

**ABSTRACT OF CONCEPT OF OPERATIONS
FOR THE INTEGRATION
OF CONTACTLESS CHIP IN THE U.S.
PASSPORT**



**Abstract of
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ABSTRACT CONCEPT OF OPERATIONS FOR THE INTEGRATION
OF CONTACTLESS CHIP IN THE U.S. PASSPORT

Version 2.0
April 26, 2004

1.1 Introduction:

The Department of State, Bureau of Consular Affairs (DOS/CA), in cooperation with its partners at the United States Government Printing Office (GPO) and the Department of Homeland Security (DHS), plans to implement a new version of the United States passport that will contain an embedded Integrated Circuit (IC) contactless chip. The chip will be used to store additional data on the passport that cannot be stored in the conventional OCR-B machine-readable zone. The new technology will enhance the security of the passport and will facilitate the movement of travelers at ports of entry. Initially, the new passport will be issued on a limited scale in late 2004 or early 2005. All newly issued full-validity United States passports are expected to have embedded chips by the end of calendar 2005. This document describes the concept of operations to integrate a chip in the passport and use of that document at ports of entry.

1.2 Background:

Section 303 of the Enhanced Border Security and Visa Entry Reform Act of 2002 (Enhanced Border Security Act) requires that nations whose citizens are allowed to enter the US under the provisions of the Visa Waiver Program must have a program in place by October 26, 2004 to “incorporate biometric and document authentication identifiers that comply with applicable biometric and document identification standards established by the International Civil Aviation Organization.”

The International Civil Aviation Organization (ICAO), through a series of meetings during the last two years, has developed a set of specifications that involve the inclusion of an electronic chip in passports to which would be written both the facial image and biographic data of the bearer. This is the same data currently found on the data page of a passport.

Including IC chips in passports could provide the border inspection community with a tool that could have significant security benefits and could speed the movement of travelers through border inspection processes.

While the United States is not mandated to comply with the requirements of section 303 of the Enhanced Border Security Act, it appears desirable for the U.S. to commit to a comprehensive program to incorporate this new technology into the U.S. passport. Doing so will:

- Ensure the continued international acceptability and interoperability of the U.S. passports;
- Recognize that VWP participant states, which will be required to change their passports for travel by their nationals to the US, will be likely to impose reciprocal requirements on Americans traveling to their nation;
- Improve the security of the US passport and help strengthen U.S. border security by allowing the Department of Homeland Security to focus its efforts on travelers (Americans and otherwise) with less secure travel documents.

Consistent with principles of international reciprocity, the United States intends to adhere to these same requirements. Therefore, the United States' electronic passport will be designed to comply with the specifications of ICAO Document 9303, Part I and its technical reports and annexes relating to advanced storage media for use in passports. As such, the passport will include a full digital image of the passport bearer stored on an IC chip and will incorporate the use of the ICAO Logical Data Structure which prescribes the placement of data on the chip. The data stored on the chip will be secured with a digital signature using a light version of PKI technology as prescribed by ICAO.

The Under-Secretary of State for Management has authorized DOS/CA to pursue the concept of integrating a contactless chip in the United States passport and to comply with ICAO requirements regarding the use of this advanced storage medium to store a digital, biometric full facial image along with currently captured bio-data onboard the chip.

1.3 Summary of the TDIS Passport Issuance Process

The Travel Document Issuance System-PhotoDig (TDIS-PD) was developed for the primary purpose of increasing the physical security of the U.S. passport and improving the issuance process. TDIS-PD provides the capability to digitally scan passport photographs and to digitally print images of photographs in passports. Each of the sixteen passport issuance locations has its own TDIS-PD system that is based upon local area network PC technology and automates, to a great extent, many of the previously manual production functions. The local agency systems are linked via a Wide Area Network capability. The introduction of the steps necessary to personalize the new electronic passport should minimize changes to the TDIS-PD system to the extent possible.

The processing flow for a passport application depends on how the application enters the production system. Applications are identified as Lockbox, Mail-in, or Counter applications. There are eight processing stations; each application must be processed through some or all of the stations.

Mail-in applications are processed at every station. Counter applications are not processed through Mail Open or cashier. Instead, for Counter applications, these two functions are combined into Counter Cashier. Other than this slight difference, Mail-in and Counter applications follow the same processing flow. Lockbox applications are initially handled by an independent contractor, and therefore skip Cashier and Data Entry. Image Capture is combined with Lockbox/Mail Open function for Lockbox applications. The figure below provides a diagram of the three processing flows.

<u>LockBox</u>	<u>Mail Open</u>	<u>Counter</u>
Lockbox/Mail Open Image Capture	Mail Open Cashier Image Capture	Counter Cashier Image Capture
Image Review	Image Review	Image Review
Name check	Data Entry Name check	Data Entry Name check
Adjudication	Adjudication	Adjudication
Book Print	Book Print	Book Print
Quality Control	Quality Control	Quality Control

1.4 The Contactless Chip

ICAO has specified the use of contactless chips as the advanced storage medium, for use in passports, for storing additional information (including a digital photo and related biometrics images of the applicant). The chip and its antenna array will reside on the passport. The chip will be ISO/IEC 14443, part 1 – 2 compliant, Type A or B with a minimum storage capability of 64 kilobytes. The microprocessor will be ISO/IEC 7816-4 compliant and will require specific command sets to communicate with a chip reader. The data stored on the chip will follow the file structure prescribed by ICAO in its Logical Data Structure (LDS) for use with Machine-Readable Travel Documents. Despite the type of chip and array selected, it is essential that all operations of the microprocessor and the antenna array are compatible and can be read with chip readers at ports of entry.

The chip will have the ability to store large amounts of data, minimum of 64 kilobytes, including a digital facial image of the bearer’s photograph. Each chip will have its own unique control number that can be used to associate the chip with the passport document.

In order to be read on a globally interoperable basis, ICAO identified the chip command sets and related specifications necessary to ensure that all chips can be read by all readers that will be used at international borders.

1.4.1 Data to be Stored on the Chip

The data stored on the IC chip will include all of the data currently stored in the Machine Readable Zone (MRZ) of the passport, as well as a full digital facial image of the bearer and the passport application number. Following digital signing of the data to be written to the chip, the digital signature will also be written to the chip. The data records to be stored in the chip will be stored in the format and structure as prescribed in the Technical Report on the LDS as prescribed by ICAO. Conformance to the LDS specifications will ensure global interoperability to read the document and will maximize download speeds when reading data from the chip.

The data elements from the Visual Zone and MRZ portion of the data page that will be stored on the chip include:

- The document code (e.g. “P” for passport)
- The Issuing State
- Name of the Bearer
- Passport Number
- Date of Birth
- Sex
- Date of Expiry
- Place of Birth
- Date of Issue
- Issuing Authority
- Check Sum
- Passport Application Number
- Full digital image of the passport photograph

A facial recognition template of the facial image will not be stored on the chip at this time. Passport endorsements that are printed in the back of the passport will not be stored on the chip.

1.5 The Passport Document

There are two aspects to the new electronic passport book design: configuration of the document structure sufficient to support the inclusion of a contactless chip/antenna array and incorporation of new physical security re-design of the document. Although there is some cross-over, it is important to note that the integration of a chip array in the passport is the primary objective of this project, while the re-design of the passport artwork and physical security features are desirable but not critical objectives. It is desirable that the re-design of the passport be completed concurrently with chip integration to provide added security enhancements to the passport and to physically distinguish between the new chip passport and the current conventional design. The re-design of the passport and addition of new security features and a new tint pattern (American Icon Series) will only occur if they do not interfere with the goal of integrating a chip in the passport. A functional requirements document will specify the features of the physical security re-design of the document.

- The Government Printing Office (GPO) will continue to manufacture the passport book.
- The chip/antenna array will be inserted in the inside back cover by GPO. Alternative locations of a free-standing plastic card sewn into the book, and insertion in the middle pages of the book will be considered only if no way is found to protect the chip in the back cover.
- The Toppan printer will still be used
- Personalization of the passport will be performed at the TDIS Quality Control station vice the Toppan printer.
- The chip passport must function over its ten-year validity.
- The passport book inventory control number will now also serve as the passport number.

The passport will retain its present configuration with a paste-down end sheet, binding strip and coated cloth cover with a minimum of 24 or 48 pages. The data page is currently on the inside front cover. GPO plate layout dictates a preference for a 24/48 page basic book. There is room in the present UNO binding machine for an additional page to be inserted if needed by either chip insertion or design considerations. As part of the passport re-design, an effort will be made to relocate the passport data page from its current location on the inside front cover, to the first

separate page of the passport. This change will permit the book to be expanded to a 28 or 52 page document.

Chip structure is the unknown that will affect document design. Chip inlays can be incorporated into the back cover in a number of ways: sewing in a flexible/durable plastic sheet between the end leaf and cover; pre-gluing to either the inside back cover or the inside back end leaf; incorporation into or on an enlarged binding strip, or by being incorporated into the cover at manufacture. The physical size of the chip, in particular thickness, the location of the chip in the back cover and the size and orientation of its antenna are other major factors. Adhesive strength and durability will play a major role in the success of the chip passport. Information and testing of these concepts will be required.

The ability of the embedded chip array to remain functional over the useful life of the passport is crucial to the performance of the document. The National Institute of Standards and Technology (NIST) has been employed to conduct durability tests. Two aspects to testing: what abuse is done, and how to measure the degradation as a result of the abuse test, will form the basis for testing the documents.

A second class of abuse, that of intentional damage or resistance to fraud attack, has no written test methods. The resultant chips in books will be subject to every physical, chemical, thermal and electronic attack that can be developed.

Durability, chip structure and physical location of the array must be confirmed and resolved through this testing.

1.6 The Impact Upon GPO EP Book Assembly

GPO will fabricate the passports and provide them to the DOS for personalization. The integration of a chip in the passport will change GPO production and control operations. It will be imperative to determine the mechanical changes to the GPO book binding operations. It is imperative that GPO investigates alternative adhesives that are water-insoluble and are capable of forming permanent bonds between paper, cloth and various types of plastic.

Incoming chips will have to be checked to determine that they are operational chips and not damaged on arrival at GPO. Outgoing chip-enabled passports will have to be checked to ensure that each book contains an operational chip unharmed by the process of inclusion in the passport. At this point, it may be possible to realize stock control, inventory, and counting functions not possible with chipless books.

For some time, GPO will be required to produce current passports for DOS/CA in addition to passports with chip inlays. GPO will balance production to meet the required production demands for each type of book as the transition to the new passport and from the current document occurs.

Regardless of the chip inlay structure, all waste must be disintegrated and the chip destroyed. The use of current disintegrators at passport agencies will be sufficient to destroy the chip, either by crushing it or tearing the antenna structure to pieces. In any event nothing usable must survive. The reference to incineration, the chip is silicon, which will not burn, but the chips electronic properties will be destroyed in fire. The antenna will likely be comprised of aluminum or copper. Neither metal will be employed in recoverable quantities. It is expected that the EP Book Cover vendor will specify appropriate destruction and disposal methods should the current process be unusable for potential security or safety reasons.

1.7 The Impact on the TDIS Passport Issuance Process

The new chip passport business processes will remain similar to our current processes but some changes will be needed. CA plans that:

- All domestic passport-issuing facilities will continue to:
 - Receive blank passports from the Government Printing office;
 - Use Toppan printers;
 - Test the MRZ zone of the personalized passport

- All domestic passport-issuing facilities will be capable of:
 - Loading bio-data and facial image on the IC chip;
 - Personalize the passport at the Quality Control Station
 - Having the data on the chip digitally signed via link to a signing authority;
 - Testing and reading the bio data and image on the loaded RF chip.

With minor exceptions possibly in fee handling and recording and the quality control function, implementation of the chip passport should not change the passport issuance processing steps at mail open, data entry, cashiering, scanning/image capture, image review, and name check. At some point in the future, when chip books are returned to passport agencies for replacement, passport specialists processing replacement passport cases should be provided with chip readers to validate the data and image stored on previously issued intelligent passports as part of the adjudication process.

The software design for writing data to the chip at QC must prevent de-linking of the physical and electronic data sets on any particular book, (e.g. the electronic data does not match the printed data). It is possible that proper linking could be verified and assured in an automated, electronic way that will ensure production quality and will assist the QC operator. Writing to the chip at QC will require a redesign of the QC workstation and processing steps to implement the chip write/read process while ensuring best practices and efficiency of the function.

1.7.1 Toppan Printer Changes:

DOS/CA requires that the current passport personalization process change as little as possible. Nevertheless, the addition thickness to the passport book resulting from the addition of a chip inlay and the relocation of the data page to the first separate page of the passport will require some adjustments to the Toppan printer. Also, the re-design of the passport to include a new tint pattern (American Icon Series) will require evaluation of the edge detection sensor on the printer.

1.7.2 Internal Controls

The chip passport can offer additional ways to safeguard blank passports by using the RFID technology. The Government Printing Office (GPO) will associate the chip serial number to the passport inventory control number during the book fabrication process. This will facilitate use of the chip technology to account for passports during various internal control processes. Furthermore, the chip should facilitate registering books to agency inventories, distributing books to book print, returning books to inventory, and in accounting for the destruction of spoiled books. These internal controls options will be evaluated during this project.

1.8 Impact of Electronic Passport on Amendments and Endorsements

The implementation of the chip passport will directly affect the policy and methods for amending passports and providing passport endorsements that limit or explain the use of the passport.

1.8.1 Passport Amendments:

A decision has been made that chip passports will not be amended, at least for the beginning of the project. New passports will be issued in cases requiring amendments of previously issued passports.

1.8.2 Passport Endorsements:

Passport endorsements are often written on the back inside cover of the passport to notify the border control authorities of an individual's reason for travel. With the chip passport, endorsements will continue to be printed, particularly for the benefit of border control authorities who will need to visually observe the endorsements. The passport with the chip embedded in the back cover may preclude the ability to write endorsements in that location. This will have to be evaluated. If printing on the back cover is not feasible, PPT may need to rethink the positioning of written endorsements. Since most immigration officers are accustomed to looking in the back of the passport for endorsements, endorsements could be placed as close to the back of the book as possible. Although endorsements will continue to be printed in the U.S. passport, endorsement data will not be written to the chip.

1.9 Impact of Mailing of Issued Chip Passports to Customers

It has been recently alleged that the irradiation systems (E Beams) used by the United States Postal Service (USPS) might have a severe and negative effect on IC chips. Any chip coming into contact with the E beam may be destroyed. DOS/CA will need to investigate this issue and will possibly need to change its mailing policy for customers in the metropolitan Washington area and any other area where USPS employs this system. DOS/CA must evaluate the possibility that the USPS sorting machines may cause undue damage to the IC passport. DOS/CA may need to change the size of its mailing envelopes to ensure that they by-pass the mechanical mail sorters or are hand sorted. DOS/CA must also evaluate the additional weight of the chip inlays in the book in order to project possible increases in mailing costs. DOS/CA will evaluate the need to protect the books during mailing (possibly by lining the envelopes with foil) to protect the chip from malicious "skimming" of personal data through the envelope

1.10 The Use of the Chip Passport

The chip passport will be read at United States borders as well as foreign ports of entry. Currently, document readers at ports-of-entry capture the biographical information (e.g., last name, first name, middle initial, date-of-birth, nationality, gender, document number) contained on the machine-readable zone of travel documents or that data is keyed-in manually. With the deployment of chip-embedded documents, passport book readers should have the capability to read all of the biographical data contained in the machine-readable zone and the biographical and biometric data contained in the contactless chip. The concurrent reading of data from the MRZ and the contactless chip would allow the inspector to retrieve this information one time, thereby reducing the time necessary for separate read transactions. Border inspection processes might also wish to procure full-page readers that perform bit-map comparisons of data pages that will also conduct reads of the MRZ and the contactless chip concurrently. It is anticipated that the U.S. passport will utilize passive authentication and open access to reading the data on the chip. It is anticipated that with the rollout of chip passports, the passport book reader community will respond to the marketplace demands for hardware that will meet these purposes.

Because the Enhanced Border Security Act requires U.S. Visa Waiver Program countries to comply with ICAO requirements to have passports that contain a full digital image of the face, the Department of Homeland Security (DHS) will have to read the facial image contained on the chip in the United States passport and conduct facial recognition matching with the live image of the bearer of the passport.

Although this scenario is yet-to-be-determined by DHS, it will probably require one-one matching of the facial image with bearer with the stored photo and one-few matching against a DHS watch list. DOS/CA should work with DHS to test the reading and facial recognition matching of the image contained in the chip and ensure that the U.S. passport can be read and facial images matched as optimally as possible by DHS.

The EP will also need to endure the physical abuse that the document might receive in the use of the document by border inspectors. Specifically, the hand stamping of entry/exit stamps in the passport must be considered a threat to the durability of the chip. DOS/CA will conduct durability testing on the document. Because some passports seen at borders will contain chips and others will not, an international symbolic identifier that will permit the bearer to know that he/she has a chip passport will be necessary. It is believed that, particularly in the transition to the new chip documents, bearers might be directed to specific inspection lanes that are set up for the reading of chip passports by the use of this international symbol.

1.11 The Use of PKI Light Technology to Secure Data on the Chip

ICAO has specified that the data loaded to IC passports must be digitally signed for protection from alteration and abuse. This means that a private key must be used to sign the data and a public key is used to decrypt the data. ICAO has also suggested that the distribution of public keys used by all countries can be best managed by sending all public keys to ICAO, where they can be pulled down from an ICAO server designated for that purpose.

Prior to the issuance of a passport, each passport issuance location will prepare the data that needs to be digitally signed. That data message will be transmitted in an encrypted state to the Certificate Authority in Washington. The data will be hashed, signed and returned to the issuance agency in an encrypted packet. A code corresponding to the public key needed to read the data will be sent with the signed data. Appropriate internal controls information regarding the signed data including the date/time of signature, etc, will have to be maintained on the CA Server. The actual signed data can reside on the agency database for a reasonable period of time to facilitate re-issues. Data needed for re-writes will require a new digital signature. The signed data message will not be permanently archived to PIERS. Instead, only the unsigned issuance data and the code for the corresponding public key will be archived onto PIERS.

1.12 Software Development

Software development will be required to the current passport issuance system (TDIS) in order to integrate the new production and issuance control functions associated with the chip passport. Changes to the existing TDIS infrastructure will be preserved to the extent possible in order to meet the project deadline and to minimize costs.

1.12.1 New Critical Requirements

- Systems must continue to support application processing and passport issuance of the new passport while pursuing productivity improvements
- Systems must support personalization and management of IC Embedded Passports with high levels of security and data integrity
- Systems must support 24x7 service levels as passport data will be integral to DHS entry/exit solutions
- Systems developed should support open, standards-based technology and avoid proprietary approaches where possible (ref. ICAO/NTWG)

1.12.2 Process Integration Points

Supporting an IC Enabled Passport will lead to system changes in the Travel Document Issuance System (TDIS) as well as accompanying systems (PIERS, PRISM, MIS, PLOTS). For example, TDIS will need to change to support biometric related processes including:

- Enrolment
- Template Creation
- Identification
- Verification

The diagram below illustrates some potential process changes that will lead to system changes.

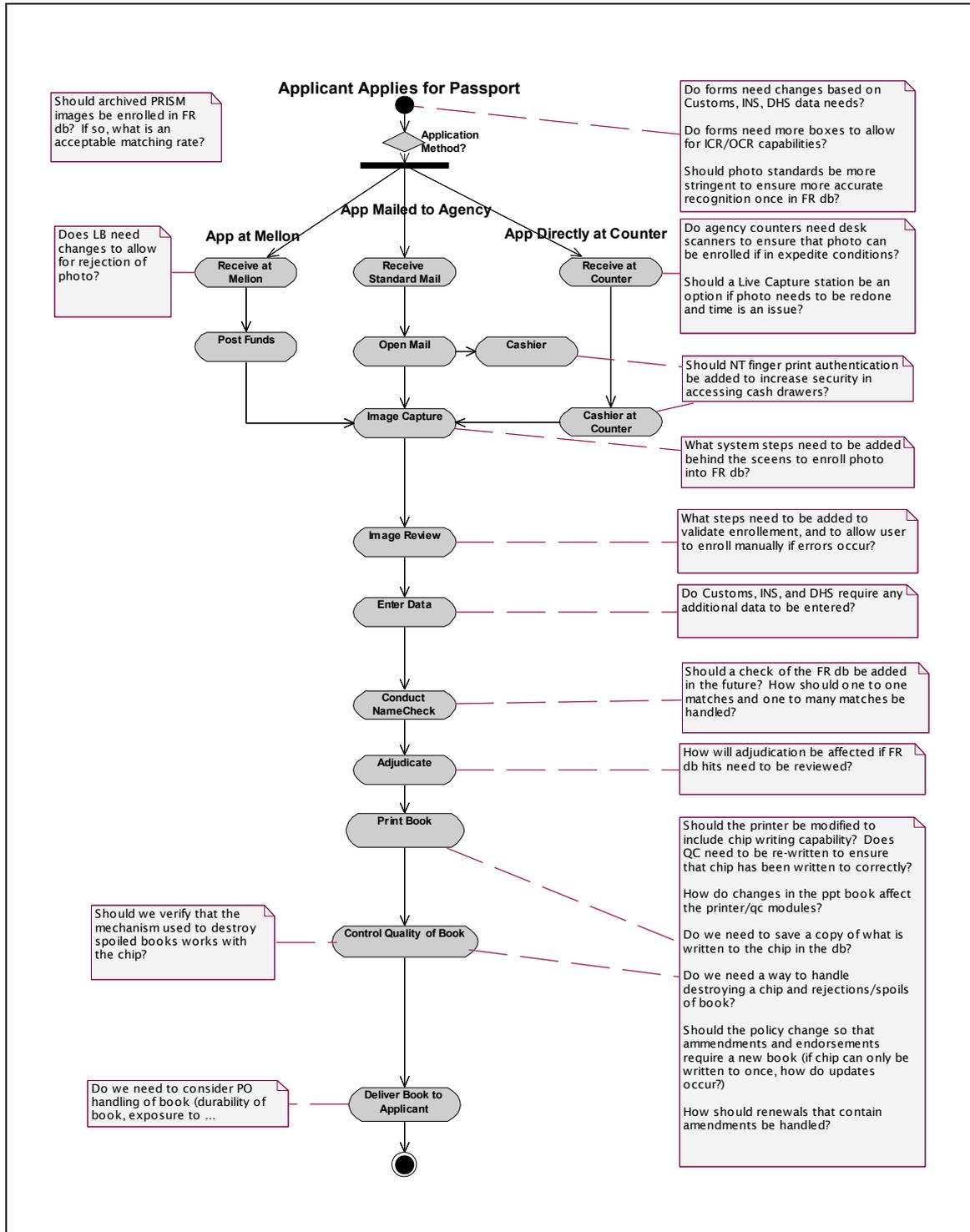


Diagram 1: TDIS Process Flow with Biometric Integration Points

1.12.3 Travel Document Issuance System Software Development Areas

Travel Document Issuance System:

Preliminary review of the process integration points illustrated above, along with assessment of the information and data needs, leads to an early indication of the functionality necessary to support issuance of an IC Enabled Passport. Initial application elements to consider for software development include:

- Photo scanning and assessment (for suitability)
- Photo enrollment
- Photo matching (verification)

- Photo matching (identification)
- Logical Data Structure (LDS) Preparation
- CRC and PKI generation and assignment
- LDS Writing
- LDS Verification

**B.1 Specifications for Property 20678-4
Blue Woven Cloth Material for U.S. Passports**

General Requirements

Suitable for use as a cover for U.S. passports; able to accept heat stamping of imitation gold foil; running on the Uno automatic binding line. Stock will be used in air-conditioned pressroom maintained at 24 ±2 °C and 45 ±8 percent relative humidity

Specific Requirements

<u>PROPERTY</u>	<u>REQUIREMENT</u>	<u>METHOD</u>
Composition	Shall be 100% cotton fabric coated with pyroxylin, acrylic, polyurethane, or other non-migratory resin	Mfg'r's technical data sheet / spectroscopy / Method A
Thickness	Average, inch (±10%) (mm)	0.014 (0.35)
Weave	<u>Drill</u>	<u>2 / 1</u>
Weight	Average finish cloth, oz/yd ² (g/m ²) ±10% Minimum base cloth, oz/yd ² (g/m ²)	10 (340) 5 (170)
Thread count	Per in ² (cm ²)	100 (40)
Breaking strength	Minimum Warp / Filling, lb/in (kN/m)	80 / 50 (14 / 8.8)
Porosity	<u>Minimum, seconds</u>	<u>15</u>
Gloss (75°)	<u>Maximum, percent</u>	<u>20</u>
Fade resistance	<u>Maximum color deviation, before and after fading after 170 hours, DE(CIELAB)</u>	<u>1.0</u>
Surface and coating	<u>Shall be soft and pliable but not oily; surface shall not crack when bent sharply. The back surface shall be receptive to a water-based polyvinyl acetate emulsion adhesive used to bond the end sheet. The top surface shall withstand the lamination process. When stretched, the surface coating shall show no defects</u>	Method B
Color	<u>Topside shall be flag blue to match established standard.</u>	(L*=27.3 a*= 0.1 b*= -7.0)
<u>AND</u>		T-515, T-524 TIS 0804-04
Color deviation	<u>Maximum, DE(CIELAB)</u>	<u>1.0</u> Note (1)
Finish	<u>Shall be uniform and have an embossed skiver pattern</u>	Method A
Size	Average sheet, inches (mm), tolerance ±1/16" (2 mm)	7-1/16 by 15-7/8 (182 by 403)
<u>AND</u>		and
Trim	Cloth shall not fray when trimmed	Method C

**Specifications for Property 29455-1 or 20678-4
Blue Woven Cloth Material for U.S. Passports**

Curl	The fabric shall lie flat and have sufficient stiffness to feed properly on the Uno automatic passbook binding line	Method D
Ply	Shall be single ply	Method A
Grain (Warp)	Shall be in the long direction	ASTM D299
Blocking	The fabric shall not stick together	Method E

Testing and References

Testing shall be conducted in accordance with cited methods. ASTM method is available from the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428 or through the website: <http://www.astm.org/>. Test methods designated T-XXX or TIS may be obtained from TAPPI 15 Technology Parkway S, Norcross, GA 30092 or at the website: <http://www.tappi.org/>

Note (1): Color testing conditions and metrics are as follows: CIELAB color space, Illuminant D65, 10° observer and specular component in. The L*, a*, b* values have been provided for information only.

Method A: Visually assess the composition, weave, finish and ply against the established standard. Report as **OK** or **Unacceptable**.

**Specifications for Property 29455-1 or 20678-4
Blue Woven Cloth Material for U.S. Passports**

Method B: Lamination:

Method C: Use an appropriate scaled measuring implement. Report results to the nearest millimeter (1/16"). Report as **Equal** or **Not equal**.

Method D: Assess during the use of the stock. Material shall run, print and accept hot stamping satisfactorily. Report as **OK** or **Unacceptable**.

Method E: Press 2 pieces of fabric between newsboard for a period of 24 hours. Observe for blocking. Report as **OK** or **Unacceptable**.

Qualified Products

All products shall conform to the above specification requirements. In order for a brand name to be included in the Qualified Products List (QPL) below, it must have been qualified prior to the issuance of the specification. The brand name product shall meet all specification requirements for qualification. For qualification testing/evaluation, the sample set described below in the *sample requirement* paragraph is required.

Awards will be predicated on the use of a product listed below or on a product, which prior to the time set for opening of bids, has been tested and approved. Once the product is accepted for the QPL, it need not be retested for a 3-year period unless the brand name (product) characteristics have been changed.

The following brand name product is on the QPL for this property:

ICG Holliston No. 32007281481

B.2

**Specifications for Property 27533-6
Maroon Woven Cloth Material for U.S. Passports**

General Requirements

Suitable for use as a cover for U.S. passports; able to accept heat stamping of imitation gold foil; running on the Uno automatic binding line. Stock will be used in air-conditioned pressroom maintained at 24 ±2 °C and 45 ±8 percent relative humidity.

Specific Requirements

<u>PROPERTY</u>	<u>REQUIREMENT</u>	<u>METHOD</u>
Composition	Shall be 100% cotton fabric coated with pyroxylin, acrylic, polyurethane, or other non-migratory resin.	Mfg'r's technical data sheet / spectroscopy / Method A
Thickness	Average, inch (±10%) (mm)	0.014 (0.35) ASTM D1777
Weave	<u>Drill</u>	<u>2 / 1</u> Method A
Weight	Average finish cloth, oz/yd ² (g/m ²) ±10% Minimum base cloth, oz/yd ² (g/m ²)	10 (340) 5 (170) T-410
Thread count	Per in ² (cm ²)	100 (40) ASTM D3775
Breaking strength	Minimum Warp / Filling, lb/in (kN/m)	80 / 50 (14 / 8.8) ASTM D5035
Porosity	<u>Minimum, seconds</u>	<u>15</u> T-460
Gloss (75°)	<u>Maximum, percent</u>	<u>25</u> ASTM D3218, sec 13
Fade resistance	<u>Maximum color deviation, before and after fading for 72 hours, DE(CIELAB)</u>	<u>1.0</u> ASTM G155, Table X3.1, Cycle 11
Surface and coating	<u>Shall be soft and pliable but not oily; surface shall not crack when bent sharply. The back surface shall be receptive to a water-based polyvinyl acetate emulsion adhesive used to bond the end sheet. The top surface shall withstand the lamination process. When stretched, the surface coating shall show no defects.</u>	Method B
Color	<u>Topside shall be maroon to match established standard.</u>	(L*=30.1 a*= 7.3 b*= 3.8) T-515, T-524 TIS 0804-04
<u>AND</u> Color deviation	<u>Maximum, DE(CIELAB)</u>	<u>1.0</u> Note (1)
Finish	<u>Shall be uniform and have an embossed skiver pattern.</u>	Method A
Size	Average sheet, inches (mm), tolerance ±1/16" (2 mm)	7-1/16 by 15-7/8 (182 by 403) Method A and
<u>AND</u> Trim	Cloth shall not fray when trimmed.	Method C

**Specifications for Property 27533-6
Maroon Woven Cloth Material for U.S. Passports**

Curl	The fabric shall lie flat and have sufficient stiffness to feed properly on the Uno automatic passbook binding line.	Method D
Ply	Shall be single ply.	Method A
Grain (Warp)	Shall be in the long direction.	ASTM D299
Blocking	The fabric shall not stick together.	Method E

Testing and References

Testing shall be conducted in accordance with cited methods. ASTM method is available from the American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428 or through the website:

<http://www.astm.org/>. Test methods designated T-XXX or TIS may be obtained from TAPPI 15 Technology Parkway S, Norcross, GA 30092 or at the website: <http://www.tappi.org/>

Note (1): Color testing conditions and metrics are as follows: CIELAB color space, Illuminant D65, 10° observer and specular component in. The L*, a*, b* values have been provided for information only.

Method A: Visually assess the composition, weave, finish and ply against the established standard. Report as **OK** or **Unacceptable**

Method B: Lamination:

**Specifications for Property 27533-6
Maroon Woven Cloth Material for U.S. Passports**

Method C: Use an appropriate scaled measuring implement. Report results to the nearest millimeter (1/16"). Report as **Equal** or **Not equal**.

Method D: Assess during the use of the stock. Material shall run, print and accept hot stamping satisfactorily. Report as **OK** or **Unacceptable**.

Method E: Press 2 pieces of fabric between newsboard for a period of 24 hours. Observe for blocking. Report as **OK** or **Unacceptable**.

Qualified Products

None

B.3

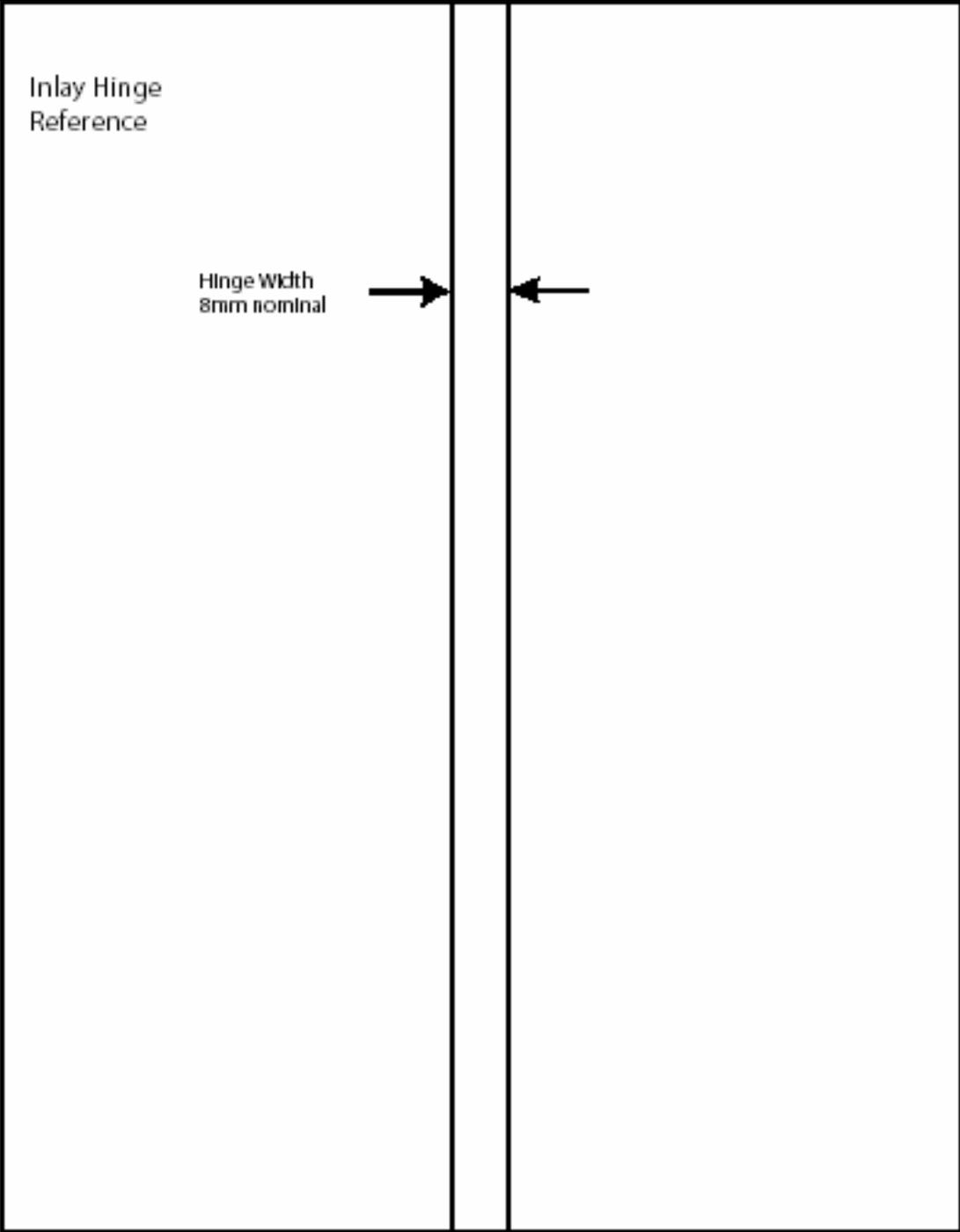
**Specifications for Property 18846-8
Black Woven Cloth Material for U.S. Passports**

All specifications and requirements the same as for B.1 except for color and maximum percent of Gloss (25)

B.4**Specifications for Property
Green Woven Cloth Material for U.S. Travel Documents**

All specifications and requirements the same as for B.1 except for color and maximum percent of Gloss is between 20-25.

APPENDIX C – COVER SIZING



Appendix D Characteristics for Reader/Writers for Personalization System Test Kit

ICAO Recommendations from ICAO Technical Report: *Biometric Deployment of Machine Readable Travel Documents, Technical Report Version 2.0 (draft 2) dated 5 May 04*

- The T=CL protocol shall be fully supported.
- The total time from placing the book on the reader to when the transaction is completed shall be less than 11 seconds for reading or writing 32KB of data.
- The reader/writer shall quickly determine access type (i.e. active vs. passive).
- The reader/writer shall have a visual indication that it is on and functioning.
- The reader/writer shall not read an EP more than 10cm away.
- The reader/writer shall support a rate of 424 kbps (kilobits per second).
- The connection between the reader/writer and PC, or PC type equipment shall be USB 2.0 or Firewire.
- The reader/writer shall be configured to immediately attempt to re-establish a session with a chip/antenna if the transaction has not successfully completed.
- Once a transaction has completed, the reader/writer shall be configured to attempt further transactions until the chip/antenna has been removed from the field and re-presented.

Additional Desired Reader/Writer Characteristics

- **Physical Characteristics**
 - ◆ Form Factor
 - Dimensions shall not exceed 30cm in length, width, or height
 - Weight shall not exceed 7kg
 - ◆ Power (Input Voltage) – 100 – 240 VAC +/- 10%
 - ◆ **Hardware Interfaces**
 - USB 2.0 or Firewire required handling all EP scanning and chip read/write communications between the device and the host PC.
- **Functional Characteristics**

Full-page multi-function readers capable of reading the EP data page, MRZ, and the embedded IC .

 - ◆ **Interoperability**
 - Support for ISO/IEC 14443
 - Type A and Type B
 - Automatically detect, read and write to both Type A and Type B chips.
 - IC reader will be able to personalize chip while EP is inserted in the device for Full Page scanning, regardless of location of the chip within the EP book.
 - Ability to send ISO 7816 commands or chip-proprietary commands directly to the chip while in contact with the reader (not limited to specific API calls).

- User's Guide
- Sample Code utilizing API calls
- ◆ Windows 2000 device driver, driver availability for future OS upgrades within Windows or another platform

- **Security Features**

- ◆ **Tamper Resistance**

Provide a locking mechanism for the device housing to prevent unauthorized manipulation of the internal device hardware.

- **Deployment**

- ◆ Maintenance plans to be delivered with devices projecting:

- Hardware upgrades
- Firmware upgrades
- Chip Reader upgrades
- Driver upgrades
- Any other required maintenance (lens cleaning, tuning, etc)

- ◆ Configuration Guides and Troubleshooting Support required for setup

- **Warranty**

- ◆ Industry standard warranty against defects in materials and workmanship from date of shipment.



Appendix E: GLOSSARY

Authentication to	Use of a defined cryptographic procedure to determine the genuineness of an entity
Authenticity	A genuine property inherent to an entity
CA	Consular Affairs; A division of the US Department of State whose mission is to ‘administer laws, formulate regulations and implement policies relating to the broad range of consular services provided to American citizens abroad.’ CA also issues Visas to aliens desiring to enter the US and passports to American citizens.
Certificate Authority	An body that guarantees the authenticity of a the public keys for digital signatures.
Certificate Revocation List (CRL)	A CRL is a time-stamped list, signed by the CA, identifying canceled certificates.
CLIN	A contract line item number (CLIN) is the number that identifies a specific deliverable of a contract.
Common Criteria	The Common Criteria is a catalog of criteria for the certification and evaluation of information technology systems.
ConOps	Concept of Operations. A high level requirements document that provides a mechanism for users to describe their expectations of the target system in terms that need not be quantifiable and testable..
COTS	Commercial of the shelf (COTS) is a product that is a commercialized commodity.
CRC	A cyclic redundancy check (CRC) is a commonly utilized form of error detection code (EDC) for the protection of data.
DHS	The Department of Homeland Security (DHS) is the new consolidation of 22 formerly disparate domestic agencies tasked with protecting the homeland for terrorist aggression.

Digital signature	Based upon asymmetric cryptographic algorithms, a digital signature is used to confirm the authenticity of an electronic document.
DoS	The US Department of State is the government body tasked with promoting US interests abroad through diplomacy.
DPA	Differential Power Analysis (DPA) is a class of attacks that allows cryptanalysts to remove secret keys and compromise the security of smart cards and other cryptographic devices by examining their power use.
EEPROM	EEPROM (electrically erasable programmable read-only memory) is user-modifiable read-only memory that can be erased and reprogrammed (written to) repeatedly through the application of higher than normal electrical voltage.
EF	Elementary File
Electrostatic discharge (ESD)	The discharge of built up of electrostatic energy
Enhanced Border Security Act	A response to the terrorist attacks of 9-11, this bill orders all pertinent agencies to combat illegal border crossings by foreign nationals.
EP	An electronic passport (EP) is a passport with an integrated circuit (IC) contactless chip embedded in it.
EP Book Cover	EP book cover is an inlay containing an ISO 14443 Type A-compliant contactless chip and antenna assembly and adhered to specified passport cover stock (fabric). It is the size of the current US passport cover.
EP Book Cover Sheet	A sheet of three EP Book Covers in a three-up configuration.
Federal Acquisition Regulation (FAR)	The Federal Acquisition Regulation (FAR) codifies policies for procurement of supplies and services by executive agencies.
Federal Enterprise Architecture (FEA)	Formulated by Office of Management and Budget (OMB), the Federal Enterprise Architecture (FEA) is a business-based framework designed to

aid the Federal Government in becoming more citizen-based, result-oriented, and market-centered.

FFP	Firm Fixed Price
Federal Travel Regulations (FTR)	The Federal Travel Regulations (FTR) , addressed in 41 Code of Federal Regulations (CRF), dictates the statutory requirements and Executive branch procedure for travel by those authorized to travel at the expense of the Federal Government.
FR	Facial Recognition
GPO	The US Government Printing Office (GPO) is the government organization tasked with distributing official information from each of the three branches of the US government.
GSA	The US Government Service Administration (GSA) is an organization devoted to providing proven and efficient business tools to other government entities.
IAW	In Accordance With
IC	An integrated circuit (IC) is a microelectronic computer circuit built-in a chip or semiconductor.
ICC	Integrated Circuit Card. ISO uses the term to encompass all those devices where an integrated circuit is contained within an ISO ID1 identification card piece of plastic.
ICAO	The International Civil Aviation Organization (ICAO) promotes security and understanding via cooperative aviation regulation.
IEC	The International Electrotechnical Commission (IEC) is the clearinghouse for standards in all areas of electrotechnology.
Inlay	An inlay shall consist of an ISO 14443 Type A or Type B compliant chip/antenna assembly embedded in protective material.

INS	The Immigration and Naturalization Service (INS) was the government agency that handled immigration and nationality matters for foreign nationals entering the US. It was recently absorbed into DHS.
ISO	The Geneva based International Organization for Standardization (ISO) is a network of national standards institutes for 147 countries working to realize standards solutions that meet both business requirements and serve the broader needs of society.
KB	kilobyte
Key Management	All administrative functions as they relate to the generation, dispersion, storage, modernization, demolition and addressing of cryptographic keys.
LDS	A logical data structure (LDS) defines that manner in which a user is presented with data.
MCU	Micro-Controller Unit
MIS	Management Information System
MRZ	The machine-readable zone (MRZ) is the area of a passport page where machine readable data is stored.
NIST	A division of the US Department of Commerce, the National Institute of Standards and Technology (NIST) is responsible for the standardization of information technology on the national level.
NTWG	ICAO's New Technology Working Group
OCR	Optical character recognition
Open System	Hardware and/or software systems that use open standards.
OTP	One time programmable
PC	Polycarbonate
PC	Personal computer
PET	Polyethylene terephthalate

Pilot	An operational field test of the entire EP system and its associated processes.
Public Key Infrastructure (PKI)	Public Key Infrastructure (PKI) is a security system which provides digital signatures, encryption and secure web access.
PVC	Polyvinylchloride
QC	Quality control
RAM	Random access memory (RAM) is a type of volatile memory that loses its contents in the absence of power.
Random Number Generator (RNG)	A program that generates a series of numbers at random such that each number is selected independently of any of the other numbers in the series.
RF	Radio Frequency. With reference to ICs, it is a chip that is powered by transmitted radio waves.
ROM	Read-only memory (ROM) is a non-volatile memory whose contents cannot be altered.
SDK	Software Development Kit
SPA	Simple Power Analysis (SPA) is a simpler form of the DPA attack that does not necessitate statistical examination.
SOW	Statement of Work
TDIS	The Travel Document Issuance System (TDIS) is utilized by DoS/CA to efficiently issue travel documents to US citizens.
TOR	Task Order Request
Transport Key	The transport key is a key that locks the chip while it is being shipped. Consequently, if somebody breaks into the truck and steals the chips, they are not in possession of valid chips. We anticipate loading transport keys into the issuance system in order to enable personalization of the inlays.

USPS	United States Postal Service (the US Post Office)
Volatile memory	A type of memory that preserves its contents only as long as it is supplied with power.
VWP	The Visa Waiver Program (VWP) allows citizens of specific nations to travel to the United States for tourism or business for 90 days or less without acquiring a visa.

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING DO-	PAGE 1 OF PAGES
2. CONTRACT NUMBER	3. SOLICITATION NUMBER GPO-EP2004	4. TYPE OF SOLICITATION SEALED BID (IFB) x NEGOTIATED (RFP)	5. DATE ISSUED 6/21/04	6. REQUISITION/PURCHASE NO.	
7. ISSUED BY US Government Printing Office 732 North Capitol and H Streets, NW Room A340 – Stop MMP Washington, DC 20401		CODE	8. ADDRESS OFFER TO (If other than Item 7)		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and 4 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 b104**, until **3:00 pm** local time

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 Name Albertha M Broadnax	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS
		AREA CODE 202	NUMBER 512-0966	EXT.	abroadnax@gpo.gov

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(✓)	SEC.	DESCRIPTION	PAGE(S)	(✓)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	SOLICITATION/CONTRACT FORM		I	CONTRACT CLAUSES		
	B	SUPPLIES OR SERVICES AND PRICE/COST		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT		J	LIST OF ATTACHMENTS		
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE		K	REPRESENTATIONS, CERTIFICATIONS		
	F	DELIVERIES OR PERFORMANCE		AND OTHER STATEMENTS OF OFFERORS			
	G	CONTRACT ADMINISTRATION DATA		L	INSTRS., CONDS., AND NOTICES TO OFFERORS		
	H	SPECIAL CONTRACT REQUIREMENTS		M	EVALUATION FACTORS FOR AWARD		

OFFER (Must 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 (60 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 (See Section I) ➔	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	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)	
15B. 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

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 (Signature of Contracting Officer)	28. AWARD DATE	

Section B – Supplies or Services and Prices/Costs

Supplies or Services and Prices/Costs

**ELECTRONIC (INTEGRATED CIRCUIT (IC) EMBEDDED) PASSPORT
COVERS**

B1 Services and Prices/Costs

B1.1

The Offeror shall perform this contract on a Firm Fixed Price (FFP), Time and Material (T&M), and cost reimbursable basis, at prices at or below those stated in Section B of this contract, and in accordance with FAR 16.500 and other sections of this contract and this Delivery Order.

B1.2

This is a firm-fixed price contract except for CLIN 0004, which is Time and Materials (T&M), and CLIN 0009, which is cost reimbursable. Offerors must submit a proposal for all items for the entire life of this contract. Therefore, a price must be proposed for each CLIN for the life of this contract. Multiple awards are anticipated, but a single award is possible.

B2

In order to be considered for contract award, Offerors must propose prices for all CLINS. It is understood that, with respect to those CLINS defined as MANDATORY, the Government will purchase at least the minimum prescribed amount from contract awardees. However, the Government reserves the right to process a mixture of products from multiple awardees to add up to a maximum total described under each CLIN. OPTIONAL CLINS will be evoked at the Government's discretion.

B3: SERVICES AND PRICE/COST

Base Period

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
0001	Personalization System Test Kit – Type A or B compliant <u>(See C7.1 Testing Material and C7.1.1 Personalization System Test Kit)</u> <u>MANDATORY</u>	7 Kits (with 5 inlays per Kit)	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
0002	Electronic Passport (EP) Book Cover Sheets for Test Book Production - ISO 14443 Type A or B compliant. Book Covers shall be maroon <u>(See C7.1 Testing Material and C7.1.2 EP Book Cover Sheets for Test Book Production.)</u> <u>MANDATORY</u>	700 EP Book Cover Sheets (2100 EP Book Covers where 1 Book Cover Sheet equals 3 Book Covers)	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
0003	IC Reader/Writers for GPO <u>(See C7.3, Readers for GPO)</u> <u>OPTIONAL</u>	1 - 50	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
0004	Technical Support (See C7.5 Technical Support) <u>MANDATORY</u>	Est. 80 – 4000 hrs.	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
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0005	Electronic Passport (EP) Book Cover Sheets for SIA Pilot –ISO 14443 Type A or B compliant. Book Covers shall be maroon (See C7.2 EP Book Cover Sheets with Embedded Inlays)	1 –6,000 EP Book Cover Sheets (3 – 18,000 EP Book Covers) 6,000 – 12,000 EP Book Cover Sheets (18,000 – 36,000) EP Book Covers) 12,000 – 20,000 EP Book Cover Sheets (36,000 – 60,000 EP Book Cover Sheets	EA	\$	\$
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CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
0006	<u>Electronic Passport (EP) Book Cover Sheets for Domestic Agency Pilot and Full Agency Deployment</u> – ISO 14443 Type A or B compliant. <u>Multiple Cover Sheet colors as directed by the government</u> (See C7.2 EP Book Cover Sheets with Embedded Inlays) <u>OPTIONAL</u>	1,000 to 1 million EP Book Cover Sheets 1 million to 2 million EP Book Cover Sheets 2 million to 3 million EP Book Cover Sheets	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
0007	Adhesive (Testing and SIA Pilot) (See C7.4 Adhesive) <u>MANDATORY</u>	Sufficient quantity of adhesive to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN: 0002, and 0005 spoilage. Under current production	EA	\$	\$

		conditions, one gallon of adhesive will produce 1500 three-up cover strips			
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CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
0008	Adhesive (for Domestic Agency Pilot and full agency deployment) (See C7.4 Adhesive) <u>OPTIONAL</u>	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN 0006	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
0009	Travel <u>OPTIONAL</u>	As Needed	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
00010	Extended Warranties (5 years) (See C6 Warranty) <u>OPTIONAL</u>	As Needed	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
00011	Extended Warranties (10 years) (See C6 Warranty) <u>OPTIONAL</u>	As Needed	EA	\$	\$

Option Year One

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price

1003	IC Reader/Writers for GPO (See C7.3, Readers for GPO) <u>OPTIONAL</u>	1 - 50	EA	\$	\$
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	Description	Quantity	Unit of Issue	Unit Price	Extended Price
1004	Technical Support <u>OPTIONAL</u>	Est. 80 – 4000 hrs.	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
1006	Electronic Passport (EP) Book Cover Sheets for Full Production ISO 14443 Type A or B compliant. Multiple Book Cover Sheet colors as directed by the Government <u>OPTIONAL</u>	1,000 to 1 million EP Book Cover Sheets 1 – 2.5 million EP Book Cover Sheets 2.5 – 3.5 million EP Book Cover Sheets	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
1008	Adhesive (for full production) <u>OPTIONAL</u>	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN: 1006	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
1009	Travel <u>OPTIONAL</u>	As Needed	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
10010	Extended Warranties (5 years) <u>OPTIONAL</u>	As Needed	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
10011	Extended Warranties (10 years) <u>OPTIONAL</u>	As Needed	EA	\$	\$

Option Year Two

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
2003	IC Reader/Writers for GPO (See C7.3, Readers for GPO) <u>OPTIONAL</u>	1 - 50	EA	\$	\$

	Description	Quantity	Unit of Issue	Unit Price	Extended Price
2004	Technical Support <u>OPTIONAL</u>	Est. 80 – 4000 hrs.	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
2006	Electronic Passport (EP) Book Cover Sheets for Full Production –ISO 14443 Type A or B compliant. Multiple Book Cover Sheet colors as directed by the Government <u>OPTIONAL</u>	1,000 to 1 million EP Book Cover Sheets 1-2.8 million EP Book Cover Sheets 2.8 – 3.8 million EP Book Cover Sheets	EA	\$	\$

CLIN	Description	Quantity	Unit of	Unit Price	Extended Price

			Issue		
2008	Adhesive (for full production) <u>OPTIONAL</u>	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN: 2006	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
2009	Travel <u>OPTIONAL</u>	As Needed	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
2010	Extended Warranties (5 years) <u>OPTIONAL</u>	As Needed	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
2011	Extended Warranties (10 years) <u>OPTIONAL</u>	As Needed	EA	\$	\$

Option Year Three

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
3003	IC Reader/Writers for GPO (See C7.3, Readers for GPO) <u>OPTIONAL</u>	1 - 50	EA	\$	\$

	Description	Quantity	Unit of Issue	Unit Price	Extended Price
3004	Technical Support <u>OPTIONAL</u>	Est. 80 – 4000 hrs.	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
3006	Electronic Passport (EP) Book Cover Sheets for Full Production –ISO 14443 Type A or B compliant. Multiple Book Cover Sheet colors as directed by the Government <u>OPTIONAL</u>	1,000 to 1 million EP Book Cover Sheets 1 –3.1 million EP Book Cover Sheets 3.1 – 4.1 million EP Book Cover Sheets	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
3008	Adhesive (for full production) <u>OPTIONAL</u>	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN: 3006	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
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3009	Travel <u>OPTIONAL</u>	As Needed	EA	\$	\$
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CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
30010	Extended Warranties (5 years) <u>OPTIONAL</u>	As Needed	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
30011	Extended Warranties (10 years) <u>OPTIONAL</u>	As Needed	EA	\$	\$

Option Year Four

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
4003	IC Reader/Writers for GPO (See C7.3, Readers for GPO) <u>OPTIONAL</u>	1 - 50	EA	\$	\$

	Description	Quantity	Unit of Issue	Unit Price	Extended Price
4004	Technical Support <u>OPTIONAL</u>	Est. 80 – 4000 hrs.	EA	\$	\$

CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
4006	Electronic Passport (EP) Book Cover Sheets for Full Production ISO 14443 Type A or B compliant. Multiple Book Cover Sheet colors as directed by the Government. <u>OPTIONAL</u>	1,000 to 1 million EP Book Cover Sheets 1 – 3.4 million EP Book Cover Sheets	EA	\$	\$

		3.4 – 4.4 million EP Book Cover Sheets			
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CLIN	Description	Quantity	Unit of Issue	Unit Price	Extended Price
4008	Adhesive (for full production) <u>OPTIONAL</u>	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN: 4006	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
4009	Travel <u>OPTIONAL</u>	As Needed	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of Issue	Unit Price	Extended Price
40010	Extended Warranties (5 years) <u>OPTIONAL</u>	As Needed	EA	\$	\$

CLIN	Description	Estimated Quantity	Unit of	Unit Price	Extended Price

			Issue		
40011	Extended Warranties (10 years) <u>OPTIONAL</u>	As Needed	EA	\$	\$

Section C – Specifications/Statement of Work

U.S. GOVERNMENT PRINTING OFFICE (GPO)

STATEMENT OF WORK

**ELECTRONIC (INTEGRATED CIRCUIT (IC) EMBEDDED) PASSPORT
COVERS**

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C1 INTRODUCTION

C1.1 EP Program Background

The Department of State, Bureau of Consular Affairs (DoS/CA), in cooperation with its partners at the United States Government Printing Office (GPO) and the Department of Homeland Security (DHS), intends to implement a new version of the United States passport. The new passport will contain an embedded contactless Integrated Circuit (IC) with an antenna assembly and will be identified in this document as an Electronic Passport (EP). The new technology is expected to enhance the security of the passport and facilitate the movement of travelers at ports of entry. It is anticipated that the new passport will initially be issued on a limited scale by late 2004 (Pilot implementation). It is expected that all newly issued, full-validity, United States passports will have embedded inlays (IC/antenna assembly in a protective plastic envelope) by the end of calendar 2005.

The need for a new passport is driven by Section 303 of the Enhanced Border Security and Visa Entry Reform Act of 2002 (Enhanced Border Security Act), which requires that nations, whose citizens are allowed to enter the United States under the provisions of the Visa Waiver Program, must have a program in place to “incorporate biometric and document authentication identifiers that comply with applicable biometric and document identification standards established by the International Civil Aviation Organization (ICAO).”

ICAO has determined that contactless IC technology is the only acceptable technology for global interoperability. Therefore, no other storage technology will be considered for the U.S. EP initiative. Through a series of meetings during the last two years, ICAO has developed a set of recommendations that include writing both the digital facial image and biographic data of the bearer on an IC. This is the same data currently found on the data page of the U.S. passport.

Inclusion of IC/antenna assemblies in passports should provide the border inspection community with a tool of significant security benefits that can speed the movement of travelers through border inspection processes.

While the United States is not mandated to comply with the requirements of section 303 of the Enhanced Border Security Act, it is desirable for the U.S. to commit to a comprehensive program to incorporate this new technology into the U.S. passport. Doing so will:

- Ensure the continued international acceptability and interoperability of the U.S. passports;
- Recognize that Visa Waiver Program (VWP) participant states, which will be required to change their passports for travel by their nationals to the U.S., will be likely to impose reciprocal requirements on Americans traveling to their nation;

- Improve the security of the U.S. passport and help strengthen U.S. border security by allowing the Department of Homeland Security to focus its efforts on travelers (Americans and otherwise) with less secure travel documents.

Consistent with principles of international reciprocity, the United States intends to adhere to these same requirements. Therefore, the United States Electronic Passport will be designed to comply with the recommendations of the ICAO, Document 9303, Part I and its associated technical reports and annexes relating to advanced storage media for use in passports. As such, the passport will include a full digital image of the passport bearer stored on an IC and will incorporate the use of the ICAO Logical Data Structure which prescribes the placement of data on the IC. The data stored on the IC will be authenticated with a Public Key Infrastructure (PKI) based digital signature as recommended by ICAO.

The Department of State (DoS) Under-Secretary of State for Management has authorized the DoS Bureau of Consular Affairs (CA) to pursue integrating a contactless IC/antenna assembly in the United States passport and to comply with ICAO recommendations regarding the use of this advanced storage medium to store a digital, biometric full facial image along with currently captured bio-data onboard the IC.

C1.2 Electronic Passport (EP) Materials To Be Procured

C1.2.1 General

GPO will procure materials that will be used in its fabrication of the new United States EP. These materials include IC/antenna assemblies embedded in inlays adhered to passport book cover material, contactless IC reader/writers, adhesive, technical support and approved travel by awardees during the life of the procurement. This procurement will be a full and open competition subject to the Buy American Act for one base year plus four option years.

C1.2.2 Proposals

Offerors responding to this Request for Proposal (RFP) will submit technical and cost proposals as well as three samples of their offered IC/antenna configurations for review. As part of their cost proposals, Offerors shall certify their compliance or noncompliance with the terms of the Buy American Act. The required samples are to serve as tools for the technical evaluation team to better visualize the offered concept. These samples will not be tested as part of the evaluation. GPO may elect to make an award to multiple Offerors based upon the top-ranked technical, cost, and past performance proposals. Offerors who fail to submit samples as part of their proposal will not be considered for contract award.

C1.2.3 Test Passport Evaluations

Following award, GPO will exercise CLIN 0001 to each of the awardees in order to obtain required Personalization System Test Kits (see C4.1.1). When notified of the award, within one business day, awardees will be required to submit, by secure overnight

delivery, the Personalization System Test Kits. The readers in the kit need to permit the writing and reading of the passports for test purposes. The reason for the early receipt of readers and SDKs is to permit the IC/antenna test teams to begin to set up a write/read capability to evaluate the test passports described below (see C1.2.4).

C1.2.4 Assembly of Test Passports by GPO

Within ten days of contract award, the awardees will be required to submit three-up contactless IC embedded inlays adhered to compliant cover material (CLINs 0002) (see C 4.1.2). GPO will incorporate these three-up EP Book Cover Sheets, plus an appropriate amount of adhesive (CLIN 0007), into test passport books, using the GPO UNO passport production equipment. This will determine the ability of the offered product to be integrated into the GPO passport book manufacturing process.

C1.2.5 Testing of Passports

A specified number of test passports, fabricated to include EP Book Covers from each Offeror, will be subjected to a pre-determined battery of physical durability, security, electronic, and interoperability tests as described in C7.2.3. This test regimen is expected to take approximately 20 work days.

C1.2.6 Passport Covers with Embedded Inlays for Special Issuance Agency (SIA) Pilot Testing

Based on the results of the testing conducted upon the test passports, GPO will determine to which awardees it will exercise CLIN 0005 (see C4.1.5) to supply passport cover material with embedded inlays for the purpose of producing passports for the Special Issuance Agency pilot. If more than one awardee's products pass the testing regimen, GPO may elect to exercise CLIN 0005 to more than one awardee. The awardees of this CLIN will be required to submit this material to GPO within 40 days after receipt of order. Upon receipt of the cover material with embedded inlays from each Offeror, GPO will fabricate passport books on the UNO production line. These maroon cover, Official passports will be the first U.S. electronic passports issued for actual use in travel by employees of the U.S. government.

C1.2.7 Field Testing of SIA Pilot Passports

While bearers of Official EPs can reenter the U.S. at any border location, it is envisioned that the DHS will establish a pilot border control station at two locations; Dulles International Airport (Washington) and at Los Angeles International Airport, where EP bearers can use their passports for entry into the United States. Information relating to the physical and electronic performance of the SIA Pilot EPs will be collected. If for some reason this test cannot be established during the allotted testing period, the DoS may choose to establish a program whereby it can recall passports from volunteers who have been issued EPs in order to examine the physical and electronic performance of the passports.

C1.2.8 Future Purchases

Under the terms of this contract, GPO has the right to place orders for deliverables in any quantity, to any of the awardees, at any time. Furthermore, GPO is not obligated to order

any quantities beyond the minimum quantities prescribed in this contract. It is GPO's intention, at its discretion, to make multiple awards to Offerors whose covers with embedded inlays, when integrated into passport books, have been determined to meet the technical and business needs of both GPO and the DoS. GPO plans to make a high volume purchase of book covers with inlays from one awardee and lower volume purchases of book cover inlays from the other awardees. Purchased quantities associated with this distribution will be made at the discretion of GPO.

C1.3 Electronic Passport (EP) Program Description

C1.3.1 General

To meet CA's ambitious implementation milestones, program risk will be minimized with a carefully controlled multi-phased effort shown in Figure 1. This figure (*EP Program Overview*) illustrates the tiered alignment of the integrated components:

- Three defined and partitioned implementation phases
- Inlay and book cover order and delivery dates
- Critical milestones and decision points
- Definition and implementation of an acquisition strategy
- System development, testing, and upgrades
- Pilot initial implementation
- Full scale "roll out" implementation
- Management oversight and system engineering support

C1.3.2 Phase I Preparation for EP Pilot Issuance

The goal of the first implementation phase is to ensure issuance of an EP, which meets the stated security and durability requirements by late-December 2004. To successfully meet this milestone, a number of tasks must be accomplished by DoS including procuring EPs from GPO that meet CA requirements and developing/modifying the relevant systems and subsystems necessary for the Pilot implementation.

The procurement related deliverables due during Phase I include (Note: days are work days):

- Personalization System Test kit delivered one day after contract award.
- EP Book Covers for testing the EP book ten days after contract award.
- Reader/Writers for GPO ten days after contract award.
- EP Book Covers for the SIA Pilot forty days after order.
- Adhesive in sufficient quantity to adhere the EP Book Cover to the end sheets due date of Book Cover deliveries.
- Technical support as needed. Technical support services may be utilized on an on-call basis at any time throughout the duration of this contract.

C1.3.3 Phase II EP Pilot Issuance and Preparation for Full Agency Deployment

This second phase has two goals:

- Conduct Pilots
 - SIA Pilot: Issuing the EP at SIA to meet the December 2004 deadline
 - Domestic Agency Pilot: Issuing the EP to U.S. citizens at a single, domestic passport agency no later than Spring 2005
- Prepare for Full Agency Deployment
 - Collect relevant performance metrics and technical data
 - Learn as much as possible from the limited issuance to assure success during full implementation

The SIA Pilot will be an operational field test of the *entire* EP system and its associated processes, including book production and EP issuance, conducted at SIA in Washington, DC. The pilot will involve issuance of Official United States passports (maroon-cover passports) that will be issued to U.S. Government personnel.

As a well-controlled, systematic operational field test, the SIA Pilot will assure success while providing sufficient operational data to properly evaluate the system design and processes and will ensure proximity to the EP PMO staff and system designers.

The Domestic Agency Pilot will extend the operational tests by issuing the EP to U.S. citizens no later than Spring 2005. The lessons learned from the SIA Pilot will be incorporated into the Domestic Agency Pilot.

The procurement-related deliverables due during phase II include:

- Additional EP Book Covers forty working days after order
- Additional Readers/Writers for GPO as needed
- Adhesive in sufficient quantity to adhere the EP Book Cover to the end sheets
- Technical support as needed. Technical support services may be utilized on an on-call basis at any time

C1.3.4 Phase III Full Agency Deployment (Deployment of EP to All Domestic Passport Agencies)

The third phase of the EP Program starting in late spring 2005 will introduce the issuance of durable and secure EPs to each of the remaining domestic issuance agencies with the goal of issuing all new passports (more than eight million annually) as EPs by the end of December 2005.

The procurement related deliverables due during phase III include:

- Additional EP Book Covers forty working days after order.
- Additional Readers/Writers for GPO as needed
- Adhesive in sufficient quantity to adhere the EP Book Cover to the end sheets
- Technical support as needed. Technical support services may be utilized on an on-call basis at any time.

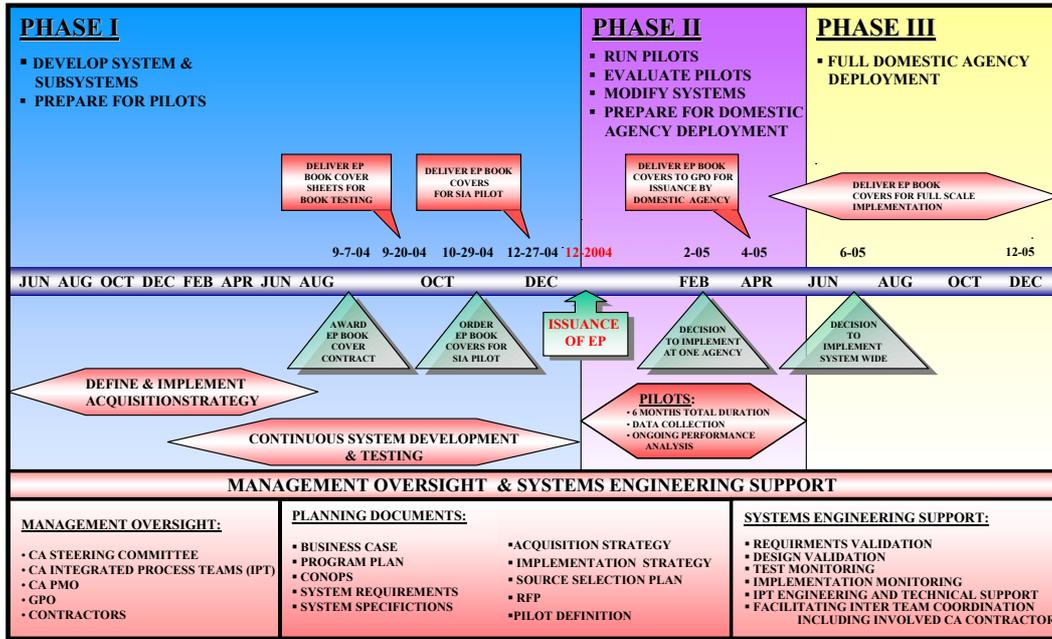


Figure 1. EP Program Overview.

C2 PROCUREMENT OBJECTIVE

This procurement will lead to the introduction of a new U.S. Passport, an internationally interoperable EP compliant with the recommendations of the International Civil Aviation Organization (ICAO). (1)The EP shall have an International Organization for Standardization (ISO) 14443 Type A or Type B contactless IC/antenna assembly embedded in its back cover. The use of this new U.S. Passport is described in Appendix A (*Abstract of Concept of Operations for the Integration of Contactless Chip in the U.S. Passport*).

C3 PROCUREMENT SCOPE

This RFP consists of possible multi-Offeror, multi-option procurement of specified equipment, supplies, materials and technical support needed to develop and implement a new, internationally interoperable EP.

C4 DELIVERABLES

The primary items to be procured in this contract are sheets of book covers for the EP. Each EP book cover consists of an inlay containing an ISO 14443 Type A or Type B compliant contactless IC/antenna assembly adhered to passport book cover stock. Book cover sheets consist of three book covers per sheet (Three up configuration). The cover fabric and cover size are described in Appendix B and Appendix C, respectively.

C4.1 Base year

C4.1.1 Personalization System Test Kit (CLIN 0001)

(2) The Offeror shall provide a Personalization System Test kit (as described below in C7.1).

C4.1.2. EP Book Cover Sheets for Test Book Production (CLIN 0002)

(3) The Offeror shall provide EP Book Cover sheets for producing books for Official Passports. These Passports will be used for book and personalization system testing. EP Book Cover sheets are described in C7.2. The cover color of the books will be maroon.

C4.1.3 Reader/Writers for GPO (CLIN 0003)

(4) The Offeror shall provide IC Reader/Writers for GPO as specified in section C7.3, *IC Reader/Writers for GPO*

C4.1.4 Technical Support (CLIN 0004)

(5) The Offeror shall provide Technical Support as described in section C7.5. On call technical support for duration of this contract. The support that may be called upon includes:

- Senior Scientist/Engineer 1
- Senior Scientist/Engineer 2 “Adhesives Expert”
- Journeyman Scientist/Engineer
- Software Systems Engineer

C4.1.5 EP Book Cover Sheets for SIA Pilot (CLIN 0005)

(6) The Offeror shall provide EP Book Cover sheets for the SIA Pilot EP. Book Cover Sheets are described below in C7.2. The cover color of the books will be maroon (for official passports).

C4.1.6 EP Book Cover Sheets for Domestic Agency Pilot and Full Agency Deployment (CLIN 0006)

(7) The Offeror shall provide EP Book Cover sheets for Domestic Agency Pilot and Full Agency Deployment. EP Book Cover sheets are described below in C7.2. Color will be specified at time of order. Multiple colors may be ordered (blue, maroon, black, green).

C4.1.7 Adhesive (Testing and SIA Pilot) (CLIN 0007)

(8) The Offeror shall provide adhesive (as described in C7.4) to attach EP Book Cover to inside end page material sufficient for identified quantity of book covers for Book testing and SIA pilot plus spoilage.

C4.1.8 Adhesive (Domestic Agency Pilot and Full Agency Deployment) (CLIN 0008)

(9) The Offeror shall provide adhesive (as described in C7.4) to attach EP Book Cover to inside end page material sufficient for identified quantity of book covers for Domestic Agency Pilot and Full Agency Deployment plus spoilage.

C4.1.9 Travel (CLIN 0009)

Travel is associated with Technical Support.

C4.1.10 Extended Warranties (CLIN 00010 and CLIN 00011)

(10) The Offeror shall provide extended warranties for five years and ten years for inlay operation against physical and electronic failures.

C4.2 Option Year 1

(11) The Offeror shall provide specified equipment, supplies, materials and technical support needed for option year 1:

- Reader/Writers for GPO (CLIN 1003)
- Technical Support (CLIN 1004)
- EP Book Cover Sheets for Full Production (CLIN 1006)
- Adhesive (for full production) (CLIN 1008)
- Travel (CLIN 1009)
- Extended Warranties (CLIN 10010 and CLIN 10011)

C4.3 Option Year 2

(12) The Offeror shall provide specified equipment, supplies, materials and technical support needed for option year 2:

- Reader/Writers for GPO (CLIN 2003)
- Technical Support (CLIN 2004)
- EP Book Cover Sheets for Full Production (CLIN 2006)
- Adhesive (for full production) (CLIN 2008)
- Travel (CLIN 2009)
- Extended Warranties (CLIN 20010 and CLIN 20011)

C4.4 Option Year 3

(13) The Offeror shall provide specified equipment, supplies, materials and technical support needed for option year 3:

- Reader/Writers for GPO (CLIN 3003)
- Technical Support (CLIN 3004)

- EP Book Cover Sheets for Full Production (CLIN 3006)
- Adhesive (for full production) (CLIN 3008)
- Travel (CLIN 3009)
- Extended Warranties (CLIN 30010 and CLIN 30011)

C4.5 Option Year 4

(14) The Offeror shall provide specified equipment, supplies, materials and technical support needed for option year 4:

- Reader/Writers for GPO (CLIN 4003)
- Technical Support (CLIN 4004)
- EP Book Cover Sheets for Full Production (CLIN 4006)
- Adhesive (for full production) (CLIN 4008)
- Travel (CLIN 4009)
- Extended Warranties (CLIN 40010 and CLIN 40011)

C5 DELIVERABLE SCHEDULE

Refer to Section F.

C6 WARRANTY

(15) The Offeror shall provide a ten-year warranty from the date of delivery on the secure and durable adhesion of its EP book covers to the end page of the EP under normal use. Defective products will be replaced or refunded as requested by the Government at Offeror's expense.

(16) The Offeror shall provide a certification of warranty of a minimum of at least three years from the date of delivery for operation of the IC/antenna assembly against physical and electronic failures. (17) The Offeror shall provide two extended warranty options, five and ten-years from the date of delivery, for operation of IC/antenna assembly against physical and electronic failures. Defective products will be replaced or refunded as requested by the Government at Offeror's expense.

Three up book cover sheets with embedded inlays will be read at multiple stations throughout the production process. It is the Offeror's responsibility to produce a three-up inlay with an IC/antenna that will remain fully functional after passing through the U.S. passport fabrication process. Fully functional means that the IC communicates and is able to operate using the requirements within this RFP, specifically being able to read and write the required data to the IC. If any IC/antenna inlays throughout the production process fail, then that IC/antenna inlay book cover will be returned for replacement at the Offeror's expense. If two or more IC/antenna inlays fail within any three-up configuration, then the entire three-up inlay will be returned for replacement at the Offeror's expense.

The Offeror will not be responsible for replacing inlays damaged due to Government equipment malfunctions or operator errors.

C7 REQUIREMENTS

Requirements are specified below for the following delivered products and services:

- Personalization System Development/Test Kit
- EP Book Cover Sheets
- Reader/Writers for GPO
- Adhesive
- Technical Support
- General

C7.1 Testing Materials

Inlays are required in each of the two testing-related deliverables described below. Ideally, these inlays would be identical in form and function to those delivered later in the program. However, the Government will accept inlays significantly different from those required in later deliverables. Specifically, the IC's embedded in these test inlays may differ in the amount of their Government available EEPROM from those specified in C7.2. The Operating System (OS) of these early ICs may, in whole or part, reside on EEPROM, i.e. may be soft-masked. If the OS is soft-masked the minimum Government available EEPROM shall be 32KB. If the ICs of these deliverables are soft-masked the Offeror must certify that the IC/antenna assemblies will function identically to those delivered later for useable EPs.

C7.1.1 Personalization System Test Kit

Provide Personalization System Test kits for GPO testing including preliminary EP interoperability, personalization and production testing as part of Phase 1 outlined in section C1.3.2. (18)Each test kit shall include:

- Five Inlays
 - The physical format of these test inlays need not be identical to the final offered inlays in the EP Book Covers required in C.7.2.
 - (19) The IC/antenna assemblies provided at this stage shall meet the appropriate requirements in C7.2 and shall be identical to those embedded in the EP Book Cover sheets to be delivered later.
 - Documentation:
 - Technical Specification
 - Command Set Support Documentation
- One Reader/Writer to reliably operate with CLIN 0001 and CLIN 0002 inlays and meet the ICAO characteristics specified in Appendix D.
 - Software Development Kit (SDK)
 - Installation Guide

- User Guide
- Application Programming Interface (API) Guide
- Technical Specification
- Sample application source code capable of executing the commands outlined in section C7.2.2.3 compatible with Microsoft Visual Studio.
- Software utility capable of displaying basic diagnostics from the IC (e.g. IC serial number, answer to select values, transaction time)
- Windows 2000 Compliant Device Driver

C7.1.2 EP Book Cover Sheets for Test Book Production

(20) The EP Book Cover Sheets for producing books that will be used for book and personalization system testing shall conform to the specifications of C7.2 except for Government available EEPROM as described in C7.1 above.

C7.2 EP Book Cover Sheets with Embedded Inlays

The current U.S. Passport book is manufactured in a three-up configuration. (21) To maintain the current external appearance of the U.S. passport and to minimize change to the GPO production process, the EP book covers with embedded inlays shall be delivered with the currently specified cover stock and in the same three up configuration, i.e. sheets of three-up fabric covered inlays, which are compatible with GPO's UNO passport production process.

(22) The EP Book Cover with embedded inlay shall form a monolithic or sealed structure around the IC/antenna assembly that will provide physical protection including protection against solvents or chemicals.

(23) The EP Book Cover shall be compatible with the Toppan MP300US printing process to be used during personalization.

DoS plans to personalize the second page of the EP (the new data page) rather than the inside front cover which is the current data page of the US Passport. Second page personalization with the Toppan will require use of a heavier weight paper for the single four-page book sheet that includes the data page. DoS is also considering maintaining the number of current weight pages. The EP would then be a 28 or 52 page book where the current book is either 24 or 48 pages (the difference being the four pages of the single heavier weight sheet added to the EP). These changes together with the added thickness of the inlay in the EP cover are expected to affect the Toppan MP300US printing process. The Toppan is sensitive to both the total book thickness and to the total thickness of the substrate below the security/personalization foil (for the EP the substrate is the EP cover, the glued end sheet and the data page). The changes described above will therefore

require adjustments and modifications to the Toppan MP300US printer as well as specific consideration of how the EP opens and lays flat on the work table of the printer.

C7.2.1 EP Book Cover Physical Characteristics

(24) The EP Book Cover sheet shall consist of inlays adhered to book cover stock as specified by GPO and in a three-up configuration (specifications attached as Appendix B and C).

(25) The total thickness of the EP Book Cover shall be 0.70 mm +/- 10%. This thickness is specified so that CA's several hundred Toppan printers can be modified to handle personalization of the EP without major redesign.

Specifications for book cover fabric are attached as Appendix B, *EP Book Cover Material Specification*. The government reserves the right to change these book cover fabric specifications and/or the security features as required. Alternative book cover material [including those that are not on the Qualified Product List (QPL)] that is equivalent or superior to the material specified above may be considered, if the Offeror's proposal provides sufficient evidence and proof that it will perform equally or better for hot stamping, inlay adhesion, and durability.

Specifications of book cover and book cover sheet physical dimensions are attached as Appendix C, *Sizing Specification for EP Book Cover*.

(26) Preference shall be given to products that have a very similar look (lie flat when closed) and feel (have similar flexibility) to that of the current Passport.

(27) Preference shall be given to products with longer than specified life capabilities as determined by testing.

(28) Preference shall be given to products that will be a 'best fit' with minimum negative impact on current GPO passport book production process and techniques.

(29) Preference shall be given to products that provide protection against threats such as e-beams used in United States Postal Service (USPS) current/planned mail irradiation methods.

(30) Preference shall be given to book cover designs where any attempt to dismantle, attack or remove the embedded inlay from the completed passport will result in the functional disabling of the IC/antenna assembly and clear physical damage to the book being shown.

C7.2.2 Inlay

For proper bonding of the security foil to the second page, the inlay should be smooth and continuous from the edge of the cover to the stitching of the inside pages. Additionally, GPO's experience with prototype EPs suggests that the EP cover inlay should have a 6 – 8 mm wide channel between the segments making up the front and back book covers for satisfactory performance (see Appendix C). This information is not intended to restrict the creativity of providers in inlay/cover design nor to suggest that a given inlay/cover configuration is preferred. Rather the information is provided to assure offered products are compatible with the plans of DoS for second page printing. The following are the appropriate standards, physical, functional and security requirements that the embedded inlay shall meet.

C7.2.2.1 Inlay Standards

(31)The following international recommendations and standards shall be met, as appropriate:

- ICAO recommendations¹:
 - Document 9303 Part 1, *Passport with Machine Readable Capability*.
 - ICAO Technical Report: *Development of a Logical Data Structure (LDS) for Optional Capacity Expansion Technologies*, ICAO's description of how Data must be placed onto the IC of an electronic passport
 - ICAO Technical Report: *Selection of a Globally Interoperable Biometric for M-A Identity Confirmation with MRTDs*.
 - *Use Of Contactless ICs In MRTDs v3.1*
 - *Security Standards for MRTDs Mar2002*
 - *PKI Digital Signatures For MRTDs v4.0*
 - *Biometrics Deployment In MRTDs v1.9*
- ISO 14443 - Contactless integrated circuit(s) cards - Proximity cards
 - Part 2: Radio frequency interface power and signal interface
 - Part 3: Initialization and anti-collision
 - Part 4: Transmission protocols
- ISO 10373 Identification cards – Test Methods
 - Part 1 – General characteristics tests
 - Part 3 -Integrated circuit(s) cards with contacts and related interface devices
 - Part 6- Proximity card
- ISO 7810 – Physical characteristics & Test Methods
- X509 - Certificates and Certificate Revocation Lists (CRLs)
- ISO 15408 - Common Criteria
- ISO 17799 - Code of Practice for Information Security Management

¹ Latest versions of most of these are available at <http://www.icao.int/mrtd/Home/Index.cfm>. Those not yet publicly available will be provided.

(32) Preference will be given to products in compliance with the Government Smart Card Interoperability Specification (GSC-IS) Version 2.1 published by the National Institute of Standards and Technology (NIST). In cases where ICAO specifications and GSC-IS V2.1 may conflict, the ICAO specifications will take precedence.

C7.2.2.2 Inlay Physical Characteristics

(33) The inlay shall consist of an ISO 14443 Type A or Type B compliant IC/antenna assembly embedded in protective material. ICAO has determined that contactless IC technology is the only acceptable technology for global interoperability. Therefore, no other storage technology will be considered for the US EP initiative.

(34) The inlay material shall span the entire cover (front and back) of the completed passport. (35) The IC/antenna assembly shall be positioned in the inlay so that it is located in the back cover of the completed book.

(36) The IC/antenna shall be placed in the booklet as centrally within the rear booklet cover as is possible, having regard to maximizing the protection of the IC itself against involuntary external abuse.

(37) The antenna shall conform to ISO 7810 ID-1 specifications.

(38) The inlay shall be fabricated such that the completed EP book will lie flat when closed.

(39) The inlay protective envelope shall be of a material that will securely and durably adhere to the book cover stock and book end sheets so that the finished EP maintains its physical integrity as well as or better than the current book.

An alternative to the use of an inlay protective envelope that is equivalent or superior in expected life cycle performance, may be considered, if the Offeror's proposal provides sufficient evidence and proof that it will perform equally or better operationally or for book adhesion and inlay durability.

During the GPO fabrication process, the greatest level of pressure is 44.6 lbs per square inch. Highest temperature is room temperature. There is very little stress or impact other than die cutting, which is away from the inlay.

(40) The inlay shall survive temperatures to which it will be exposed during the Toppan printing process. The heat roller in the Toppan printer reaches temperatures of roughly 175 - 185 degrees Fahrenheit, applied to the data page, which is not the back cover.

(41) The IC/antenna assembly, when integrated into the inlay, shall meet the tolerance limits for exposure to the various electromagnetic, physical, mechanical effects, etc., as described in ISO 14443-1.

(42) The Offeror shall certify that the offered inlay is in compliance with the ISO 14443, parts 2-4.

C7.2.2.3 Inlay Functional Characteristics

- (43) The Offeror shall provide a list (manufacturer and model number) of all readers known to interface properly and effectively with the offered IC/antenna assemblies
- (44) The Offeror shall provide a list (manufacturer and model number) of all readers known not to interface properly and effectively with the offered IC/antenna assemblies.
- (45) IC/antenna assembly shall support 106 kbps (to be compatible with ISO 14443) but shall also support the higher bit rate of 424 kbps (support of even higher rates such as 848 kbps is highly desirable)
- (46) The IC shall be ISO 14443, parts 2-4 Type A or Type B compliant, and must support anti-collision. Any other proposed or proprietary protocol shall not be used.
- (47) IC, prior to being locked, shall support the erasing or deleting of specific data or all data when commanded by an authorized source.
- (48) The Offeror shall provide means against the unauthorized writing to any user accessible memory prior to being permanently locked at personalization.
- (49) IC shall prevent any writing or erasing of data once the IC has been locked.
- (50) IC shall support the Minimum Set of Commands as specified in the ICAO *LDS Technical Report*: Read Binary and Select File. This is the MINIMUM command set adopted by ICAO for verification of personalized travel documents

(51) The IC shall support the following additional ISO commands for personalization by the issuance system:

- Assuming that handshaking is required for use with the transport key:
AUTHENTICATE
VERIFY
GETCHALLENGE

- For preparing the data structure:
SELECTFILE
CREATEFILE
DELETEFILE

- For personalizing the data structure:
WRITEBINARY
READBINARY
READRECORD
WRITERECORD

The Offeror is not required to provide the software for personalization.

(52) The Offeror shall propose a mechanism for permanently locking the memory space after completion of personalization.

(53) Preference shall be given to proposals utilizing 0.18 micron, or smaller, IC fabrication technology. The government shall accept a maximum of 0.22 micron technology.

(54) Data accessing software must support reading of part of the LDS on request without reading the whole LDS e.g. read just the facial image in ICAO LDS DG2.

(55) IC shall support the independent selection of Elementary Files (EFs).

Operating System Support

(56) IC/antenna inlay shall have an On-board Operating System as per ISO/IEC Standard 7816-4.

(57) The operating and interpreter systems shall comply with standards made available throughout the industry including Government Smart Card-Interoperability Specification (GSC IS) version 2.1. (The intent is to avoid IC specific encoders and readers.)

Micro-Controller/Processor:

- (58) At a minimum ICs shall have an 8-bit processor
- (59) Preference shall be given to proposals providing enhanced processors and capabilities
- (60) All security functions shall be on a single IC

Memory:

- (61) User accessible memory shall be secure (factory lockable and user lockable), programmable and non-volatile
- (62) The offered IC shall have a minimum of 64 KiloBytes (KB) of electrically erasable programmable read-only memory (EEPROM) space available for Government discretionary use
- (63) The memory shall support random access data retrieval of data elements of LDS
- (64) The memory shall support 10^5 read/write cycles without failure or performance degradation

C7.2.2.4 EP Book Cover Security

EP Book Cover Security

(65) The Offeror shall provide both hardware and software protection against Differential Power Analysis (DPA) and Simple Power Analysis Attacks (SPA).

(66) The Offeror shall provide seal/protection of the integrated circuit.

(67) The Offeror shall provide complete audit controls on all semiconductors to include scrap reports and 100% reconciliation.

The offered IC shall provide:

- General capabilities:
 - (68)Hardware and software (logical) tamper-resistance.
 - (69)Security/exception sensors such as voltage, frequency, and temperature.
 - (70)A design to prevent unauthorized access via hardware and software security features.
 - (71)Auto detection if tamper attempt is made.
- Specific Capabilities:
 - (72)Protection against Power line emanations: Minimum information leakage measure; functional information being leaked out of the power lines should be at least 50% masked with random power fluctuations.
 - (73)Ability to sense input power voltages outside (both over and under) of its normal operating range. Upon detection of an out of range condition, the IC shall reset to include overwriting of the random access memory (RAM).
 - (74)Ability to sense input frequency outside (both over and under) of its normal operating range. Upon detection of an out of range condition, the IC shall reset, to include overwriting of the RAM.
 - (75)Ability to sense temperature outside (both over and under) of its normal operating range. Upon detection of an out of range condition, the IC shall reset, to include overwriting of the RAM.
 - (76)Unique Serial Number stored internally in the IC and not printed on the surface of the IC or inlay. ICAO is examining the use of universally unique IC serial numbers.
 - (77)A Micro-Controller Unit (MCU) designed to provide a high level of protection against physical attacks and including specific hardware features to assist in protection against SPA and DPA attacks.
 - (78)Side-channel resistant hardware that protects against power and timing attacks (today) and electromagnetic emissions attacks (emerging).
 - (79)Preference given to IC that are certified at Common Criteria Evaluation Assurance Level (EAL) 4+ against a Smart Card application ISO 15408 compliant Protection Profile.
 - (80)Preference will be given to IC/antenna assembly designs where any attempt to dismantle or attack the assembly will result in the functionally disabling the IC/antenna assembly.

EP Book Cover Production Facility Security:

(81) The Offeror shall meet the Prime, EP Book Cover Sheet, and Inlay Production Facility Related Security Requirements specified in Section J.

(82)The Offeror shall certify that the commercial off-the-shelf IC production facilities meets the IC Production Facility Security Requirements specified in Section J.

C7.2.3 EP Book Cover Testing & Inspection

(83)The offered cover sheets with the embedded inlays shall be capable of being integrated with current passport book components to provide a secure and durable completed EP book that shall have a minimum useful life of 10 years. For the purposes of testing EP Book Cover durability, construction and engineering, the government will consider ISO and Common Criteria Smart Card Security and contact and contactless testing standards as the baseline for EP cover testing. These methods, procedures and standards might include, but are not limited to those specified in C7.2.2.1

The selected test methods will be used to evaluate the performance of products from different manufacturers, with preference being given to products that demonstrate greater durability based on these test results.

(84)The Offeror shall work with the Government in solving problems that might be identified in Government testing.

C7.2.3.1 Testing Timeline

There are four testing stages that begin with the certifications provided by the Offerors and proceed through the duration of the procurement under normal operations. Stage one is the evaluation of the certifications provided by the Offeror in their proposal that the Offeror meets prescribed ISO and ICAO standards and recommendations. The second stage is associated with the initial testing by the Government of the EP Book Covers in preparation for the pilot to determine how well EP Book Cover Sheets perform in terms of book fabrication, personalization, and inspection, with special attention on the physical durability of the EP Book. The third stage is associated with field-testing during the pilot along with continued laboratory testing of the submitted materials, and the fourth stage testing is the collection of operational performance data under normal operations of the fully implemented EP and may include further laboratory work examining the long-term behavior of the submitted materials.

Stage 1 Testing to be met by Offeror as Part of the Proposal

(85)The Offeror shall provide evidence that its product is durable, interoperable, secure and meets the applicable standards as part of the proposal. (86)The Offeror shall also provide any evidence of having tested the offered inlay embedded in book cover as configured in a passport-type document. Evidence for such tests and associated methods and parameters as found in Section J may be verified by the Government by requesting either the test results and related information in sufficient detail such that they can be replicated or the contact point for the certification body that certified the test results.

Stage 2 Testing in Preparation for Pilot

The Government will conduct the first round of post-award evaluations to determine how well EP Book Cover Sheets perform in terms of book fabrication, personalization, and inspection.

GPO Book Fabrication Process Tests

The maroon book cover sheets delivered on day ten after award will be used by GPO to fabricate Test Books. GPO will observe and record how each Offeror's product passes through and performs in the GPO UNO book fabrication process.

Personalization and Inspection Related Tests

DoS will personalize the resulting test books with dummy data observing and recording the performance of each Offeror's product in the personalization and inspection processes. These tests will include:

- Testing the IC/antenna assembly,
- Durability Testing,
- Fraud testing,
- Security testing, and
- Tests of how well the EP works with the Toppan Printer.

Electronic and Functional Lab Tests of IC/Antenna Assembly

As part of evaluating the IC/antenna inlay assembly materials provided for the EP, DoS will assess the IC/antenna inlay characteristics and/or conduct electronic or functional testing to complement its durability test procedures. This electronic or functional testing will utilize a suite of test tools that will model the way the IC/antenna will be personalized and read in the field. This suite will be used to perform both qualitative and quantitative tests.

Test Suite and Setup: Tests will be conducted using standard PC hardware running Windows 2000. Test software will be written using Microsoft Visual Studio. Test hardware will be the reader/writer supplied in the Test Kits described in section C.7.1.1.

Qualitative tests: Qualitative tests evaluate the core capabilities of the IC/antenna assembly. These tests include:

- *IC tests*
 - IC responds to the ISO 7816 commands outlined in section C7.2.2.3.
 - IC meets memory requirements outlined in section C7.2.2.3.
 - IC must be capable of accepting ICAO Logical Data Structure (LDS)
 - IC must support reading back and verifying ICAO LDS.
 - IC supports independent selection of EFs.

- IC responds to commands via T=CL protocol.
- IC supports extended data blocks (greater than 30K).

Quantitative tests: Quantitative tests will evaluate load and stress induced responses of the IC/antenna assembly. These tests include:

- IC tests
 - Measure transaction time to write ICAO standard LDS to the IC in 32KB and 64KB instances. Transaction times shall not exceed those outlined in section C.7.4.
 - Measure transaction time to read ICAO standard LDS from the IC in 32KB and 64KB instances. Transaction times shall not exceed those outlined in section C.7.4.

Durability Lab Tests of EP Book

As part of evaluating the durability of the EP Book Cover in Stage 2, the DoS through NIST will conduct durability testing. The durability testing will be used to evaluate offered designs.

The testing planned during this stage includes:

- *Impact Testing:* to assess the ability of the submittals (IC readability) to survive the stamping process. One possibility will be to strike the IC/antenna directly on the cover page a certain number of times at a force level that can be expected in actual usage. Loading is envisioned to be imparted by a falling weight testing machine. One question that will be addressed is: “Can the IC/antenna survive the full number of strikes, and if not, then when do they fail?”.
- *Torsion/Flexure Testing:* to estimate the structural stability of the passport. The goal of this test will be to see if the book materials separate after a certain number of flexings.
- *Chemical Resistance Testing:* to determine the effects of incidental exposure to social chemicals such as acetone, ethanol, isopropyl alcohol and salt water. For example, if we dip the cover containing the IC/antenna in these chemicals for five seconds, does anything detrimental happen to the book or the IC/antenna?
- *Bend Testing:* to determine if the IC/antenna can continue to be read if the book is subjected to bending forces.
- *Electromagnetic/Static Electricity Testing:* to identify vulnerabilities in these areas.
- *Environmental Exposure/Cycling Testing:* to identify potential structural and IC/antenna weaknesses upon temperature and humidity cycling.

Fraud Testing

DoS will direct attacks against the physical and electronic structure of the inlay and other related components of the passport. Attempts will be made to alter, change or substitute data on the IC.

Security Testing

DoS will assess the level of physical security that the book design provides to the IC/antenna assembly. Tamper testing will be performed to determine the ability of the proposed EPs to resist removal of the IC/antenna assembly from the book without noticeable damage to the IC/antenna assembly and the book, and with damage to the book but not the IC/antenna assembly. Offerors can expect that the testing approach will consider the use of heat, moisture, chemicals, sharp instruments as well as other means. Products will be rated on their effectiveness at protecting the IC/antenna assembly.

Tests of How Well the EP Works with the Toppan Printer

Evaluation and testing will be performed on EPs personalized on the Toppan MP300US printers modified to handle the additional thickness of the inlay and page two data page. If any offered product is not compatible with use on the Toppan printers, then the Government may decline the option to make further purchases from that Offeror.

Stage 3 Testing during Pilot (Field Test)

A six-month pilot testing period, including the initial SIA Pilot and the Domestic Agency Pilot, will start in late 2004. This will be an initial implementation of the EP. Testing during this pilot period will be performed in cooperation with DHS and a number of foreign governments to test the durability and interoperability of the EP under field conditions. Performance data will be collected. If the IC/antenna assembly in the EP fails to function or a durability problem arises, an attempt will be made to ascertain the circumstances of the failure/problem and at the Government's discretion it will work with the Offeror to seek a remedy for the problem. An analysis of this data will be performed as part of Phase II of the EP Program. In addition, laboratory testing may be conducted to assess the book's structural integrity, bend and torsion testing, resistance to chemicals, resistance to environmental exposure and humidity/temperature cycling. The books will be submitted to an accelerated physical aging test to obtain an estimate of the EP's behavior over the required life-span of ten years. Testing may also include static electricity and electromagnetic testing.

The testing results in conjunction with offered costs for the book covers will help determine the option for further purchases by the Government.

Stage 4 Testing under Normal Operations

The Government reserves the right to perform any of the verifications set forth in the specifications below.

- Electrical, Functional, and Durability Testing. Among others, the electrical, functional, and durability tests used in the initial testing of the EP Book Covers will be used to assess the quality of the EP Book Covers delivered during normal operations of the fully implemented EP.
- Random Sampling. Random sampling is performed by dividing the production run into ten sub lots and selecting an equal number of products from a different area within each sub lot. Random sampling will remain in multiples of 100 products.
- New Configuration / New Assembly. (87)After approval and prior to Government commitment to purchase, the Offeror shall provide the Government with product samples for evaluation.
- Acceptance Testing. Prior to delivery of each new production run using an existing configuration, the Offeror may be required to provide the Government 100 product samples.
- (88)Quality Testing. Upon Government request, the Offeror shall furnish products selected randomly from a production run.

C7.3 Reader/Writers for GPO

C 7.3.1 GPO Reader/Writer Requirements

At least four IC reader/writers are required by GPO to be inserted into each of its two EP production lines. (89)The reader/writers shall perform as described in this section. At a minimum, Offerors shall provide reader/writers that are ISO 14443 Type A and Type B compliant for the production line segments described below.

The first reader/writer station will be on segment A of the production line above the feeding area where the EP Book Cover sheets enter the UNO machine. This station may consist of one or more reader/writers that must quickly check that all three IC/antennas in a single EP Book Cover sheet are functioning. The reader/writer must record test results including a running total of nonfunctioning IC/antennas. This information will be used to reconcile the one for one replacement of inoperable IC/antenna shipped to GPO. This will be considered as unusable product from the Offeror.

A second reader/writer station will be at the end of segment A. This reader/writer station will be used to check that each book, in three up configuration form, has survived the EP book binding process and if not, the bad book will be marked as bad. The reader/writer will record test results.

A third reader/writer, at the point in segment B of the production line where the cut books are bar coded, will be used to read the IC serial number and associate it with the EP book bar code (the unique blank paper book identifier) in a data base to be designed. The EP book identifier/IC serial number data will be passed to DoS as part of each blank book batch delivery. This reader/writer will also interact with the ejection system on the UNO line if the book fails to read.

The fourth reader/writer will be on the makeup station. The makeup station builds a new book when spoilage occurs on the production line. The new book is bar-coded with the number of the spoiled book so that the books in a production batch are consecutively numbered. This reader/writer will rewrite the database with the new IC serial number now associated with the barcode of the spoiled/new book.

C 7.3.2 GPO Reader/Writer Related Data Requirements

The GPO will accumulate EP blank book data and transfer data files to DoS in XML (format to be agreed upon) containing the following GPO shipping information:

- GPO Shipment Lot #
- GPO Shipment Quantity
- Shipment Date
- Shipment Destination
- Book #

(90)The Offeror shall provide a software application/utility that will operate with the reader/writers provided within this RFP to read the IC serial number of each IC within the inlay material and match those serial numbers read to the manifest provided. The electronic shipping manifest (CD) containing the following information in two formats, a XML file format and a comma delimited (CSV) file format:

- IC Manufacturer
- IC type (including memory size)
 - IC number
 - IC OS and version
 - Inlay manufacturer
 - Book Color
 - Shipping date
 - Shipping document number
 - Lot number
 - Order number
 - Bundle size and quantity
 - Serial numbers of ICs grouped into bundles as packed
 - Each bundle must be listed in the shipping manifest (CD) and each bundle must have a serial number with a barcode label, to identify each physical bundle.

C7.4 Adhesive

Adhesive is to be used to adhere the delivered EP Book Cover to the rest of the passport book (specifically to the 100% rag paper end sheets). (91) The adhesive shall produce a durable book with minimum change to the current GPO production line and processes. See section C7.6.3.

C7.5 Technical Support

(92) The Offeror shall provide GPO on call technical support in its set up and testing of the EP Book production lines and in their initial operations. GPO technical support is expected to include assistance in inserting reader/writers into the lines and in their set up and initial operation; assistance in setting up the IC and book related data collection; and the technical support of an adhesives expert.

(93) The Offeror shall also provide Smart Card-related technical support to DoS to ensure the successful implementation of any EP driven required changes to the current passport processes, equipment or material.

(94) Technical support shall commence upon award. The Offeror shall provide priority on-call technical support with a four (4) hour response time at the fixed hourly rate(s). Charges shall be computed to the nearest quarter of an hour. The following are no-chargeable items:

- Remedial support on the same problem,
- Travel time to and from site.

C7.6 General Requirements

C7.6.1 Changes in Deliverable Design or Characteristics

(95) Once the Government chooses an acceptable product, the Offeror shall not change, enhance, or modify any of the offered product specifications without written approval of the Government.

C7.6.2 Delivery Preparations to Government or Authorized Agent

- **General:** (96) Preservation and packaging of all products shall afford adequate protection against deterioration and physical damage during shipment, handling, and storage. (97) Marking, shipment, and storage shall also be IAW commercial practices. (98) Products shall be packaged to keep them free of contamination by dirt, dust, debris and fingerprints until the Government user opens the package. (99) Manufacturer shall inventory and ship inlays to GPO Production. (100) Inlays shall be stored and shipped in a standard, secure manner. (101) Manifesting logs and audit ability shall be provided.

- **Packaging:** (102)EP Book Cover sheets shall be packed such that the inlay manufacturer lot number and IC serial numbers are visible on the package unit. It is desirable that IC serial numbers be non-sequential. Several EP Book Cover sheets units may be included per shipment. (103)Each unit shall have a label warning that EP Book Cover sheets should remain in wrapped package until ready for use. Each package of EP Book Cover sheets shipped is to be placed in tamper evident packaging. (104)Each shipment of EP Book Cover sheets shall have a packing list detailing the IC serial numbers included in the package.
- **Marking:** (105)Marking on shipment packages shall clearly show name and address of the receiving organization, along with appropriate invoice numbers and indication of contents, as specified by this contract. (106)The inside of the package shall be clearly marked with quantities, manufacturer warranty information, and other information of contents, as specified by this contract.
- **Electronic Data File:** (107)The Offeror shall provide an electronic data file that contains the information required by the customer's inventory control system to manage and maintain inlay inventory and version control (See C7.3).
- **Transportation:** (108)Shipping carriers shall transport all packages containing EP Book Cover sheets. (109)Carrier shall ship EP Book Cover sheets by traceable means to the GPO Production facility.
- **Transport Keys:** (110)Each EP Book Cover sheet delivery shall have a unique transport key according to commercial best practices.

C7.6.3 Manufacturing Consumables

(111)Adhesives shall adhere the EP Book Cover to rest of book. (112)Offeror shall provide, at the Government's option, an adhesive that is compatible with their IC/antenna inlay-cover material and a 100% rag paper (the book end sheet) that will not be water-soluble and will make the two materials inseparable. This end sheet is expected to be intaglio printed on the non-glue side, and consequently may be smoother than the present end sheet. As the glue should be in a liquid state and will require clean up of the machine on a daily basis, glue should be slow drying. Glue will be applied from a rotary wheel that is immersed in a tank and transferred to the back of the inlay-cover material. (113)The glue shall satisfy local volatile organic compound regulations and air quality regulations specifically for GPO's book production plant located in Washington DC.

- Materials described in this section will be used in an UNO machine to adhere the EP Book Cover to the end sheet. If the machine should change, the Government will notify the Offeror.
- It is the preference of the Government not to change the current book manufacturing process.
- (114)Adhesives shall not be bundled with EP Book Covers as one item. The Government shall have the flexibility to purchase adhesives separately from the EP Book Covers.
- All consumables are to be clean and free of dust, dirt, or other contaminants.

- (115) Prices shall include shipping and handling to GPO. The GPO's EP production facility address is:

**GPO Production
1st and G St. N.E., Platform
Washington, DC 20401
Attn: Mr. Mike Emery, 202.512.0625**

C7.6.4 Manufacturing

(116) The EP Book Cover shall be manufactured to the best of commercial standards and practices.

C7.6.4.1 Standards

- Certified ISO 9000 V2000.
- Security policy complies with the Common Criteria EAL4+ (ISO 15408) objectives and requirements in a document specified by ISO 17799. Documentation must be made available for government review upon request.

C7.6.4.2 Quality Assurance Provision

- The Government requires that the manufacturer(s) use the best of commercial cleanliness standards. (117) EP Book Covers that do not effectively adhere because of inlay manufacturer contamination shall be returned for a full refund or replacement, as determined by the Government.
- Defects, contamination, and other EP Book Cover problems found during the random sample quality testing that adversely affect book quality will be considered grounds for refund or replacement of said EP Book Covers, as determined by the Government.

C7.6.5 Miscellaneous

Travel requirements may be identified during the course of the contract. Either the Government or the Offeror can identify travel requirements. (118) If the Offeror identifies a requirement for travel within the scope of this contract, the Offeror shall submit to the Government a request for approval for such travel. (119) The request shall include the destination, purpose, number of persons, and rationale. (120) Travel shall be reimbursed on an actual expenditure basis in accordance with Federal Travel Regulations and **MMAR 31.2**. There will be no reimbursement for local travel.

(121) The Offeror shall disclose any potential requirements for specialized and/or non-COTS hardware, software, and consumable requirements of the proposed EP book cover.

(122)The Offeror shall, at the Government’s discretion, supply random quality assurance samples as requested from each order over the life of the task/delivery order. Delivery instructions will be provided with each request.

The Government reserves the right to modify the stated EP Book Cover requirements to take advantage of technological improvements that enable increased performance or capacity. Such improvements may be, but are not limited to, a larger capacity micro-processor, increased memory, enhanced security, and secure data update capabilities.

(123)At such time that the Government exercises this right, the Offeror shall provide updated pricing information for the Government’s consideration.

(124)It is expected that the EP Book Cover sheet Offeror shall specify appropriate destruction and disposal methods should the current Passport disposal processes be unusable for practical, security or safety reasons.

C8 AMERICANS WITH DISABILITIES

(125)When applicable, the Offeror shall provide items pursuant to the Americans With Disabilities Act of 1990, and of the Work Force Investment Act of 1998, (Pub.L. 105-220).

C9 KEY PERSONNEL

(126)The following are the suggested minimum personnel who shall be designated as “key”. (127)The Offeror shall propose appropriate labor categories for these positions. The implication of “suggested” is that the Government does not intend to dictate the composition of the ideal team to perform this contract.

- Project Manager
- Senior Scientist/Engineer, “Adhesives Expert”

(128)Key personnel shall be assigned for the duration of this contract, but may be replaced or removed subject to Section H.8.4 Contractor Substitution of Personnel and H.8.5 Unsatisfactory Performance by Contractor Personnel of the basic contract.

C9.1 Project Manager

Description: Maintains the project schedule and ensures that deliverables are completed in timely manner. Oversees project cost control and cost projections. Knowledgeable in the use of the project management tools used for activity assignment, resource planning, and cost control. Ensures the invoicing process provides the proper information and distribution on the invoices. Ensures smooth coordination consistent with this contract and task order procedures for the key personnel approval, consent to subcontract as well as consent to purchase travel, tools and other direct costs. Ensures problem resolution and customer satisfaction for individual task orders.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects in technical areas included in Section C. At least one (1) project must have occurred within the past three (3) years.

Specialized Experience: Eight (8) years in supervision of substantial IT projects. Five (5) years of this experience must have been in supervising large IT services contracts, including people of various job categories and skills and must have occurred in the last ten (10) years.

Minimum Education: Master's Degree

C9.2 Senior Scientist/Engineer

Description: Performs high-level systems analysis, evaluation, design, integration, documentation, and implementation of very complex applications, which require a thorough knowledge of administrative and technical skills. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases (IV&V and DT&E). Applies higher-level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solution. Designs and prepares technical reports and related documentation, and makes charts and graphs to record results. Prepare and deliver presentations and briefings as required. May be required to serve as Task Leader. Responsible for ensuring the quality and services delivered for particular task(s) for which this skill is performing the Task Leader position.

General Experience: Seven (7) years progressive Information Technology (IT) experience including at least five (5) projects in technical areas included in Section C. At least one (1) project must have occurred within the past three (3) years.

Specialized Experience: Two (2) years in supervision of substantial IT projects. One (1) year of this experience must have been in supervising large IT services contracts, including people of various job categories and skills and must have occurred in the last five (5) years.

Minimum Education: Master's Degree

C9.3 Senior Scientist/Engineer "Adhesive Expert"

Description: Top level technical expert in materials (especially adhesives) supporting GPO and DoS/CA. Works with both groups to solve adhesive problems. Has high level of diverse technical experience related to the use of adhesives. Typically has specialization adhering materials related to inlay materials. Knowledgeable in technological developments and applications.

Experience: Ten (10) years progressive experience including at least six (6) projects in technical areas included in Section C. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Master's Degree in Material Science and Engineering with formal training in the following areas: Organic Chemistry, Adhesion Science (i.e. the knowledge of the molecular forces that promote bonding dissimilar materials), knowledge of testing methodologies that evaluate adhesive strength and general knowledge of materials involved with the products involved in this RFP. Must also have knowledge of chemical effect and of chemicals and mechanical forces.

C9.4 Journeyman Scientist/Engineer

Description: Performs assigned portions of engineering/scientific projects such as analysis, design, integration, applications which require a thorough knowledge of higher mathematics and related engineering/scientific skills and knowledge. Participates in all phases of scientific & engineering projects such as design, development, testing, training and documentation. May have responsibility for assisting in planning and have individual responsibility for portions of an engineering/scientific project. Has a working knowledge of ISO 7810; ISO 14443 1 - 4; ISO10373 parts 1, 2, 3, 6; ISO 15408 Common Criteria; ISO 17799; ISO 7816; and ISO 7810. Knowledge and use of the ICAO standards for ID-1 antenna array and its capacities.

General Experience: Five (5) years of progressive Information Technology (IT) experience including at least three (3) projects in technical areas included in Section C. At least one (1) project must have occurred within the past (3) years.

Minimum Education: Bachelor's degree.

C9.4 Software Systems Engineer

Description: Formulates/defines specifications for complex software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Responsible for program design, coding, testing, debugging and documentation. Usually responsible for applications dealing with the overall operation system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting and advanced mathematical/scientific software packages. Has full technical knowledge of all phases of software systems programming applications. Also has duties instructing, directing and checking the work of other operating systems programming personnel. Responsible for quality assurance review and the evaluation of new and existing software products.

General Experience: Ten (10) years progressive Information Technology (IT) experience including at least six (6) projects in technical areas included in Section C. At least one (1) project must have occurred within the past three (3) years.

Minimum Education: Master's Degree

APPENDIX A Electronic Passport (EP) Concept of Operations

See File: *EP Abstract Concept of Operations*

APPENDIX B EP Book Cover Material Specification

See File: *EP Book Cover Specs*

APPENDIX C Sizing Specification for EP Cover

See File: *GPO RFP Cover Sizing*

APPENDIX D
System Test Kit

Characteristics for Reader/Writers for Personalization

See File: *Characteristics for Reader/Writers for Personalization System Test Kit*

APPENDIX E

Glossary

See file: *Glossary*

SECTION - I - CONTRACT CLAUSES

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is a legislative branch of the United States Government. Accordingly, the Materials Management Acquisition Regulations (MMAR) is applicable to this, and all GPO procurements. However, the text of certain provisions of the FAR, as contained in the Code of Federal Regulations, are referenced in this solicitation. The bidder should note that only those provisions of the FAR which are specifically incorporated by reference into this solicitation, are applicable.

NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference in accordance with the MMAR clause at "52.252-2 CLAUSE INCORPORATED BY REFERENCE (FEB 1998) Section I of this contract.

The following provisions are incorporated 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.

MMAR changes apply to solicitation issued on or after the effective date of the change.

Also, the full text of a clause may be accessed electronically at this address

www.gpo.gov

NUMBER	DATE	TITLE
52.202-1	Dec 2001	Definitions Regulations Governing Procurement
52.203-3	Apr 1984	Gratuities
52.203-5	Apr 1984	Covenant Against Contingent Fees
52.203-6	Jul 1995	Restrictions on Subcontractor Sales to the Government American Made Products
52.203-7	Jul 1995	Anti-Kickback Procedures
52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity
52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity
52.209-6	Jul 1995	Protecting the Government's Interest when Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment
52.214-29	Jan 1986	Order of Precedence--Sealed Bidding
52.215-1	May 2001	Instruction to Offerors - Competitive Acquisition
52.222-1	Feb 1997	Notice to the Government of Labor Disputes
52.222-3	Aug 1996	Convict Labor
52.222-4	Sep 2000	Contract Work Hours and Safety Standards Act--Overtime Compensation
52.222-20	Dec 1996	Walsh-Healy Public Contracts Act
52.222-26	Apr 2000	Equal Opportunity
52.222-35	Dec 2001	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era and other Eligible Veterans
52.222-36	Jun 1998	Affirmative Action for Handicapped Workers
52.222-37	Jan 1999	Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era
52.223-3	Jan 1997	Hazardous Material Identification and Material Safety Data
52.227-1	Jul 1995	Authorization and Consent

52.227-2 Infringement	Aug 1996	Notice and Assistance Regarding Patent and Copyright
52.227-3	Apr 1984	Patent Indemnity
52.229-3	Jan 1991	Federal, State, and Local Taxes
52.229-5	Apr 1984	Taxes--Contracts Performed in U.S. Possessions or Puerto Rico
52.232-1	Apr 1984	Payments
52.232-11	Apr 1984	Extras
52.232-17	Jun 1996	Interest
52.232-23	Jan 1986	Assignment of Claims
52.233-3	Aug 1996	Protest After Award
52.242-13	Jul 1995	Bankruptcy
52.243-1	Aug 1997	Changes--Fixed Price
52.246-2	Aug 1996	Inspection of Supplies--Fixed Price

NUMBER	DATE	TITLE
52.246-16	Apr 1984	Responsibility for Supplies
52.247-64	Jun 2000	Preference for Privately Owned U.S. Flag Commercial Vessels
52.249-1 (Short Form)	Apr 1984	Termination for Convenience of the Government (Fixed Price)
52.249-2	Sep 1996	Termination for Convenience of the Government(Fixed Price)
52.249-8	Apr 1984	Default (Fixed-Price Supply and Service)
552-203-71	Sep 1999	Restriction on Advertising
552.211.72	Feb 1996	References to Specifications in Drawings
552.211-73	Feb 1996	Marking
552.211.74	Feb 1996	Charges for Marking
552.211-75	Feb 1996	Preservation, Packaging and Packing
552.211-77	Feb 1996	Packing List
552.211-82	Feb 1996	Availability for Inspection Testing, and Shipment/Delivery –
Notice of Shipment		
552.223-72	Sep 1999	Hazardous Material Information
552.243-70	Apr 1989	Pricing of Adjustments
552.253-6	Sep 1999	Authorized Deviations or Variations in Clauses

SECTION - I - CONTRACT CLAUSES (Continued)

DISPUTES (VARIATION)

Except as otherwise provided in the contract, any dispute concerning a question of fact related to the contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall make his/her decision in writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 90 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Public Printer. The decision of the Public Printer, or a duly authorized representative for the determination of such appeals, shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this article, the Contractor shall be afforded an opportunity to be heard and to bid evidence in support of his/her appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

This "Disputes" article does not preclude consideration of law questions in connection with decisions provided for in the paragraph above: Provided, that nothing in the contract shall be construed as making final the decision of any administration official, representative, or board on a question of law.

SERVICE OF PROTEST (VARIATION)

(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Director, Materials Management Service, U.S. GPO, (MM), Washington, DC 20401.

(b) **The copy of any protest shall be received in the office designated above within one day of filing protest with GAO.**

PROTEST AFTER AWARD (AUG 1996)

(a) Upon receipt of a notice of protest (as defined in 33.101 of the FAR) the Contracting Officer may, by written order to the Contractor, direct the Contractor to stop performance of work called for by this contract. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in the protest, the Contracting Officer shall either--

(1) Cancel the stop-work; or

(2) Terminate the work covered by the order as provided in the Default or the

Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if--

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; provided, that if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the request at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The Government's right to terminate this contract at anytime are not affected by action taken under this clause.

Section J – Attachments

**U.S. GOVERNMENT PRINTING OFFICE (U.S. GPO)
Attachments**

**ELECTRONIC (INTEGRATED CIRCUIT (IC) EMBEDDED) PASSPORT
COVERS**

ATTACHMENT 1: PRIME, EP BOOK COVER SHEET, AND INLAY PRODUCTION
FACILITY RELATED SECURITY REQUIREMENTS.....**Error! Bookmark not defined.**
ATTACHMENT 2: IC CHIP PRODUCTION FACILITY SECURITY
REQUIREMENTS.....**Error! Bookmark not defined.**
ATTACHMENT 3: ELECTRONIC PASSPORT (EP) Inlay AND EP BOOK COVER
SHEET PRODUCTION FACILITY SECURITY REQUIREMENTS**Error! Bookmark not defined.**
ATTACHMENT 4: TEST REQUIREMENTS CHECKLIST TO BE SUBMITTED BY
OFFEROR AS PART OF THE TECHNICAL PROPOSAL**Error! Bookmark not defined.**
ATTACHMENT 5: PAST PERFORMANCE SURVEY.....**Error! Bookmark not defined.**
INSTRUCTIONS:..... **Error! Bookmark not defined.**
EXAMPLE LETTER FOR PAST PERFORMANCE SURVEY **Error! Bookmark not defined.**
PAST PERFORMACE SURVEY **Error! Bookmark not defined.**

ATTACHMENT 1: PRIME, EP BOOK COVER SHEET, AND INLAY PRODUCTION FACILITY RELATED SECURITY REQUIREMENTS

This contract does not require access to U.S. Government classified information; however, it does require diligence on the part of Offerors to provide adequate and appropriate controls over the security of the production facilities that will produce the Electronic Passport (EP) inlays and the EP Book Cover Sheets that will be manufactured under the terms of the contract as well as the employees who will work in areas of production, inventory control, shipping, quality control, distribution and accounting for products and components in the aforementioned areas. The term “contractors” used herein refers to the Prime Contractor (contract awardee), the EP inlay manufacturer and the EP Book Cover Sheet manufacturer.

The Government Printing Office (GPO) and the Bureau of Diplomatic Security (DS), U.S. Department of State, reserve the right and authority to conduct periodic inspections of contractor facilities and to perform background investigations on the company and its management in terms of its affiliations with persons or organizations that are inimical to the security interests of the United States, as well as background investigations of company employees and inspection of contractor facilities that are necessary to ensure proper compliance with the terms of the contract. The particular area of security interest under this contract relates to the manufacturing facilities and its employees who will be involved in the fabrication of offered inlays and/or the fabrication of those inlays into the offered passport cover material. Those facilities and employees require security investigations and inspections. Specifically, the USG is interested in the security of facilities and employees working at production facilities where inlays are assembled and/or where inlays are joined to the cover material in the form of the final book cover deliverable. It is not the intention of the GPO or DS to monitor and inspect the facilities and employees of chip and antenna suppliers or inlay substrate providers that will provide commercially offered chip and antenna components and inlay substrates to fabricators of the inlays or the fabricators of inlays and cover material. It is expected that chip, antenna, adhesive, reader, and inlay substrate providers will provide proper security controls and accountability of their product and components in terms of accepted industry standards for those products and components. The successful firm(s) will be required to meet the following security specifications:

I. U.S. Firms

A. Facility Security Requirements for U.S. Firms

(1) A U.S. firm which possesses a Secret facility security clearance issued by the Defense Security Service (DSS) in accordance with the National Industrial Security Program Operating Manual (NISPOM) meets the security requirements for the contractor facilities described above.

(2) A U.S. firm which does not possess a Secret facility security clearance issued by DSS will be required to comply with the following:

- a) The contractor must be organized and existing under the laws of any of the fifty states, the District of Columbia, or Puerto Rico, and be located in the U.S. and its territorial areas or possessions.
- b) The contractor must have a reputation for integrity and lawful conduct in its business dealings. The contractor and its key managers must not be barred from participating in U.S. Government contracts.
- c) The contractor shall provide appropriate information to DS to enable DS to conduct a Facility National Agency Check.
- d) The contractor must not be under foreign ownership, control or influence (FOCI) to such a degree that contract performance would be inconsistent with the national interest. The contractor shall complete a SF 328, Certificate Pertaining to Foreign Interests, so DS can evaluate any Foreign Ownership, Control or Influence (FOCI).
- e) Specifically designated key management officials will be required to complete Standard Forms 85P and 85PS and appropriate fingerprint cards so DS can conduct a National Agency Check, Local Agency Check, and credit check (NACLC). Personal interviews of the individuals will also be conducted if deemed necessary by the Bureau of Diplomatic Security. The officials must favorably pass the NACLC and be determined eligible for a moderate risk public trust position.
- f) If the contractor is part of a multiple facility organization, the home office facility must meet the above security requirements for contractor facilities.
- g) If the contractor is part of a parent-subsidary relationship, the parent and subsidiary must meet the above security requirements for contractor facilities, unless DS determines excluding the parent from this process is consistent with the National interest.

B. Personnel security investigations of contractor personnel (other than key management officials) employed by U.S. Firms

Following are personnel security investigative requirements for contractor personnel who are involved in the:

- (1) Management, design, production, spoilage, control and distribution of U.S. passport book covers and inlay documents;

(2) Enforcement of the security plan for ensuring secure manufacturing, storage and shipment of book covers and inlays materials

a) Contractor personnel who possess Secret personnel security clearances issued by the Defense Security Service (DSS) meet this requirement.

b) Contractor personnel who do not possess Secret security clearances issued by DSS must be screened by their employers and approved by DS prior to contract performance. They will be required to submit the following completed documentation for each contractor employee. DS reserves the right and authority to conduct any additional investigations as they deem necessary to determine eligibility for contract performance

- Standard Form 85P (Questionnaire for Public Trust Positions)
- Standard Form 85P-S (Supplemental Questionnaire for Selected Positions)
- FD-258 Fingerprint cards (two each, per person) (provided by DOS)
- DS-4002 (Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act) (provided by DS)

In addition to the forms cited in b). above, the results of the company's screening and selection process (see section III) must be submitted to DS for all personnel, other than key management personnel, to be assigned to the contract. Approvals granted by DS are valid for five years. All personnel performing on the contract requiring such approval will need to re-submit necessary paperwork 30 days prior to the expiration date of the approval for continuous uninterrupted performance on the contract. At this time, the contractor will be required to submit appropriate documentation to allow DS to determine continued eligibility for contract performance. An unfavorable result of this check may require the contractor employee to be removed from their position pending re-adjudication of the approval..

Deliveries made by FedEx/UPS/DHL/or other express courier (do not send anything via the US Postal Service) should be sent to:

Department of State
Attn: Ms. Glenn Chilton
DS/IS/IND, 13th Floor
1801 North Lynn Street
Arlington, VA 22209

Upon receipt in DS, the package will be forwarded to DS/SI/PSS to conduct any additional investigations and determining eligibility for contract performance.

DS's determination of eligibility or ineligibility for contract performance will be provided to the Contracting Officer's Representative and Facility Security Officer. If an unfavorable determination is made, the contractor employee will not be authorized to perform on the contract.

II. Foreign Firms

A. Facility Security Requirements for Foreign Firms

(1) A foreign firm must not be under foreign ownership, control or influence (FOCI) by another foreign entity to such a degree that contract performance would be inconsistent with the U.S. Government's National interest. Foreign firms must execute forms similar to the U.S. Government's Certificate Pertaining to Foreign Interests, SF 328, so the U.S. Government can evaluate any foreign ownership, control or influence.

(2) A foreign firm incorporated and operating in a country with which the U.S. has an industrial security agreement and which possesses a facility security clearance issued by their parent government meets the facility security requirements. This facility security clearance must be certified to the U.S. Government by the foreign government. The U.S. government also reserves the right to conduct other appropriate local checks consistent with U.S. national interest.

(3) Other foreign firms will be subjected to, as a minimum, the following investigative inquiries by the American Embassy located in the host country:

Specifically designated key management officials will be required to complete the following to permit appropriate background investigations as deemed necessary by DS:

- Completed Standard Form 85P - (Questionnaire for Public Trust Positions)
- Completed Standard Form 85P-S - (Supplemental Questionnaire for Selected Positions)
- FD-258 Fingerprint cards (two each, per person) - (provided by DS)
- DS-4002 (Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act) (provided by DS)

b) A personal interview by the Regional Security Officer (RSO) or Post Security Officer (PSO)

c) Appropriate host government and post records checks

d) Local police checks

- e) Verification of personal data
- f) Verification of educational and professional qualifications or trade certification or accreditation
- g) Assessment of performance, reliability and integrity by checking with previous customers and identified references
- h) Determination of any pending legal actions against the contractor

(4) The contractor must have a reputation for integrity and lawful conduct in its business dealings. The contractor and its key managers must not be barred from participating in its Government contracts.

(5) Additionally, the U.S. Government reserves the right to request that the contractor's government provide a security assurance of the firm.

B. Personnel security investigations of contractor personnel (other than key management officials) employed by foreign firms

(1) Following are personnel security investigative requirements for key foreign national contractor employees assigned to this contract who are involved in the:

- a) Management, design, production, control and distribution of U.S. passport document book covers and inlays ;
- b) The control and distribution of passport book covers and inlays ; and
- c) Enforcement of the security plan for ensuring secure manufacture, storage and shipment of materials

The personnel will be required to complete the following and forward the forms to DS:

- Standard Form 85P (Questionnaire for Public Trust Positions)
- Standard Form 85P-S (Supplemental Questionnaire for Selected Positions)
- FD-258 Fingerprint cards (two each, per person) (provided by DOS)
- DS-4002 (Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act) (provided by DS)

The contractor is required to conduct screening as cited in Section III and provide those results to the Regional Security Officer (RSO) in the appropriate country. The RSO reserves the right and the authority to confirm those checks by conducting the following:

- (a) A personal interview by the RSO or PSO

- (b) Appropriate host government and post records checks
- (c) Verification of personal data
- (d) Foreign government records of individuals who have an affiliation with subversive activities)
 - (e) Verification of educational and professional qualifications or trade certification or accreditation
- (f) Assessment of performance and reliability by checking with previous employers and identified references
 - (g) A credit check

A review of records of appropriate agencies at the U.S. Embassy (RSO, LEGATT, DEA, Customs, MLCO)

After successful completion of the checks conducted of the firm and the designated employees, the RSO or PSO will issue appropriate security certifications. Those security certifications are valid for five years. All personnel performing on this contract will be required to re-submit necessary investigative paperwork 30 days prior to their five year anniversary date for continuous uninterrupted performance on this contract. At this time, another security investigation will be conducted by the RSO. An unfavorable result of this check will require the contractor employee to be removed from their position at no cost to the United States Government.

In addition to the forms cited below, the results of the company's screening process (see section III) must be submitted to DS for all personnel to be assigned to the contract (other than key management personnel).

III. CONTRACTOR SCREENING AND SELECTION PROCESS

The contractor shall screen their employees in accordance with the following criteria and provide those results to DS at the address in I. B above.

SCREENING	SELECTION PROCESS
1 Resume Received, Reviewed for completeness: <ul style="list-style-type: none"> – Incomplete packages not reviewed and are not placed in tracking database – Complete packages - placed in 	1 Background investigation initiated: <ul style="list-style-type: none"> – Multiple calls / call backs – Interviews conducted – Performance evaluations reviewed – Biographies written

SCREENING	SELECTION PROCESS
<p>tracking database</p> <p>2. Qualifications reviewed:</p> <ul style="list-style-type: none"> - Special skills identified - If qualified, data entered into database <p>3. Applicant sent packet</p> <p>4. Financial and criminal records checked</p> <ul style="list-style-type: none"> - Approved / disapproved - Selection process continued for approved personnel 	<ul style="list-style-type: none"> - Driving records - Interview personal references - Credit history - Civil / criminal records check <p>NOTE: Background investigations performed by outside firms such as ChoicePoint, Kroll, James E. Van Ella & Associates are acceptable. (The contractor is not obligated to use these vendors)</p> <p>2. Quality review of investigation by contractor</p> <p>3. Medical, dental exams and drug screening results returned and reviewed by doctor, failures are rejected.</p> <p>5. Screening is completed</p> <p>6. Candidate is notified of acceptance and orientation / evaluation dates</p> <p>7. Synopsis of investigation and all documentation forwarded to DS after all requirements have been met..</p>

The above requirements apply to the prime contractor and any sub-contractors that are involved in the production/fabrication of offered inlays and book covers that include embedded inlays.

ATTACHMENT 2: IC CHIP PRODUCTION FACILITY SECURITY REQUIREMENTS

(It is the Government's intent that the ICs to be used in the EP inlay shall be manufactured, stored and shipped in accordance with international standard security requirements for secure Smart Card applications. This attachment summarizes those requirements.)

The Offeror shall provide a secure production facility for the fabrication, storage and transport of the IC Chip to be embedded in the EP Book Cover Sheet. The facility must meet the following requirements that will be verified by preliminary and ongoing site inspections by GPO or designates.

- The Facility shall have guard(s) on duty, twenty-four (24) hours a day, seven (7) days a week.
- The facility shall have duress alarms strategically placed (including vaults) throughout the facility along with motion detectors and emergency door alarms that are monitored by an alarm company.
- The facility shall provide 24 hour controlled access to secured production and storage areas. Preference is for electronic access control mechanisms that control and record access to secure areas by entry location and time periods. Procedures shall be in place so employees are monitored, and rejected attempts into area not assigned are investigated to determine the reason for the attempt into an unauthorized area.
- There shall be a system in place, which only admits one authorized employee at a time (i.e. mantrap type door).
- There shall be adequate color closed circuit TV (CCTV) cameras located inside and outside of the facility. All videotapes must be retained for three (3) months.
- All visitors shall be required to provide picture identification and sign the visitor's register prior to entry into the facility. The visitor must be escorted at all times by a company employee.
- Visitors not associated with the Offeror or an appropriate U.S. Government entity shall not be admitted to secure production or storage areas where the deliverables are being manufactured under the scope of this procurement without the approval of the appropriate U.S. Government entity.
- No personal items (purses, lunches, coats, cell phones, etc.) in the production areas.
- The facility must meet the standards specified in C7.7.3.1.
- All employees working on this procurement shall have had a background investigation, been fingerprinted, photographed, and have passed a credit check.
- The appropriate U.S. Government entity will periodically inspect the production facilities by on-site visits.
- In addition, the security policy must address such items as:
 - Trusted Physical working areas
 - Material & asset identification
 - Secure Storage
 - Access control & monitored environment and Individual Identification & Authentication
 - Secure site information system as well as access control & password

Management

- Information & material protection and scrap management
- Safe transport of all goods and materials
- Trusted human resource management
- External (customer & Offeror) accreditation

ATTACHMENT 3: ELECTRONIC PASSPORT (EP) Inlay AND EP BOOK COVER SHEET PRODUCTION FACILITY SECURITY REQUIREMENTS

(It is the Government's intent that the EP inlay and the EP Book Cover Sheet shall satisfy the following US Government security requirements for production facilities of critical and accountable components of the US Passport.)

The Contractor shall provide a secure production facility for the fabrication, storage and transport of the offered U.S. passport inlays and cover material with embedded inlays. The facility must meet the following **minimum** requirements that will be verified by preliminary and ongoing site inspections by the Government Printing Office (GPO) and the Bureau of Diplomatic Security, **U.S. Department of State (DS)**.

- The Facility shall have **uniformed** guard(s) on duty, twenty-four (24) hours a day, seven (7) days a week.
- The facility shall have duress alarms strategically placed (including vaults) throughout the facility along with **passive infrared motion sensors providing intrusion detection capability throughout the facility. All doors and windows will be alarmed with balanced magnetic switch contacts and monitored 24/7 by an accredited local alarm company.**
- The facility shall provide **24-hour automated access control to all secure production and storage areas.** Preference is for electronic, **automated** access control mechanisms that control and record access to secure areas by entry location and time periods. Procedures shall be in place so **all access attempts are monitored, and rejected attempts are recorded and investigated** to determine the reasons for **unauthorized access attempts to a restricted area.**
- **There shall** be a system **and entry design** in place, which only admits one authorized employee at a time (i.e. mantrap type door) **to restricted production and storage areas.**
- There shall be adequate color closed circuit TV (CCTV) cameras located inside and outside the facility, **recording on a continual 24/7 basis. Full perimeter CCTV coverage is required, to include all entry/exit gates, and all perimeter entry/exit doors and loading docks.** All videotapes/hard drives must be retained for a **minimum of three (3) months. Digital Video Recording (DVR) devices are preferred over conventional VCR CCTV recording.**
- All visitors shall be required to provide picture identification and sign a **visitor's registry log** prior to entry into the facility. **Visitors** must be escorted at all times by a **cleared** company employee.
- The Contractor shall ensure that visitors not associated with the Contractor. The GPO, or the U.S. Department of State will not be admitted to secure production or storage areas where the deliverables are being manufactured under the scope of this procurement without **prior** approval of the U.S. Department of State.
- No personal items (purses, lunches, coats, cell phones, pagers, laptops, etc.) **will be allowed** in the **secure** production and **storage** areas.
- The facility must meet the standards specified in **C7.7.3.1???**.
- All contractor employees performing on this contract must meet wit personnel security investigative requirements specified in Section _____.

- The GPO and DS reserve the right to periodically inspect the contractor production and storage facilities by on-site visits—announced or unannounced.
- The Offeror is responsible for submitting a comprehensive security plan to the GPO and DS detailing exactly how it will meet all physical, procedural and industrial security requirements listed in this RFP prior to award of contract.
- In addition, the manufacturer's security policy must address such items as:
 - Trusted Physical working areas
 - Material & asset identification
 - Secure Storage
 - Access control & monitored environment and Individual Identification & Authentication
 - Secure site information system as well as access control & password management
 - Information & material protection and scrap management
 - Safe transport of all goods and materials
 - Trusted human resource management
 - External (customer & contractor) accreditation

ATTACHMENT 4: TEST REQUIREMENTS CHECKLIST TO BE SUBMITTED BY OFFEROR AS PART OF THE TECHNICAL PROPOSAL

Tests and associated methods and parameters that can be used to provide evidence that the Offeror’s product is durable, interoperable and meets the applicable standards.

Chip and Antenna Assembly Testing

Tests	Method	Parameter	Certification/ Test Results that Chip and Antenna Assembly Passed Available(Y/N)
Temperature humidity biased (THB)	IEC 68 parts 2-3	40 degree C; 93 % rel. humidity; V _{cc} high; 168 – 500h	
X-rays	ISO 10373	ISO 14443-1	
Magnetic field	ISO 10373	ISO 14443-1	
Life test	Mil-STD 883/1006	85 – 125 degrees C V _{cc} = V _{ccmax} ; f _{clk} = Active	
Electrostatic discharge (ESD)	ISO 10373-3	10 kV; 100pF; 0.5 k ohms	
Temperature cycling	MIL STD 883-1010	-40 – 125 degrees C 100 cycles/0.5 h	
Write/read cycles		100,000	
Alternating electric fields		ISO 14443-1	

ATTACHMENT 5: PAST PERFORMANCE SURVEY
TO BE COMPLETED AND RETURNED BY OFFEROR'S CLIENT

INSTRUCTIONS:

The following questions are to be used to evaluate the performance record of an Offeror submitting a proposal in response to the RFP issued by GPO, _____. Please complete this Past Performance Questionnaire and return to: GPO, _____ on or before _____ [date] _____. Your responses to this questionnaire will be considered confidential. Responses returned by contractors will not be used in the Performance Record evaluation. For the purposes of this survey "Contractor" refers to the specific contractor that requested you to provide this information to the Government.

For each of the following areas, rate the performance of the Contractor as:

(a) Exceptional; (b) Very Good; (c) Satisfactory; (d) Marginal; (e) Unsatisfactory; (f) Not Applicable, Yes or No. Indicate your rating by inserting the appropriate letter for the response.

Include a narrative explanation whenever you feel that it is appropriate, but as a minimum when a rating of Unsatisfactory is given. The contractor shall be given an opportunity to respond to unsatisfactory ratings.

EXAMPLE LETTER FOR PAST PERFORMANCE SURVEY

CLIENT AUTHORIZATION LETTER: FORMAT

[Date of Letter]

[Name and Address of Client - proposed Offeror's customer]

Attention: [Name and Designation of Customer's Contract Manager or Appropriate Contact Personnel]

Dear [Contact Name]:

We are currently responding to the Government Printing Office Request for Proposal (RFP) No. _____. The GPO is procuring services and supplies. The GPO is requesting that clients of entities responding to their solicitation be identified and their participation in the evaluation process be requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries. Your cooperation with this effort is greatly appreciated. Please direct any questions to [Name and Phone Number of Offeror's Point-of-Contact].

We have included our work for [firm or agency's name] as a past performance reference. A Past Performance Questionnaire is enclosed. Please complete the enclosed evaluation and return the signed, completed document to:

GPO

Please forward the completed evaluation to GPO ensure they receive it before _____ DATE _____

In order to maintain the integrity of this process, please DO NOT return the questionnaire to us. Return it to the GPO address listed above. We request that you forward the completed questionnaire in an envelope with your logo or stamped return address on it directly to GPO at the address above.

Sincerely,

[Signature]

[Name of Signer]

[Designation of Signer]

cc: Ms. Broadnax, Contracting Officer, GPO

PAST PERFORMANCE SURVEY

PAST PERFORMANCE SURVEY

CONTRACT INFORMATION

a. Contractor:

b. Contract Number:

c. Type of Contract: (check all that apply)

i. Negotiated Sealed Bidding

ii. Competitive Non-Competitive

iii. Firm-Fixed-Price Cost-Plus-Fixed-Fee

Time-and-Materials Labor Hour

Indefinite Quantity Requirements

Other: _____

d. Please complete the following:

Period or Performance: _____ to _____

Initial Contract Value: \$ _____

Current (or Completed) Contract Value \$ _____

e. Brief description of requirement:

f. Complexity of effort: Difficult Routine

Please provide the following information (to assist us in tracking responses received and resolving any conflicts in the evaluation process if necessary):

Name of Evaluator: _____

Telephone Number: _____

Facsimile Number: _____

Organization/Office Symbol: _____

Mailing Address: _____

Position Title/Grade: _____

Length of involvement with contract: _____

Degree or extent of involvement with contract: _____

Thank you in advance for completing this survey. THIS INFORMATION WILL BE PROTECTED IN ACCORDANCE WITH FAR 15.1004 (e).

SCORING CRITERIA

EXCEPTIONAL – Indicates the Contractor’s performance within the area of evaluation clearly and consistently significantly exceeds contractual requirements.

GOOD - Indicates the Contractor’s performance within the area of evaluation clearly and consistently exceeds contractual requirements

ACCEPTABLE – Indicates no problems in area of evaluation or has only minor problems for which solutions were satisfactory.

MARGINAL – Indicates problems in area of evaluation for which solutions were marginally satisfactory.

UNACCEPTABLE – Indicates serious problems in the evaluation area. The Contractor is/was in danger of being unable to satisfy contractual requirements and timely recovery is not likely or did not occur.

I. QUALITY OF PRODUCT/SERVICE

1a. Quality and reliability of delivered equipment

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

1b. Quality of expendable supplies and materials

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

1c. Quality and timeliness of maintenance services performed

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

1d. Quality of technical support provided

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

II. TIMELINESS OF PERFORMANCE

2a. Ability of Contractor to deliver equipment according to delivery schedule

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

2b. Ability of Contractor to provide sustained on-time delivery of expendable supplies and materials.

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

2c. Responsiveness and flexibility in reacting to changes.

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

2d. Responsiveness/capability to meet surge/short term requirements

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

III. PRICE/COST CONTROL

3a. Quality, completeness, and accuracy of price/cost proposals

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

3b. Ability to process contract changes at reasonable cost.

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

3c. Ability to perform within negotiated costs/prices

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

3d. Accuracy and completeness of vouchers/invoices

Please circle the appropriate rating below or check if N/A

- (a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

IV. BUSINESS RELATIONS

4a. Ability to effectively manage contract

Please circle the appropriate rating below or check if N/A

(a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

4b. Ability to protect, account for, and securely deliver controlled equipment, supplies and materials.

Please circle the appropriate rating below or check if N/A

(a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

4c. Ability to choose and manage subcontractors.

Please circle the appropriate rating below or check if N/A

(a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

4d. Compliance with Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan, including achievement of goals. (For this question only;

Small, Small Disadvantaged and Women-Owned Small Business Concerns will automatically receive a rating of 10.)

Please circle the appropriate rating below or check if N/A

(a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

V. CUSTOMER SATISFACTION

5a. Maintains readily accessible point (s) of contact to manage and resolve problems.

Please circle the appropriate rating below or check if N/A

(a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

5b. Effectively assesses impact of potential changes on other associated projects, tasks, and efforts.

Please circle the appropriate rating below or check if N/A

(a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

5c. Cooperatively interfaces with customer.

Please circle the appropriate rating below or check if N/A

(a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

5d. Displays initiative in meeting customer's requirements and is responsive to the customer's needs.

Please circle the appropriate rating below or check if N/A

(a) Exceptional (b) Very Good (c) Satisfactory (d) Marginal (e) Unsatisfactory (f) Not Applicable

Response: []

Remarks:

BASED ON THIS CONTRACTOR'S OVERALL PERFORMANCE, WOULD YOU AWARD THIS COMPANY ANOTHER CONTRACT?

YES NO

If no, please explain:

PLEASE USE THE SPACE BELOW TO PROVIDE ANY ADDITIONAL COMMENTS CONCERNING THE PAST PERFORMANCE OF THE CONTRACTOR:

Survey Completion Date: _____

Thank you for completing this past performance evaluation. Please mail or fax the completed survey to the address indicated below.

GPO

[ADDRESS]

SECTION - K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS
OF BIDDERS

1. SMALL BUSINESS CONCERN REPRESENTATION
2. TAXPAYER INFORMATION
3. WALSH-HEALY PUBLIC CONTRACTS ACT REPRESENTATION
4. PREVIOUS CONTRACTS AND COMPLIANCE REPORTS
5. AFFIRMATIVE ACTION COMPLIANCE
6. PROHIBITION OF SEGRATED FACILITIES
7. NOTICE OF TOTAL HUBZONE SET-ASIDE
8. EQUAL LOW BIDS
9. PLACE OF PERORMANCE
10. CERTIFICATE REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT
AND OTHER RESPONSIBILITY MATTERS
11. CERTIFICATE OF INDEPENDENT PRICE DETERMINATION
12. CONTINGENT FEE REPRESENTATION AND AGREEMENT
13. CLEAN AIR & WATER CERTIFICATION
14. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN
FEDERAL TRANSACTIONS
15. ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATE
16. NOTICE OF PARTICIPATION BY ORGANIZATIONS FOR THE HANDICAPPED

Representations and Certifications	Reference
Name and Address of Offeror	Date of Offer

"SOLICITATION" MEANS "INVITATION FOR BIDS" IN SEALED BIDDING AND "REQUEST FOR PROPOSAL" OR "REQUEST FOR QUOTATION" IN NEGOTIATION.

"OFFER" MEANS "BID" IN SEALED BIDDING AND "PROPOSAL" IN NEGOTIATION.

"OFFEROR" MEANS THE PERSON OR FIRM SUBMITTING THE OFFER.

THE OFFEROR MAKES THE FOLLOWING REPRESENTATIONS AND CERTIFICATIONS AS A PART OF THE OFFER IDENTIFIED ABOVE. (CHECK APPROPRIATE CIRCLE AND FILL IN BLANKS.)

1. 552.219-1 SMALL BUSINESS CONCERN REPRESENTATION (MAY 1991) (DEVIATION MMAR 52.219-1)

(a) Representation. The offeror represents and certifies as part of its offer that it is or is not a small business concern.

(b) Definition. Small business concern, as used in this provision, 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 and size standards in this solicitation.

© Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a 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 (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 Act.

2. 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).*

* 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.*

* 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.*

* 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 _____

ITEMS 3, 4, 5, AND 6 NEED TO BE CHECKED ONLY IF OFFER EXCEEDS \$10,000 IN AMOUNT.

3. 52.222-20 WALSH-HEALY PUBLIC CONTRACTS ACT (DEC 1996)

If this contract is for the manufacture or furnishing of materials, supplies, articles or equipment in an amount that exceeds or may exceed \$10,000, and is subject to the Walsh-Healey Public Contracts Act, as amended (41 U.S.C. 35-45), the following terms and conditions apply:

(a) All stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR Chapter 50) are incorporated by reference. These stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.

(b) All employees whose work relates to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2). Learners, student learners, apprentices, and

handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (41 U.S.C. 40).

4. 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 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.

5. 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

(Applicable to contracts which include the clause at MMAR 52.222-26, Equal Opportunity, except for construction contracts.)

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.

6. 52.222-21 PROHIBITION OF SEGREGATED FACILITIES (FEB 1999)

(a) "Segregated facilities," as used in this clause, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin because of written or oral policies or employee custom. The term does not include separate or single-user rest rooms or necessary dressing or sleeping areas provided to assure privacy between the sexes.

(b) The Contractor agrees that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this clause is a violation of the Equal Opportunity clause in this contract.

(c) The Contractor shall include this clause in every subcontract and purchase order that is subject to the Equal Opportunity clause of this contract.

ITEMS 7-19 DO NOT APPLY TO PROCUREMENTS OF \$25,000 OR LESS MADE THROUGH SMALL PURCHASE PROCEDURES.

7. 52.219-3 NOTICE OF TOTAL HUBZONE SET-ASIDE (JAN 1999)

(a) *Definition.* "HUBZone small business concern," as used in this clause, means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

(b) *General.* (1) Offers are solicited only from HUBZone small business concerns. Offers received from concerns that are not HUBZone small business concerns shall not be considered.

(2) Any award resulting from this solicitation will be made to a HUBZone small business concern.

(c) *Agreement.* A HUBZone small business concern agrees that in the performance of the contract, in the case of a contract for--

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other HUBZone small business concerns;

(2) Supplies (other than acquisition from a nonmanufacturer of the supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other HUBZone small business concerns;

(3) General construction, at least 15 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other HUBZone small business concerns; or

(4) Construction by special trade contractors, at least 25 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other HUBZone small business concerns.

(d) A HUBZone joint venture agrees that, in the performance of the contract, the applicable percentage specified in paragraph (c) of this clause will be performed by the HUBZone small business participant or participants.

(e) A HUBZone small business concern nonmanufacturer agrees to furnish in performing this contract only end items manufactured or produced by HUBZone small business manufacturer concerns. This paragraph does not apply in connection with construction or service contracts.

8. 52.219-2 EQUAL LOW BIDS (OCT 1995)

(a) This provision applies to small business concerns only.

(b) The bidder's status as a labor surplus area (LSA) concern may affect entitlement to award in case of tie bids. If the bidder wishes to be considered for this priority, the bidder must identify, in the following space, the LSA in which the costs to be incurred on account of manufacturing or production (by the bidder or the first-tier subcontractors) amount to more than 50 percent of the contract price.

(c) Failure to identify the labor surplus areas as specified in paragraph (b) of this provision will preclude the bidder from receiving priority consideration. If the bidder is awarded a contract as a result of receiving priority consideration under this provision and would not have otherwise received award, the bidder shall perform the contract or cause the contract to be performed in accordance with the obligations of an LSA concern.

9. 52.215-6 PLACE OF PERFORMANCE (OCT 1997)

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, * intends, * does not intend [*check applicable block*] 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 Name and Address of Owner (Street Address, City, and Operator of the Plant , State, County, Zip Code) or Facility if Other than Offeror or Respondent.

10. 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (APR 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 the 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; **[This language stayed indefinitely. Please use paragraph (a)(1)(i)(D) below.]**

(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; and **[This language stayed indefinitely. Please use paragraph (a)(1)(i)(E) below.]**

(D) 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

(E) 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 subdivision (a)(1)(i)(D) of this provision.

(ii)(A) **[This paragraph (a)(1)(ii) is stayed indefinitely.]** The offeror, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C) of this provision, has * has not * within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws--

(1) Been convicted of a Federal or State felony (or has any Federal or State felony indictments currently pending against them); or

(2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or

(3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.

(B) If the offeror has responded affirmatively, the offeror shall provide additional information if requested by the Contracting Officer; and

(iii) 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 nonresponsible.

(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.

11. 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 subparagraphs (a)(1) through (a)(3) above; 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 subparagraphs (a)(1) through (a)(3) above

_____ [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) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

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

© If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

12. 52.203-4 CONTINGENT FEE REPRESENTATION AND AGREEMENT (APR 1984)

(a) Representation. The offeror represents that, except for full-time bona fide employees working solely for the offeror, the offeror--

[NOTE: For interpretation of the representation, including the term "bona fide employees," see Subpart 3.4 of the Federal Acquisition Regulation.]

(1) has, has not employed or retained any person or company to solicit or obtain this contract; and

(2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) Agreement. The offeror agrees to provide information relating to the above Representation as requested by the Contracting Officer and, when subparagraph (a)(1) or (a)(2) is answered affirmatively, to promptly submit to the Contracting Officer --

(1) A completed Standard Form 119, Statement of Contingent or Other Fees, (SF 119); or

(2) A signed statement indicating that the SF 119 was previously submitted to the same contracting office, including the date and applicable solicitation or contract number, and representing that the prior SF 119 applies to this offer or quotation.

13 52.223-1 CLEAN AIR AND WATER CERTIFICATION (APR 1984)

(Applicable if the offer exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413(c)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)

The offeror certifies that --

(a) Any facility to be used in the performance of this proposed contract is , is not listed on the Environmental Protection Agency List of Violation Facilities;

(b) The offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

© The offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

14. 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991) (Deviation)

(Applicable if the offer exceeds \$100,000)

(a) The definitions and prohibitions contained in the clause, at MMAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989--

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation.

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and certificate to the Contracting Officer prior to the award of a contract to the SBA.

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

© Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

15. 52-209-7 ORGANIZATIONAL CONFLICT OF INTEREST CERTIFICATE--MARKETING CONSULTANTS (NOV 1991)

(Applicable to negotiated acquisitions if the offer exceeds \$200,000.)

(a) Definitions.

(1) Marketing consultant means any independent contractor who furnishes advice, information, directions, or assistance to an offeror or any other contractor in support of the preparation or submission of an offer for a government contract by that offeror. An independent Contractor is not a marketing consultant when rendering--

(i) Services excluded in Subpart 37.204;

(ii) Routine engineering and technical services (such as installation, operation, or maintenance of systems, equipment, software, components, or facilities);

(iii) Routine legal, actuarial, auditing, and accounting services; or,

(iv) Training services.

(2) Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government, or the person's objectively in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

(b) An individual or firm that employs, retains or engages contractually one or more marketing consultants in connection with a contract, shall submit to the Contracting Officer, with respect to each marketing consultant, the certificates described below, if the individual or firm is notified that it is the apparent successful offeror.

(c) The certificate must contain the following:

(1) The name of the agency and the number of the solicitation in question.

(2) The name, address, telephone number, and federal taxpayer identification number of the marketing consultant.

(3) The names, addresses, and telephone number of a responsible officer or employee of the marketing consultant who has personal knowledge of the marketing consultants involvement in the contract.

(4) A description of the nature of the services rendered by or to be rendered by the marketing consultant.

(5) The name, address, and telephone number of the client or clients, and the name of a responsible officer or employee of the marketing consultant who is knowledgeable about the services provided to such client(s), and a description of the nature of the services rendered to such client(s), if, based on information provided to the Contractor by the marketing consultant, any marketing consultant is rendering or, in the 12 months preceding the date of the certificate, has rendered services respecting the same subject matter of the instant solicitation, or directly relating to such subject matter, to the Government or any other client (including any foreign government or person).

(6) A statement that the person who signs the certificate for the prime Contractor has informed the marketing consultant of the existence of Subpart 9.5 and Office of Federal Procurement Policy Letter 89-1.

(7) The signature, name, title, employer's name, address, and telephone number of the persons who signed the certificates for both the apparent successful offeror and the marketing consultant.

(d) In addition, the apparent successful offeror shall forward to the a certificate signed by the marketing consultant that the marketing consultant has been told of the existence of Subpart 9.5 and Office of the Federal Procurement Policy Letter 89-1, and the marketing consultant has made inquiry, and to the best of the consultant's knowledge and belief, the consultant has provided no unfair competitive advantage to the prime Contractor with respect to the services rendered or to be rendered in connection with the solicitation, or that any unfair competitive advantage that, to the best of the consultant's knowledge and belief, does or may exist, has been disclosed to the offeror.

(e) Failure of the offeror to provide the required certifications may result in the offeror being determined ineligible for award. Misrepresentation of any fact may result in the assessment of penalties associated with false certifications or such other provisions provided for by law or regulation.

16. 52.219-15 NOTICE OF PARTICIPATION BY ORGANIZATIONS FOR THE HANDICAPPED (APR 1991)

(Applies if solicitation is total or partial small business set-aside)

(a) Definitions.

"Handicapped individual" means a person who has a physical, mental, or emotional impairment, defect, ailment, disease, or disability of a permanent nature which in any way limits the selection of any type of employment for which the person would otherwise be qualified or qualifiable.

"Public or private organization for the handicapped" means one (1) which is organized under the laws of the United States or of any State, operated in the interest of handicapped individuals, the net income of which does not inure in whole or in part to the benefit of any shareholder or other individual; (2) which complies with any applicable occupational health and safety standard prescribed by the Secretary of Labor; and (3) employs in the production of commodities and in the provision of services, handicapped individuals for not less than 75 percent of the direct labor required for the production of provision of the commodities or services.

(b) Certification. The offeror certifies that it is is not a public or private organization for the handicapped. An offeror certifying in the affirmative is eligible to participate in any resultant contract as if it were a small business concern.

© Agreement. An offeror certifying as a public or private organization for the handicapped agrees that at least 75 percent of the direct labor required in the performance of the contract will be performed by handicapped individuals.

SECTION - L - INSTRUCTIONS, CONDITIONS AND NOTICES - NEGOTIATED

1. SOLICITATION DEFINITIONS
2. PREPARATIONS HAVE OFFERORS – OTHER THAN CONSTRUCTION
3. EXPLANATION TO PROSPECTIVE OFFERORS
4. AMENDMENTS TO INVITATIONS FOR OFFERS
5. SUBMISSION HAVE OFFERS
6. FAILURE TO SUBMIT OFFER
7. LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS
8. UNNECESSARILY ELABORATE PROPOSALS OR QUOTATIONS
9. RESTRICTION ON DISCLOSURE AND USE OF DATA
10. SITE VISIT
11. FINANCIAL STATEMENT
12. CONTRACT AWARD OTHER THAN CONSTRUCTION
13. CONTRACT AWARD CONSTRUCTION
14. AUTHORIZED DEVIATIONS IN PROVISIONS

**SOLICITATION PROVISIONS
(Negotiated)**

1. MMAR 52.215-5- SOLICITATION DEFINITIONS (JUL 1987)

"Government" means United States Government.
"Offer" means "proposal" in negotiation.
"Solicitation" means a request for proposals (RFP) or a request for quotations (RFQ) in negotiation.

2. MMAR 52.215-14 - EXPLANATION TO PROSPECTIVE OFFERORS (APR 1984)

Any prospective offeror designing an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

4. MMAR 52.215-8 - AMENDMENTS TO SOLICITATIONS (DEC 1989)

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendment to this solicitation by (1) signing and returning the amendment, (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer, (3) letter of telegram, or (4) facsimile, if facsimile offers are authorized in the solicitation. The Government must receive the acknowledgment by the time specified for receipt of offers.

5. MMAR 52.215-9 - SUBMISSION OF OFFERS DEC 1989)

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

(d) Item samples, if required, must be submitted within the time specified for receipt of offers. Unless otherwise specified in the solicitation, these samples shall be (1) submitted at no expense to the Government and (2) returned at the sender's request and expense, unless they are destroyed during preaward testing.

6. MMAR 52.215-15 - FAILURE TO SUBMIT OFFER (APR 1984)

(This provision does not apply to construction.) Recipients of this solicitation not responding with an offerors should not return this solicitation, unless it specifies otherwise. Instead, they should advise the issuing office by letter or postcard whether they want to receive future solicitations for similar requirements. If a recipient does not submit an offer and does not notify the issuing office that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

7. MMAR 52.215- 10 - LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OR PROPOSALS (DEC 1989)

(a) Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it--

(1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);

(2) Was sent by mail or if authorized by the solicitation, was sent by telegram or via facsimile and it is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the Government installation;

(3) Was sent by U.S. Postal Service Express Mail Next Day Service-Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or

(4) Is the only proposal received.

(b) Any modification of a proposal or quotation, except a modification resulting from the Contracting Officer's request for "best and final" offer, is subject to the same conditions as in subparagraphs (a)(1),(2), and (3) of this provision.

(c) A modification resulting from the contracting Officer's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the Government after receipt at the Government installation.

(d) The only acceptable evidence to establish the date of mailing of a late proposal or modification sent either by U.S. Postal Service registered or certified mail is the U.S. Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the proposal, quotation, or modification shall be processed as if mailed late.

"Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors or quoters should request the postal clerks to place a hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the Government installation is the time/date stamp of that installation on the proposal wrapper or other documentary evidence of receipt maintained by the installation.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (d) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors or quoters should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(h) Proposals may be withdrawn by written notice or telegram (including Mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposals before award.

8. MMAR 52.215-7 - UNNECESSARILY ELABORATE PROPOSALS OR QUOTATIONS (APR 1984)

Unnecessarily elaborate brochures or other presentations beyond the sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's or quoter's lack of cost consciousness. Elaborate art work, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor wanted.

9. MMAR 52.215-12 - RESTRICTION ON DISCLOSURE AND USE OF DATA (APR 1984)

Offerors or quoters who include in their proposals or quotations data that they do not want disclosed to the public for any purpose or used by the Government except for evaluation purposes, shall--

(a) Mark the title page with the following legend:
"This proposal or quotation 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 or quoter 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 this restriction are contained in sheets (insert numbers or other identification of sheets);" and

(b) 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."

10. MMAR 52.237-1 - SITE VISIT (APR 1984)

(Applies when services other than construction are to be performed on Government installations.)
Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

11. MMAR 52.247-6 - FINANCIAL STATEMENT (APR 1984)

(Applies to solicitations for transportation or for transportation related services.)
The offeror shall, upon request, promptly furnish the Government with a current certified statement of the offeror's financial condition and such data as the Government may request with respect to the offeror's operations. The Government will use this information to determine the offeror's financial responsibility and ability to perform under the contract. Failure of an offeror to comply with a request for information will subject the offeror to possible rejection on responsibility grounds.

12. MMAR 52.215-16 - CONTRACT AWARD (JUL 1990) OTHER THAN CONSTRUCTION

- (a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost or price and other factors, specified elsewhere in this solicitation, considered.
- (b) The Government may (1) reject any or all offers if such action is in the public interest, (2) accept other than the lowest offer, and (3) waive informalities and minor irregularities in offers received.
- (c) The Government may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.
- (d) The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the offer.
- (e) A written award or acceptance of offer mailed or otherwise furnish to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer for part of an offer, as provided in paragraph (d) above), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.
Negotiations conducted after receipt of an offer do not constitute a rejection or counter offer by the Government.
- (f) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.
- (g) The Government may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or subline items. An offer is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is reasonable doubt that the offer will result in the lowest overall cost to the Government, even through it may be low evaluated offer, or it is so unbalanced as to be tantamount to allowing and advance payment.

13. MMAR 52.215-16 - CONTRACT AWARD (ALT 1) CONSTRUCTION (JAN 1991)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The Government may (1) reject any or all offers if such action is in the public interest, (2) accept other than the lowest offer, and (3) waive informalities and minor irregularities in offers received.

(c) The Government may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) The Government may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the offer.

(e) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offeror's specified expiration time, the Government may accept an offer (or part of an Offer, as provided in paragraph (d) above), whether or not there are negotiations after its receipt, unless a written not of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Government.

(f) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.

14. MMAR 52.252-5 - AUTHORIZED DEVIATIONS IN PROVISIONS (JUL 1985) (DEVIATION MMAR 52.252-5)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation or variation is indicated by the addition of "(DEVIATION)" or "(VARIATION)" after the date of the provision, if the provision is not published in the General Services Administration Acquisition Regulation (48 CFR Chapter 5). The use in this solicitation of any Federal Acquisition Regulation (MMAR) provision with an authorized deviation or variation that is published in the General Services Administration Acquisition Regulation is indicated by the addition of "(DEVIATION (MMAR provision no.))" or "(VARIATION (MMAR provision no.))" after the date of the provision.

(b) The use in this solicitation of any General Services Administration Acquisition Regulation provision with an authorized deviation or variation is indicated by the addition of "(DEVIATION)" or "(VARIATION)" after the date of the provision.

(c) Changes in wording of provisions that are prescribed for use on a "substantially the same as" basis are not considered deviations. Therefore, when such provisions are not worded exactly the same as the MMAR or MMAR provision, they are identified by the word "(VARIATION)."

Section L – Instructions, Conditions, and Notices to Offerors

**U.S. GOVERNMENT PRINTING OFFICE (US GPO)
Instructions, Conditions, and Notices to Offerors**

**ELECTRONIC (INTEGRATED CIRCUIT (IC) EMBEDDED) PASSPORT
COVERS**

L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

This solicitation incorporates one or more provisions 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. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation.

<u>CLAUSE NO</u>	<u>CLAUSE TITLE</u>	<u>DATE</u>
52.215-1	Instructions to Offerors-Competitive Acquisition	(FEB 2000)
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Alternate IV	(OCT 1997)
52.232-38	Submission of Electronic Funds Transfer Information with Offer	(MAY 1999)

L.2 GENERAL INSTRUCTIONS

a. 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.

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

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

d. The Government 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.

e. The Government will not pay any Offeror for preparation of its proposal.

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

(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

(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."

g. The Government 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).

h. 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.

i. 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 EXPLANATION TO PROSPECTIVE OFFERORS

Any questions must be submitted no later than 3 days after the RFP release date. The Government will provide answers 5 days thereafter. The questions must be submitted in writing to the GPO Albertha Broadnax, 732 North Capitol St. NW, Washington, DC 20401 or e-mail transmission at abroadnax@gpo.gov. Any information given to the prospective Offeror concerning this RFP will be furnished promptly as a modification to the RFP, if that information is necessary in submitting an offer, or if the lack of it would be prejudicial to the Offeror.

Any information given to a prospective Offeror concerning this solicitation will be furnished promptly to other prospective Offerors as a modification to the solicitation, if that information is necessary in submitting offers, or if lack of it would be prejudicial to other prospective Offerors.

L.4 AVAILABILITY OF EQUIPMENT AND SOFTWARE

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. Failure to have equipment or software announced prior to submission of proposal may render the Offeror's proposal unacceptable.

L.5 SUBMISSION OF OFFERS

The Offeror shall package and clearly label the outside of the package with (i) the Solicitation Number and (ii) 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 the Government's attention may accompany the proposal.

The proposal shall be submitted in three parts as follows: SF 33; Part I – Price Proposal, Part II– Written Technical Proposal, and three inlay samples. These are due __TBD__ to the following:

The original proposal and electronic copies shall be submitted to the following address:

Albertha Broadnax,
Mail Stop: MMP Room A340
732 North Capitol St. NW,
Washington, DC 20401
e-mail: abroadnax@gpo.gov.

Alternative Proposals

Offerer may submit more than one proposal, each of which must satisfy the requirements of the solicitation in order to be considered (SF 33; Part I – Price Proposal and Part II– Written Technical Proposal). Each proposal submitted must be complete including separate cost information. If alternative proposals are submitted, such alternatives will be clearly labeled and identified on the cover page of each separate document. Each proposal submitted will be evaluated on its own merits.

Alternative proposals that do not meet the requirements stated in Section C of the solicitation are not desired and will not be considered.

Site Visit

In order that prospective Offerors can better understand the production of blank Passport books by GPO and the personalization printing of the passport book at a Passport Agency, there will be a visit scheduled for all Primes to see the GPO passport book assembly process and to observe passport personalization process at the Washington Passport Agency in Washington, DC. The visit to GPO will be at TBD and the visit to the Washington Passport Agency will be at TBD. Primes who wish to attend these site visits shall be limited to two attendees each and shall provide the names of the individuals to the Contracting Officer no later than TBD. These will be the only site visits scheduled.

L.5.1 SUBMISSION OF COST/PRICE PROPOSAL (PART I)

Cost/Price Proposals shall be submitted in one original paper and one electronic copy. The proposal shall contain the following tabs:

a. Solicitation, Offer and Award (SF 33) (Tab A). 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.

b. Section B - Services and Prices (Tab B). The Offeror shall indicate the price to be charged for each item in Section B rounded to the nearest whole dollar using the template provided.

c. Cost/Price Supporting Documentation (Tab C). The information requested in the proposal is required to enable the Government to perform cost or price analysis and ultimately to enable the Government and the Offeror to negotiate fair and reasonable prices. The Offeror shall prepare one summary schedule (RFP Section B) which provides the Total Amount of Cost, Total amount of cost reimbursable CLINS, the total amount of time and material CLIN, and the Overall Total Price offered. Along with the summary schedule, the Offeror is required to provide full back-up documentation for each CLIN. The back-up documentation shall detail the labor categories to be used, labor hours proposed by category, material and equipment costs, and a total cost breakdown. The Offeror shall also provide supporting cost/price documentation for all proposed subcontractors, to include the proposed type of subcontract. The Project Manager cost shall be shared across fixed priced CLINs but not as a separate item. Subcontractors may submit proprietary data directly to the Contracting Offeror or through the prime Offeror in a separate, sealed envelope. In addition to the cost back-up cited previously, DCAA contact information and/or relevant cost/pricing data should be provided for all subcontractors to facilitate the timely Government evaluation of proposals.

L.5.2 SUBMISSION OF TECHNICAL PROPOSAL (PART II)

Failure to follow the instructions in this section may result in the proposal being considered non-compliant.

L.5.2.1 Format Requirements

Sections A, B and C of written proposals shall not exceed 30 pages and, for ease of evaluation purposes, each line of the proposal will be numbered. The Executive Summary, Past Performance Survey, Compliance Matrix, and Security Plan will not count towards page limit. The Executive Summary will be limited to a maximum of two pages. Each Past Performance Reference will be limited to two pages.

Provide one original hard copy, and one electronic copy. Offerors shall format their technical proposals strictly in accordance with the following:

Technical Proposal Format

Executive Summary

Section A – Technical Excellence

A.1 Interoperability

A.1.1 Inlay (C7.2.2)

A.2 Durability

A.2.1 Warranty (C6)

A.2.2 EP Book Cover with Embedded Inlay (C7.2)

A.3 Security

A.3.1 Inlay Security (C7.2.2.4)

A.3.2 Production Facility and Transport Security (C7.2.2.4)

A.4 Design & Integration into EP

A.4.1 EP Book Covers Sheets – Requirements EP Book Cover Sheets Physical Characteristics (C7.2.1)

A.4.2 Inlay

- Standards (C7.2.2.1)

- Inlay Physical Characteristics (C7.2.2.2)

- Inlay Functional Characteristics (Operating System, micro-Controller/Processor, Memory , Functionality) (C7.2.2.3)

A.4.2 Testing

- Stage 1 Testing to be met by Offeror as Part of the Proposal (C7.2.3.1)

- Stage 2 Testing in Preparation for Pilot (C7.2.3.1)

- Stage 3 Testing during Pilot (Field Test) (C7.2.3.1)

- Stage 4 Testing under Normal Operations (C7.2.3.1)

A.4.3 Manufacturing

- Manufacturing Consumables (C7.6.3)

- Manufacturing (C7.6.4)

- Standards (C7.6.4.1)

- Quality Assurance (C7.6.4.2)

A.4.4 Adhesive (C7.4)

A.4.5 Delivery Preparations to Government or Authorized Agent (C7.6.2)

A.5 Availability (C4.1, C7.5, L4)

A.6 Technical Support (C7.5)

A.7 General

A.7.1 Personalization System Development/Test Kit (C7.1)

A.7.2 IC Readers for GPO (C7.3)

Section B – Experience

B.1 Smart Card Technology Experience

B.2 14443 Standards and Interoperability Specifications Experience

B.3 ICAO Specifications Experience

B.4 Past Performance with Contracts of Similar Size, Scope, and Complexity

Section C – Management Approach

C.1 Electronic Passport (EP) Cover Development, Testing, Manufacturing, and Delivery

C.2 Engineering Support

C.3 Quality and Security Control

Appendix A: Compliance Matrix

Appendix B: Past Performance References

Appendix C: Test Requirements Check List

Appendix D: Security Plan

Compliance matrix

A requirements compliance matrix, attached in Section J, will be filled out, with cross-referencing to proposal text (line numbers), and will be included as an appendix to each Offeror's proposal. The compliance matrix shall be used only to show compliance and shall not be used to describe or elaborate upon the Offeror's capabilities, thus it will not be counted toward page limit.

Past Performance

In Appendix B, the Offeror and any proposed Subcontractor (s) shall list a maximum of 5 past performance citations for either ongoing Government prime contracts and subcontracts for the same or, similar work, completed in the past three (3) years. Pertinent work under non-Government contracts may also be included. In order to evaluate past performance, it is critical that the Government have complete and accurate information on organizations for which the Offeror has previously performed work. To facilitate these checks, the Offeror shall ensure the accuracy of these references. The Offeror and the proposed Subcontractor (s) shall furnish the following for each of the cited contracts:

1. Customer's Name and Address
2. Telephone and facsimile numbers of the Contracting Officer and the Contracting Officer's Representative
3. Contract Number
4. Contract Type
5. Contract Amount
6. Contract Effective Date and Completion Date
7. Place(s) of Performance
8. Number of Professional/Technical Personnel
9. Description of Contract Work, Scope, and Responsibilities
10. Statement of how the contract work is the same as or similar to the required work. It is not sufficient to simply state that it is the same or similar in scope or magnitude.
11. Performance - Offerors should not provide general information on their performance on the identified contracts. General performance information will be

obtained from the references. The Offeror should provide information on exceptional events or circumstances, positive or negative, associated with the contract, for example: cost overrun/underrun information, information on default or termination for the convenience of the client, awards or outstanding achievements, examples of effective and timely performance, etc.

12. List of major subcontractors – identify percentage share of work performed by each subcontractor.

Security Plan

In Appendix D of the proposal, the Offeror shall provide a security plan. The plan will not be reviewed as part of the Technical Evaluations. It will however be reviewed by the appropriate U.S. Government security entity. Section J of this RFP has an example of a security plan to provide the Offeror information on the level of detail expected in the Offeror's plan.

L.5.2.2 Content Requirements

Offerors shall provide, in the format described above in L 5.2.1, a detailed written technical proposal addressing the following areas:

- a) Technical Excellence, including responsiveness to SOW requirements and ability to meet delivery schedule. While we expect a reply to each of the requirements in the statement of work, proposals shall describe approach in greater detail for the following major categories:
 - i. Interoperability
 - ii. Durability (both physical and electronic)
 - iii. Security
 - iv. Design and Integration into EP
 - v. Availability
 - vi. Technical Support
 - vii. General
- b) Experience, including:
 - i. Overall experience with contact/contactless smart card technology
 - ii. Experience with ISO 14443 and its referenced standards and interoperability specifications
 - iii. Experience with ICAO specifications/recommendations
 - iv. Past Performance with Contracts of Similar Size, Scope, and Complexity
- c) Management Approach including:
 - i. EP Book Cover development, testing, manufacturing, and delivery in time to meet the Milestone deadlines specified in Section F
 - ii. Engineering support

- iii. Quality and security control

L5.3 Past Performance Surveys Submitted by Offeror's References

Each Offeror will be evaluated on its performance, and that of any significant Subcontractors, under existing and prior contracts for similar products or services. The Government will focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration. The Past Performance Survey identified in Section J will be used to collect this information. The Offeror will provide the references identified in Appendix B of its Technical Proposal with the Past Performance Survey and request that it be completed by the reference and returned directly to GPO at the address on the survey by TBD. Telephonic interviews may also be conducted if necessary. References other than those identified by the Offeror may be contracted by the Government and the information received used in the evaluation of the Offeror's past performance.

L.6 TYPE OF ORDER

A (Fixed Price, Cost Reimbursable, and Time and Materials) task order will be awarded as a result of this solicitation.

SECTION – D PREPARATION, PACKAGING AND MARKING

NOT APPLICABLE

SECTION- E – INSPECTION AND ACCEPTANCE

NOT APPLICABLE

Section F – DELIVERABLE SCHEDULE

**U.S. GOVERNMENT PRINTING OFFICE (U.S. GPO
DELIVERABLE SCHEDULE**

**ELECTRONIC (INTEGRATED CIRCUIT (IC) EMBEDDED) PASSPORT
COVERS**

F. Base Year

Item	Amount	Delivery Date
Personalization System Test Kit (CLIN 0001) (Mandatory)	7	Within 1 day of contract award
EP Book Cover Sheets for Test Book Production (CLIN 0002) (Mandatory)	700	Within 10 working days of contract award
Readers for U.S. GPO (CLIN 0003) (Optional)	1-50	Within 10 working days of contract award
Technical Support (CLIN 0004) On-Call (Mandatory)	80 - 4000 hrs.	As needed
EP Book Cover Sheets for SIA Pilot (CLIN 0005) (Optional)	1,000 - 20,000 EP Book Cover sheets (3,000 - 60,000) EP Book Covers)	Within 40 working days after receipt of order.
EP Book Cover sheets for Domestic Agency Pilot and Full Agency Deployment (CLIN 0006) (Optional)	1,000 to 2.9 million EP Book Cover Sheets	Within 40 days after receipt of order.
Adhesive (Testing) (CLIN 0007) (Mandatory)	Sufficient quantity of adhesive to attach EP Book Cover to inside end page material for identified quantity of book covers for book testing plus spoilage. Under current production conditions, one gallon of adhesive will produce 1500 three-up cover strips.	Within 10 working days of contract award
Adhesive (SIA Pilot) (CLIN 0007) (Mandatory)	Sufficient quantity of adhesive to attach EP Book Cover to inside end page material for identified quantity of book covers for the SIA pilot plus spoilage. Under current production conditions, one gallon of adhesive will produce 1500 three-up cover strips	Within 40 working days after receipt of order
Adhesive (Domestic Agency Pilot and Full Agency Deployment) (CLIN 0008) (Optional)	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers for Domestic Agency Pilot and Full Agency Deployment . Under current	Within 40 working days after receipt of order.

Item	Amount	Delivery Date
	production conditions, one gallon of adhesive will produce 1500 three-up cover strips.	
Travel (CLIN 0009) (Optional)	As Needed	
Extended Warranty (CLIN 00010) (5Year) (Optional)	As Needed	
Extended Warranty (CLIN 00011) (10 Year) (Optional)	As Needed	

F1. Option Year One

Item	Amount	Delivery Date
Readers for U.S. GPO (CLIN 1003) (Optional)	1-50	As needed
Electronic Passport (EP) Book Cover Sheets for Full Production (CLIN 1006) (Optional)	1,000 to 1 million EP Book Cover Sheets 1 – 2.5 million EP Book Cover Sheets 2.5 – 3.5 million EP Book Cover Sheets	Within 40 working days after receipt of order.
Technical Support (CLIN 1004) (Mandatory)	Est. 80 – 4000 hrs.	As needed
Adhesive (for full production) (CLIN 1008) (Optional)	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN 1006	Within 40 days after receipt of order.
Travel - (CLIN 1009) (Optional)	As Needed	
Extended Warranties (CLIN10010) (5Year) (Optional)	As Needed	
Extended Warranty (CLIN	As Needed	

Item	Amount	Delivery Date
10011) (10 Year) (Optional)		

F2. Option Year Two

Item	Amount	Delivery Date
Readers for U.S. GPO (CLIN 2003) (Optional)	1-50	As needed
Electronic Passport (EP) Book Cover Sheets for Full Production (CLIN 2006) (Optional)	1,000 to 1 million EP Book Cover Sheets 1-2.8 million EP Book Cover Sheets 2.8 – 3.8 million EP Book Cover Sheets	Within 40 working days after receipt of order.
Technical Support (CLIN 2004) (Mandatory)	Est. 80 – 4000 hrs.	As needed
Adhesive (for full production) (CLIN 2008) (Optional)	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN 2006	Within 40 days after receipt of order.
Travel - (CLIN 2009) (Optional)	As Needed	
Extended Warranties (CLIN 20010) (5 Year) (Optional)	As Needed	
Extended Warranty (CLIN 20011) (10 Year) (Optional)	As Needed	

F3. Option Year Three

Item	Amount	Delivery Date
Readers for U.S. GPO (CLIN 3003) (Optional)	1-50	As needed

Item	Amount	Delivery Date
Electronic Passport (EP) Book Cover Sheets for Full Production _(CLIN 3006) (Optional)	1,000 to 1 million EP Book Cover Sheets 1 –3.1 million EP Book Cover Sheets 3.1 – 4.1 million EP Book Cover Sheets	Within 40 working days after receipt of order.
Technical Support (CLIN 3004) (Mandatory)	Est. 80 – 4000 hrs.	As needed
Adhesive (for full production) (CLIN 3008) (Optional)	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN 3006	Within 40 days after receipt of order.
Travel - (CLIN 3009) (Optional)	As Needed	
Extended Warranties (CLIN 30010) (5 Year) (Optional)	As Needed	
Extended Warranty (CLIN 30011) (10 Year) (Optional)	As Needed	

F4. Option Year Four

Item	Amount	Delivery Date
Readers for U.S. GPO (CLIN 4003) (Optional)	1-50	As needed

Item	Amount	Delivery Date
Electronic Passport (EP) Book Cover Sheets for Full Production _(CLIN 4006) (Optional)	1,000 to 1 million EP Book Cover Sheets 1 – 3.4 million EP Book Cover Sheets 3.4 – 4.4 million EP Book Cover Sheets	Within 40 working days after receipt of order.
Technical Support (CLIN 4004) (Mandatory)	Est. 80 – 4000 hrs.	As needed
Adhesive (for full production) (CLIN 4008) (Optional)	Sufficient quantity of adhesive in 55-gallon drums to attach EP Book Cover to inside end page material for identified quantity of book covers ordered in CLIN: 4006	Within 40 days after receipt of order.
Travel - (CLIN 4009) (Optional)	As Needed	
Extended Warranties (CLIN 40010) (5 Year) (Optional)	As Needed	
Extended Warranty (CLIN 40011) (10 Year) (Optional)	As Needed	

SECTION - G - CONTRACT ADMINISTRATION DATA

1. Contracting Officer (CO) Herbert Jackson, Jr.
(202) 512-0937
2. Contract Specialist Albertha Broadnax
(202) 512-0966
3. Invoices **US Government Printing Office
Comptroller
North Capitol & H Streets NW
Mail Stop: FMCS
Washington, DC 20401
(202) 512-0874 - LOCAL
1-800-BILLGPO (1-800-245-5476)**

5. Payment

Payments under this contract will be made by the

Government by electronic funds transfer (EFT). If EFT is requested, please call 1-800-BILLGPO.

NOTICE:

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

Material ACQUISITION REGULATION (48 CFR CHAPTER 1)

NUMBER	DATE	TITLE
52.232.28	APR 1989	ELECTRONIC FUND TRANSFER PAYMENT METHOD.

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.

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

1. **Minimum Bid Acceptance Period**

- a. "Acceptance period" as used in this provision, means the number of calendar days available to the Government for awarding a contract from the date specified in this solicitation for receipt of bids.
- b. This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.
- c. The Government requires a minimum acceptance period of 60 calendar days.
- d. In the space provided immediately below, bidders may specify a longer acceptance period than the Government's minimum requirement.
A bid allows the following acceptance period: calendar days.
- e. A bid allowing less than the Government's minimum acceptance period will be rejected.
- f. The bidder agrees to execute all that it has undertaken to do, in compliance with the bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph c. above or (2) any longer acceptance period stated in paragraph d. above.

PRE-AWARD SURVEY

So that the Government may be assured each bidder can satisfy the requirements of this Schedule, it reserves the right (1) to conduct a pre-award survey on any or all bidders, and (2) to consider the results of such survey in any determination to award.

- a. A pre-award shall establish the contractor's competence in technical, managerial, financial and similar areas related to the bidder's ability to perform.
- b. The Contractor is expected to cooperate in the pre-award and to provide all such reasonable information as maybe necessary to its purposes.
- c. Only those bids from proven or obviously capable suppliers are solicited.

Key Personnel

The personnel designated in the contract schedule are considered essential to the work being performed under this contract. Before removing, replacing or diverting any of the proposed or specified personnel, the contractor will (1) notify the Contracting Officer within 5 days in advance and (2) submit justification (including proposed substitution) in sufficient detail to permit evaluation of the impact on the contract.

The Contractor shall make no diversion without the Contracting Officer's written consent; provided that the Contracting Officer may ratify in writing the change, and that ratification shall constitute Contract Officer's consent required by this clause.

The list of personnel specified in the contract schedule may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add and delete personnel.

List here the personnel essential unless they are specified in the contract schedule.

SECTION M – EVALUATION FACTORS FOR AWARD

U.S. GOVERNMENT PRINTING OFFICE (GPO)

Instructions, Conditions, and Notices to Offerors

ELECTRONIC (INTEGRATED CIRCUIT (IC) EMBEDDED) PASSPORT COVERS

M1 General Selection and Award Conditions

This section describes the technical and price factors for proposal evaluation.

M.1 Evaluation

- a) The Government anticipates awarding a contract to the Offeror(s) whose proposal is the most advantageous to the Government, price and other factors considered.
- b) Technical proposals will be evaluated based on the factors described in Section M4.3.2. Technical and Price are equally important. Award may be made to other than the lowest priced technically acceptable proposal.
- c) Written proposal clarification or explanation requests may be issued by the Contracting Officer (CO), after initial technical evaluation is completed, in order to fully access and evaluate the merits of proposal submitted.
- d) The Government 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. The Offeror shall demonstrate an understanding of all requirements and a capability to provide the required services. An Offeror that fails to fulfill all requirements shall not be eligible for contract award. The Government reserves the right to reject a proposal that does not address the totality of the RFP requirements.
- e) The Government may award this contract without discussions. Accordingly, the RFP offer should be submitted on the most favorable price and technical terms that the offering firm and team arrangement can submit to the Government.

M.2 Bases for Award and Ordering

M.2.1 Basis for Award

The following conditions must be met in order for the Offeror to be eligible for award of the contract:

- The responses to the RFP must comply in all material respects with law, regulation and all requirements set forth in the RFP; and
- The responses to the RFP must be determined responsive according to the standards in FAR Subpart 9.1. This selection will be based on how well each response satisfies the evaluation criteria as described in the paragraphs below.

M.2.2 Basis for Ordering

After award (multiple awards are expected) Offerors' products will be evaluated in lab and field tests before orders are made for the Pilots and Full Agency Deployment of the EP starting in late CY2004 and reaching completion at all domestic issuance agencies and centers by December 2005.

Lab Testing of Test Books in Preparation for Pilots

DoS, U.S. GPO and NIST will conduct the first round of post-award evaluations to determine how well EP Book Cover Sheets perform in terms of book fabrication, personalization, and inspection, with special attention on the physical durability of the EP Book. The maroon book cover sheets delivered on day ten after award will be used by U.S. GPO to fabricate Test Books. U.S. GPO will observe and record how each Offeror's product passes through and performs in the book fabrication process. DoS will personalize the resulting test books with dummy data observing and recording the performance of each Offeror's product in the personalization and inspection processes including; TOPPAN printing, fraud, and security test. NIST will subject a number of the personalized test books to various physical tests to investigate the durability of the Offeror's product in a finished EP book.

Many of these lab tests will continue after the first round of post-award evaluations.

Field Test of Issued EP Books during Pilots

Based on the results of the lab tests, DoS will purchase EP Book Cover Sheets for EP book operational field testing. The operation field testing will occur during the two Pilots: the issuance of official EPs beginning in December 2004 at SIA (SIA Pilot) followed by the issuance of tourist EPs at one domestic issuing agency (Domestic Agency Pilot) in early CY2005. The performance of each Offeror's product will be observed and recorded in U.S. GPO book fabrication, DoS personalization and in use/inspection.

The results of all the lab and field testing, in conjunction with offered costs, will be used in choosing products for Full Agency Deployment.

M.3 Award on Initial Proposals

The Government may award this contract without discussions, according to the provisions of FAR Part 15.610. Accordingly, the RFP offer should be submitted on the most favorable price and technical terms that the offering firm and team arrangement can submit to the Government.

M.4 Evaluation Criteria

M.4.1 General

The evaluation will be based on an integrated assessment of the information submitted in the Offeror's proposal. The integrated assessment will address mandatory requirements, terms and conditions, technical factors and price.

M4.2 Risk Assessment

The integrated assessment of proposals will include a risk assessment for the Overall Technical and Price. The Government will assess the technical risk associated with the Offeror's proposal for schedule, price and performance/delivery.

M.4.3 Best Value Evaluation Methodology

Evaluation will be made on two selection factors – Technical and Price. In the evaluation, technical and price are equally important.

M.4.3.1 COST PROPOSAL EVALUATION

Offerors' cost proposals will be evaluated to determine cost realism and reasonableness. Costs that are excessively high or low may be considered unrealistic and unreasonable, and may receive no further consideration.

M.4.3.2 TECHNICAL EVALUATION CRITERIA

In rating the technical proposals, the following three technical factors (Technical Excellence, Experience, and Management Approach) are listed in descending order of importance. Experience and Technical Excellence combined are significantly more important than Management Approach.

- A. Technical Excellence includes responsiveness to SOW requirements and ability to meet delivery schedule. While we expect a reply to each of the requirements in the SOW proposals shall describe approach in greater detail for the following categories in descending order of importance.
 - i. Interoperability: Offeror's ability to provide a solution that meets all the appropriate ICAO recommendations and Government standards related to interoperability specified in section C.
 - ii. Durability: Offeror's ability to provide a solution that meets all the appropriate durability requirements specified in section C including the 10 year physical durability of the EP.
 - iii. Security: Offeror's ability to provide a solution that meets all the appropriate security requirements specified in section C.
 - iv. Design & Integration into EP: Offeror's ability to provide a solution that meets all the appropriate design and book integration requirements specified in section C.
 - v. Availability: Offeror's ability to provide a solution that meets all the appropriate availability requirements specified in section C.

- vi. Technical Support: Offeror's ability to provide on call technical support for the duration of the contract.
- vii. General: Offeror's ability to adequately address the following items.
 - Providing IC electronic passport readers.
 - Government right to modify the stated EP Book Cover requirement to take advantage of technological improvements that enable increased performance or capacity.
 - Requirements for specialized and/or non-COTS hardware, software, and consumables
 - Availability and redundancy of production operations

B. Experience, including;

- i. Overall experience with contact/contactless smart card technology
- ii. Experience with 14443 standards and interoperability specifications
- iii. Experience with ICAO specifications
- iv. Past Performance with Contracts of Similar Size, Scope, and Complexity
The Offeror's past performance will be evaluated using the following:

Quality of Product and/or Service

Timeliness of Performance

Price/Cost Control

Business Relations

Customer Satisfaction

Information will be obtained from the references listed in each Offeror's proposal, other customers known to the Government, consumer protection organizations, and others who may have useful and relevant knowledge of the Offeror's past performance. At the discretion of the Government, the past performance of significant subcontractors may also be evaluated.

In evaluating past performance, the Government will consider the available information and give it such weight as it deems appropriate. Favorable and unfavorable references for an Offeror will not be averaged. One unfavorable reference, if deemed by the Government to be reliable and relevant to performance of the solicited products/services, may be the basis for a negative evaluation notwithstanding other more positive information. Conversely, a reliable and relevant favorable reference may be given substantial weight in a positive evaluation.

C. Management Approach including the degree in which the Offeror can demonstrate its ability to:

- i. Develop, test, manufacture, and deliver the EP Book Covers in time to meet the schedule specified in Section F.
- ii. Technical support services for the full life cycle of the EP
- iii. Quality and security control