

Jacket: 424-226
Title: US Parole Commission - Digitization of Records Project
Agency: United States Department of Justice
Bid Opening: February 28, 2023 at 11:00am

Contractor Name	Bid	Terms		Discounted Total
Neighborhood Computer center	\$60,600.00	5.0%	30 days	\$57,570.00
Edge Digital Group, Inc Awarded	\$118,500.00	0.5%	15 days	\$118,500.00
R3 Uniq Inc DBA Quadyster	\$136,000.00	5.0%	15 days	\$136,000.00
Global Document Services	\$144,000.00	0.0%	0 days	\$144,000.00
Incept LLC DBA Print Package Postal	\$146,500.00	0.5%	20 days	\$145,767.50
Improvzye	\$150,000.00	0.0%	0 days	\$150,000.00
Canaan Media LLC	\$163,800.00	0.5%	15 days	\$163,800.00
LE&M Contractors, LLC	\$173,500.00	2.0%	10 days	\$173,500.00
Omni Pro Inc	\$180,000.00	1.0%	10 days	\$180,000.00
DataSavers of Jacksonville	\$198,781.46	0.0%	0 days	\$198,781.46
Scanning America Inc	\$213,260.00	0.0%	0 days	\$213,260.00
Data Management Internationale	\$235,500.00	5.0%	20 days	\$223,725.00
ARC Document Solutions, LLC	\$249,700.00	0.5%	10 days	\$249,700.00
ACS Document Imaging	\$300,000.00	2.0%	20 days	\$294,000.00
Custom Copying Solutions	\$315,000.00	2.0%	15 days	\$315,000.00
F & S Service Company	\$315,000.00	4.5%	20 days	\$300,825.00
Quality Associates Inc.	\$479,480.00	0.0%	0 days	\$479,480.00
AITHERAS LLC	\$485,308.20	1.0%	15 days	\$485,308.20
Delectus LLC	\$549,800.00	0.0%	0 days	\$549,800.00
Advent Services LLC	\$638,250.00	2.5%	10 days	\$638,250.00
Fantasma LLC	\$670,000.00	0.0%	0 days	\$670,000.00

BID OPENING: Bids shall be opened at 11:00 AM., prevailing Eastern Standard Time (EST), on February 28, 2023, by the U.S. Government Publishing Office, in Washington, DC 20401. Due to the COVID-19 pandemic, this will NOT be a public bid opening.

BID SUBMISSION: NOTE: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, vendors MUST submit e-mail bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jackets Number 424-226 and bid opening date must be specified in the subject line of the e-mailed bid submission. Bids received after 11:00 AM EST on the bid opening date specified above will not be considered for award.

Contractor's bid MUST be based on the following:

- A- 98% of the documents are 8-1/2 x 11", and 2% are 8-1/2 x 14" folded to 8-1/2 x 11"
- B- 99% b/w and 1% color but all documents must be scanned in black and white (Bitmap).
- C- Records will be provided in batches (size of batches to be determined), requiring 8 pick-ups/drop-offs. Contractor MUST notify GPO once the count reaches the 3,000,000 pages. All further work should be done with written approval from GPO.

Award will be based on the estimated total of 3,000,000 pages. Contractor shall furnish an additional rate for 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. This price will include the cost of ALL REQUIRED OPERATIONS (including miscellaneous and delivery charges) necessary to produce the product ordered.

Contractor must submit a signed notification to the Printing Specialist of FINAL COUNT for verification. Contractor will be paid for actual number of documents processed.

For information regarding the solicitation requirements prior to award please email rmankourous@gpo.gov / 202-512-2374.

PREAWARD CONFERENCE: Unless waived by the contracting Officer, in order to ensure that the prospective contractor fully understands the total requirements of the job as indicated in these specifications, the specifications will be reviewed by Government representatives with the contractor's representatives via teleconference prior to award.

R1: Various changes thru the specs

Additional e-mailed Bid Submission Provisions:

The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed bid including, but not limited to, the following—

- (1) *Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.*
- (2) *The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit.*
- (3) *Illegibility of bid.*
- (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 e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.*

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 (revised 9-19)).

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

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).

NOTE: Security control plan MUST be submitted within one hour after the review and confirm call or email. If contractor failed to submit SCP within one hour after the review and confirm call/email, GPO will disqualify his/her bid.

SECURITY CONTROL PLAN: Contractor MUST submit within 2 hours of the "Review and confirm" call/email. 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.

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 1974 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.

TITLE: US Parole Commission - Digitization of Records Project

QUANTITY: Scan service of approx. 3,000,000 pages into an electronic format.

TRIM SIZE: 8-1/2 x 11", and 8-1/2 x 14" folded to 8-1/2 x 11".

GOVERNMENT TO FURNISH (GFM): Receive via email after award.

Purchase order.

Approximately 10,000 file folders are stored at the U.S Parole Commission, 90 K Street NE, 3rd Floor, Washington, DC 20530 (Contractor to pick up). Currently stored in high-density shelving system but will be boxed in storage boxes. The contractor MUST use their own truck for pick up due to PII information and to avoid any damage during shipping.

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

Scanning Services Required (NO PRINTING REQUIRED).

PRODUCTS TO BE SCANNED: Approx. 10,000 Bound folders (3,000,000 pages) of varying sizes (8.5" x 11" or 8-1/2 x 14") that are 2 holes punched at the top and placed in 4-sided folders.

Contractor may disassemble, and unbound to scan the furnished document to get it ready for scanning (Cut apart is not allowed). Each folder to be scanned in its own file/PDF. Once scanning is complete, contractor to place the files back into their respective folder (Bound, and folded back). Documents to be scanned may include type/rule matter, images, illustration, handwritten, laser print, typewritten in single, double side, Black and color on mostly Plain Paper, and some other types of paper.

Condition of paper: Most paper records are in good condition; however, some may be nearly 50 years old and may require special handling and document preparation before scanning. Few may be edge frayed or poor quality.

Handwork Intervention: 95 % No Intervention, and 5% Low Intervention.

QUALITY OF SCANINNG: 3 Star* - 300 ppi, 8 or 16 bit (FADGI Sept. 2016 Technical Guidelines).

NOTE: image clean-up is required (ex. Deskewed (images straightened). Multiple page PDF, file must not be compressed to reduce the file size. Files must be in Black (Bitmap) mode.

Type of file optimization: Web, and Read only.

Storage media: USB Flash Drive (Thumb Drive). Note: At least one USB Flash Driver per batch.

Optical Character Recognition (OCR): scanned documents need to be text-searchable.
OCR target format of the PDF: PDF Image only

NOTES: Additional information:

1. Standards

- Any and all Parole Commission documents in the possession of the contractor must be stored in a climate controlled safe and secure location.
- All scanning, indexing and Quality Assurance (“QA”) must be performed at the contractor’s location
- Resolution – 300 dpi
- The digital file produced will be a Multi-Page PDF format
- OCR all content with guarantee of 99.9% accuracy on images
- Duplex scan documents to capture both front and back of document where needed
- Images must be oriented correctly for viewing
- Image Clean-up: the scanned document should be de-skewed and de-speckled, blank pages and black borders removed and background suppression where the image will be enhanced by such processes
- Documents indexed with up to 4 fields (approximately total of 25 index characters per file)
- The naming convention is the inmate’s name and registration number (example - Smith, Joe and Number: XXXXX-XXX),
- All scan dimensions must be the same size as the original document
- Images are to be provided to an external media

2. Quality

- The Parole Commission’s expectation is for a high level of quality control for images and indexing. Contractor’s quality control measures shall meet the following criteria for all images:
- Images are of the same or better quality than the original
- All documents are to be scanned in the same order they exist in paper form
- All images are accurately labeled and indexed
- Visual inspection of each image, making quality adjustments as needed
- The Parole Commission shall perform a QA of images and associated indexing. If the Parole Commission discovers unacceptable images, the Contractor, at no additional cost to the Parole Commission, will correct all such unacceptable images.

3. Shipping/Return of Documents

- DOJ will box originals in storage boxes
- The shipping manifest will identify the records by Batches
- Records will be picked up in batches (size of batches to be determined)
- Contractor will hold all files that have been scanned for up to 30 days after images have been delivered to Parole Commission for QC and acceptance
- Upon notice from the Parole Commission, not to exceed 30 days after images delivered, the contractor will deliver boxes to the agency

4. Scanning Process

- Contractor is to provide a test run prior to commencing project. Test sample size is to be determined. Project will not continue until the Parole Commission has signed off on quality and job performance of test. Clarification: the test run or sample (pilot) is just to ensure formatting and labeling of folders is correct, so this would be done within the period of performance. (Attached a sample that shows the desired formatting of each scanned folder)
- Contractor will perform all necessary document preparations to include removal from file, removing objects from pages, tape/repair any torn pages, etc. in order to make the document ready to scan.
- Contractor is to enhance any "low quality" images that are determined, by the contractor, to require enough quality to produce a readable digital image.
- Contractor will return the pages to the original file folder in the order that they were originally placed and return to storage box for holding.

5. Delivery of Images

- Contractor will deliver digitalized documents in PDF format via removable media. DOJ will then upload images to the desired location.

Summary of Requirements

The requirement tasks to be initiated and completed in accordance with timelines listed as follows

- 9,000 – 10,000 records that are roughly 300 pages per record
These records are contained in 4-section file folders. Records will need to be scanned in conjunction with the 4 sections. The 4 sections are divided as such: 1. Sentence Data, 2. Inmate Data and Military Documents, 3. Inmate and Victim Correspondence, 4. Parole Hearing or Decision Data (they should be scanned in the same format as the file layout, a sample digital file will be provided)
- OCR
- Delivered in PDF Format – will need to be placed on removal media (the PDF document will be uploaded to desired USPC location (Flash Drive).

PLACE OF PERFORMANCE

The qualified primary place of where a majority of work shall be performed will be at the contractor's designated safe and secure location and place of business.

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.

MARGINS:

Adequate gripper
Follow Originals

PACKING:

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

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

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

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

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Furnished hardcopy documents

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to denis.hamel@usdoj.gov. The subject line of this message shall be Distribution Notice for Jackets 424-226, Requisitions 3-05013. 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: USDOJ - US Parole Commission, 90 K Street NE, 3rd Floor, Washington, DC 20530. Attn: George Baker, 202-346-7023.

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

SCHEDULE: The Purchase Order and GFM will be available via e-mail or contractor's FTP site after award no later than March 10, 2023.

Submit test run or sample (pilot) as soon as the contractor deems necessary in order to comply with the delivery schedule. test run or sample (pilot) will be withheld not more than (2) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT**

F.O.B. destination, delivery complete by 06/30/2023

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

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 copies of each package. 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.

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>.

JACKET NUMBER

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BID PRICE:

\$ _____

ADDITIONAL/M

\$ _____ 8-1/2 x 11"

\$ _____ 8-1/2 x 14"

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 fax, fill out and return one copy.

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

(Street Address)

(City - State - Zip Code)

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

(Signature) (Date)

(Telephone Number) (Email Address)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)