

Jacket: 518-568

Title: Scanning of Microfiche

Agency: DHHS / 1-02401

Bid opening: September 22, 2021 at 11:00 a.m., prevailing Eastern Standard Time

Contractor Name	Bid	Terms			Discount
NMS Imaging	\$68,175.00	1	%	0 days	\$67,493.25
*Crowley Micrographics dba The Crowley Comp	\$85,250.00	0	%	0 days	\$85,250.00
Edge Digital Group	\$149,318.40	5	%	0 days	\$141,852.48
Data Federal Corporation	\$187,860.00	0	%	0 days	\$187,860.00
Kreative Cascade, LLC	\$246,036.00	0	%	0 days	\$246,036.00
ILM Corporation of Virginia	\$358,055.36	4	%	20 days	\$343,733.14
Civil War Microfilm Inc. dba Creekside Digital	\$398,748.00	0	%	0 days	\$398,748.00
Solutions Group, LLC dba Legakis DMS	\$766,590.00	3	%	15 days	\$743,592.30
* Awarded					

RW / RG

518-568
Specifications by RW
Reviewed by RG

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U.S. GOVERNMENT PUBLISHING OFFICE
U.S. Government Publishing Office (GPO)
291 Virginia Beach Blvd., Ste. 401
Virginia Beach Regional Printing Procurement Office
Virginia Beach, Virginia 23462

BID OPENING: Bids shall be opened at **11:00 a.m.**, prevailing Eastern Standard Time **September 22, 2021** at the U.S. Government Publishing Office, Virginia Beach Regional Office, 291 Independence Blvd., Suite 401, Virginia Beach, VA 23462. Due to COVID-19, this will NOT be a public bid opening.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL Richard Gilbert (757) 273-4968. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. NO COLLECT CALLS.

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office of Virginia Beach Regional Office will NOT be open. Based on this, bidders MUST submit email bids to bidsvirginiabeach@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

- 1) Illegibility of bid.
- 2) Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
- 3) The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
- 4) When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

RESTRICTION ON LOCATION OF PRODUCTION FACILITIES:

All production facilities used in the manufacture of the product ordered under this contract must be located within 75 miles of 1101 Wootton Parkway, Rockville, MD 20856.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000's. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Note: The GPO 910 "BID" Form is no longer required; bidders are to fill out, sign/initial, as applicable, and return page.

The jacket number and bid opening date must be specified with the emailed bid submission. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised January, 2018.

Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award. For information regarding the solicitation requirements prior to award, email Richard Gilbert at rgilbert@gpo.gov For contract administration after award, contact Russ Ward at (757) 273-4968.

SECURITY WARNING: This project contains PII. 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; and,
- (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).

Prior to award the contractor must submit a security control plan to GPO for PSC-HHS Printing Officer to approve.

SECURITY CONTROL PLAN: The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g. while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

1. The plan shall contain at a minimum 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; and,
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).

Physical Security:

All work performed (scanning/duplicating/copying, binding, and packing, etc.) must be accomplished in a secured area within the contractor's facility that the general public is unable to access or view any documents being processed. The facility must have controlled access and/or locking mechanism on all doors leading to and from the production area. All retained copies/furnished materials shall be located in a locked or secured area during non-duty hours. Contractor's locations must be secured with controlled, restricted and monitored access. Electronically stored information (ESI) and paper are physically protected within Contractor facilities and are subject to data security policies and processes. Contractor's facility security measures include, but are not limited to:

- Security leads in each location
- All facilities locked and secured 24/7
- All office access is controlled and monitored

- All guests escorted at all times
- Clean desk policy

GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor'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)

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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

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>

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

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

SUBCONTRACTING: Subcontracting is not allowed.

GOVERNMENT TO FURNISH: Purchase Order and furnished material.

PRODUCT: Final PDF scans from microfiche sheets. Final deliverable of encrypted hard drives.

QUANTITY: Approximately 30,300 microfiche sheets (4x6) with each containing approximately 280 images, for a total of 8,484,000 scans resulting in 30,300 aggregate PDF's, approximately 8-1/2 x 11" each.

TITLE: Scanning of Microfiche

PAGES: 30,300 sheets (average of 280 images per sheet, each image will be a page in the aggregate PDF)

TRIM: 4 x 6" sheets

SCHEDULE:

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

Inside delivery (to arrive at destination) by September 8, 2022 by 2pm local time.

Local delivery made by contractor employees.

DESCRIPTION:

Off-Site digital conversion of COM fiche stored in multiple physical file drawers and binders that are currently located at 1101 Wootton Parkway, Rockville, MD 20856.

The following requirements and assumptions are made:

- 1) CCHQ requires the digitation of approximately 30,300 Microfiche sheets.
- 2) Each sheet contains approximately 280 images.
- 3) Each microfiche sheet shall be converted to a single electronic PDF document.
- 4) Electronic PDF documents cannot be compressed.
- 5) Optical Character Recognition (OCR) shall be performed on all conversions.
- 6) Digitization shall be done at contractor's facility.
- 7) Contractor, and only employees of the contractor (no intermediaries), shall be responsible for packing and pickup of all microfiche from the following location: CCHQ, 1101 Wootton Parkway, Rockville, MD 20856
- 8) All files shall be named based on label on sleeve and title bar of each sheet. For estimating purposes, an average of 40 characters per sheet shall be used.
- 9) Documents on microfiche contain Personal Identifiable Information (PII).

- a. File types consist of pay records and personnel records.
 - b. Contractor shall describe their systems and procedures in processing PII documents.
- 10) Files are considered active cases and may require frequent data calls.
- a. Data calls are estimated at 4 per day.
 - b. Contractor shall provide a secure portal to allow CCHQ authorized staff to search for completed electronic files during the period of performance.
 - c. In the event, the document(s) requested have not been digitized, a turnaround within 2 hours is expected to upload the requested file into the secure portal.
- 11) Final electronic documents shall be delivered via agency-supplied encrypted hard drive(s) to CCHQ point of contact identified in contract award.
- 12) Original Microfiche sheet will be placed back in their original sleeves in which they came, prior to returning to CCHQ.

ADDITIONAL INFORMATION

Contractor will conduct a kickoff meeting – scheduling with HHS Printing Officer

All communications from the contractor are to be directed to the HHS Printing Officer, who will engage with CCHQ

Contractor will supply monthly status reports to the HHS Printing Officer by the 3rd business day of the following month. Reports should include business analysis to determine the current state of the scanning project as well as future state for completion on time.

Any delays, issues related to this scanning project must be directed to the HHS Printing Officer

CCHQ is not the customer of the contract, HHS/PSC/Mail and Publishing – HHS Printing Officer is the customer

The contractor must perform the first pick-up and scan of microfiche, with proof of service to HHS Printing Officer by September 30th at 1pm. This contract will be voided if the contractor fails to meet this requirement.

Tasks

The following tasks are required in performance under this Statement of Work:

1. Contractor shall be responsible for pickup of Microfiche at CCHQ facility.
2. Contractor shall be responsible for packing the Microfiche at the CCHQ facility during each pickup. The contractor must remove sheets from multiple filing cabinets and binders, and assemble in same order.
3. Microfiche sheets shall be removed from sleeves and scanned at a minimum of 300dpi.
4. Each sheet will be stored as a single pdf document.
5. All digitized pages shall be right reading to eliminate any requirement by the government to perform image rotation of the image.
6. Each file scanned shall require manual data entry for Naming based an estimated 280 pages per file/approximately 40 characters per file name. File naming format will be determined by microfiche title bar.
7. Documents shall be text searchable by applying Optical Character Recognition (OCR) to the electronic image.
8. Quality Control (QC) of digital document shall be performed with a 100% accuracy to insure clarity and readability.
9. Final QC'd document shall be uploaded to Contractor provided secure portal to support data calls.
10. Final electronic documents shall be delivered via encrypted hard drive.
11. Upon authorization, Original microfiche shall be returned to CCHQ at original pickup location.

PAPER: NA

COLOR OF INK: NA

MARGINING: NA

PROOF: NA

BINDING: NA

PACKING and SHIPPING: All pickup and deliveries will be carried out by qualified employees of the contractor.

DELIVERY:

All pickups and final delivery of encrypted hard drives will be from and to:

Wade Pritchard

Records and Information Specialist

Administrative Services Branch, ASB

Commissioned Corps Headquarters, CCHQ

Office of the Surgeon General

1101 Wootton Parkway, Suite 300

Rockville, MD 20852

(O) 240-453-2815

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

All scanning must be in accordance with the Federal Agencies Digitization Guidelines Initiative (FADGI): [FADGI](#) September 2016 Technical Guidelines for Digitizing Cultural Heritage Materials, Creation of Raster Image Files. Bound Volumes: General Collection Standard.

4 Star is anticipated, 3 Star minimum accepted:

	1 Star	2 Star	3 Star	4 Star
Master File Format	TIFF	TIFF	TIFF	TIFF
Access File	All	All	All	All
Formats				
Resolution	1000 ppi	2000 ppi	3000 ppi	4000 ppi
Bit Depth	8	8	16	16
Color Space	Gray Gamma 2.2	Gray Gamma 2.2	Gray Gamma 2.2	Gray Gamma 2.2
	SRGB	SRGB	Adobe 1998	Adobe 1998
	Adobe 1998	Adobe 1998	ProPhoto	ProPhoto
	ProPhoto	ProPhoto	ECIRGBv2	ECIRGBv2
	ECIRGBv2	ECIRGBv2		

Bidders must fill out this page and return it.

BID PRICE: \$ _____ **ADDITIONAL RATE:** \$ _____ **PER:** 100 sheets (all inclusive to include all actions and functions as outlined in this bid)

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number) (Email)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
