolution of 200 x 200 dots per inch (dpi). Scanned documents may be scanned in black/white and for gray scale depending on color of the original documents.
3. Contractor shall perform the following procedures prior to start of scanning:
  - a. Remove any staples, ensure document is flat, pages are scanned in order, all pages are pursuant, document is not torn and if so, repair it, etc. The Contractor shall complete the task in a manner that ensures they meet the stated performance metrics indicated in the QASP. Note, the contractor doesn't have to re-staple any of the successfully scanned documents, as these documents will be scheduled for destruction (see Deliverables Section 5,2.d, below).
  - b. Prior to scanning, uploading and indexing the documents, the Contractor shall ensure that pages are sequenced in order; all pages are present; pages are legible; page orientation is accurate, etc. The contractor shall complete the task in a manner that ensures they meet the stated performance metrics indicated in the QASP.
4. Contractor shall be required to upload the scanned and indexed electronic documents into a secure temporary external storage device such as a portable USB drive of 1 Terabyte (TB) of data or more, for further uploading to the USAGM's permanent secure electronic storage system. Contractor must ensure that scanned images are correctly indexed, oriented, legible, and complete.
5. Contractor shall index the scanned documents by applying the appropriate titles, for example;
  - a. USAGM Inactive Warrants - Domestic, Book 1
  - b. USAGM Inactive Warrants - Domestic, Book 2
  - c. USAGM Inactive Warrants - Overseas, Book 1
  - d. USAGM Inactive Warrants Overseas, Book 2 and ensure that the indexing rules are assigned properly.
6. The Contractor shall review all document files individually prior to scanning and uploading and perform the following:
  - a. Determine the correct indexing procedure. To ensure accurate indexing, the USAGM COR shall work

- with Contractor to identify correct document indexing procedures.
- b. Contractor shall contact the USAGM point of contact assigned to this project if in doubt regarding the assignment of the scanned documents to the correct file heading.
7. Contractor shall provide experienced and competent personnel to perform the scanning services. Contractor personnel shall have a minimum of one year of experience with scanning paper documents and records into electronic format, including the importing or uploading of scanned documents to a secure electronic storage system.
8. Documents shall be scanned as an exact replica of the original document with quality control processes in place with assurance that the scanned document has been uploaded (or imported) to the agreed upon format between Contractor and the USAGM, and is accessible in searchable pdf. format.
9. The Contractor shall make every attempt to identify unclear information and, as necessary, request assistance/clarification from the USAGM COR.
10. The USAGM shall identify and provide the paper documents to be scanned, uploaded, and indexed.
11. Contractor shall verify that the documents meet specified criteria for scanning and uploading.
- 12- Contractor's staff performing scanning, uploading, and indexing functions shall perform self-quality check on 100% of the documents.
- a. The first quality check shall be performed at the time when the scanned document or electronic file has been uploaded into the designated temporary electronic storage medium. The image shall be checked for the overall quality and visibility of the document.
- Contractor personnel shall be responsible for reviewing each image to make sure that the image is positioned as correctly as possible, and that all pages of documents have quality image legibility. This shall require comparing the source document to the content that has been scanned and uploaded to the temporary electronic storage medium.
- 13- The Contractor shall perform random Quality Assurance (QA) monitoring of staff work and report results of the QA monitoring to the USAGM COR (daily/weekly). Any identified errors shall be reported and remediated with the USAGM COR.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Material Furnished.

One (1) Excel sheet "Description of each binder or folder contained in each box that needs to be scanned" see attached.

One (1) Excel sheet "Summary of the number of binders and folders contained in each box" see attached.

One (1) Excel sheet "List of all 18 boxes and their total weight" see attached.

**COLOR OF INK:**

N/A

**PRINT PAGE:** See Above

**MARGINS:**

N/A

**PROOFS:** NONE

**PACKING:**

Documents need to be packaged back the same way was received.

**DISTRIBUTION:**

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to JGray@usagm.gov, and wepps@usagm.gov. The subject line of this message shall be Distribution Notice for Jacket 412-611, Requisition 0-00005. 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 all GFM, and files on thumb drive via traceable means to: USAGM, 330 Independence Avenue, SW, G-649, Washington, DC 20237. ATN: WEPPS.

OUTPUT: Saved files are to be optimized for high-resolution printing, and provided in multi-pdf files grouped by their individual file names as shown on the inventory list, text searchable on Thumb Drive. Contractor shall not compress the files to reduce the file size.

All expenses incidental to submitting proofs, furnishing samples and returning materials, must be borne by the contractor.

**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):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=412611>