

Combined Synopsis/Solicitation: 49100420Q0001
NSF 1099 Printing and Mailing Services

- (i) This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Subpart 12.6, as supplemented with additional information included in this notice and Subpart 13.5. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued.
- (ii) The solicitation number is 49100420Q0001 and this solicitation is issued as a request for quotation (RFQ).
- (iii) This solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-95.
- (iv) This acquisition is unrestricted and the associated NAICS code is 511210 “Software Publishers.”
- (v) Contract Line Items are as follows:

Item Number	Description POP: November 9, 2019 through June 30, 2020
1	The Contractor shall assess all applicable IRS documentation pertaining to publication and mailing of Forms 1099-MISC and incorporate into the Contractor’s Project Plan discussions with the COR on any and all changes from the IRS’s requirements for tax year 2019. The Project Plan shall include discussion of all relevant software and processes (e.g., software for formatting our data file to the 1099, software for determining forwarding addresses, and the like) the contractor intends to use in the execution of this effort. If forwarding addresses are incorporated in the contractor’s mailing, the methodology to apply the mail forwarding must be approved by the COR.
2	The contractor shall take the encrypted file generated by NSF Division of Financial Management (DFM) and generate IRS Forms 1099 (hereafter referred to as Forms 1099 or 1099s) from the file in accordance with IRS specifications, specifically IRS Publication 1220 and relevant directives
3	The contractor shall supply the print and mailing media that meets IRS specifications. Print media shall include the ability to include separate NSF correspondence in all or a subset of the forms. The contractor shall provide samples of the media (forms and/or mailing envelopes) to NSF.
4	The contractor shall work with NSF Contracting Officer or Contracting Officer’s Representative (COR) to obtain the indicia permit number and stamp on the 1099 envelopes for mailing, if required.
5	The contractor shall count the number of 1099s ¹ , and reconcile to the total count on the 1099 file provided by NSF; final count to be reported to the NSF Contracting Officer and COR prior to actual mailing. Contractor shall accommodate an NSF site visit to validate the work before mailing.
6	The contractor shall calculate total amount of postage used and amount must reconcile to the total count of the 1099s mailed multiplied by cost of each mailing; final amount is to be reported to the COR.

¹ Previous Forms 1099-MISC mailings averaged 11,700 information returns.

7	The contractor shall provide appropriate security protection to the NSF file through all stages of processing. The final report shall attest that all NSF files were appropriately protected, indicate any exceptions, and indicate that all copies of the file were destroyed.
---	---

- (vi) Description of the Requirement - The purpose of this contract is to support the printing and mailing services for NSF's tax information; i.e., IRS Forms 1099.
- (vii) The place of delivery is both at the Contractor and Government Site. Deliverables shall consist of the following:

Deliverable	Description	Schedule
1.	Contractor shall establish an initial meeting with the Contracting Officer's Representative.	NLT 1 week from project start date ²
2.	Contractor shall produce a final project plan detailing the specified deliverables and requirements for meeting the deliverables. Project plan should include name and version of the software contractor intends to use to complete the mailing.	NLT 1 weeks from project start date
3.	Contractor shall supply for printing all necessary print and mailing media. Contractor shall produce samples of the printed forms to be used for review and approval by NSF COR.	NLT December 20, 2019
4.	Contractor shall have the ability to upload NSF 1099 information into the contractor's software for printing using a text delimited or Microsoft Excel format. Contractor shall also have the ability to accept Adobe pdf format for direct printing.	NLT January 3, 2020
5.	Contractor shall receive test file from NSF COR, perform a trial run of the 1099 file generation to ensure software compatibility, and report the results of the trial run to the NSF COR.	NLT January 3, 2020
6.	Contractor shall print, fold (as necessary), perforate (as necessary), stuff, and seal all envelopes (or pressure-sealed forms) with printed forms 1099 as generated from the file sent by the NSF COR.	NLT January 24, 2020
7.	Contractor shall ensure that both NSF's and 1099 recipient's names and addresses are properly displayed in the appropriate envelope windows. Contractor shall ensure that all information on the 1099 considered security sensitive is not displayed through the envelope.	NLT January 24, 2020
8.	Contractor shall print or affix the proper postage to each envelope prepared for mailing.	NLT January 24, 2020
9.	Contractor shall perform a final count of mailings, as well as a final postage calculation and report to the NSF Contracting Officer and NSF COR for approval prior to mailing.	NLT January 24, 2020
10.	Contractor shall deliver to the Post Office for mailing all completed, stuffed, and sealed Forms 1099 and notify the COR when this step is completed.	NLT January 31, 2020
11.	Contractor shall submit the final 1099 file to IRS.	NLT January 31, 2020

² Project start date is no earlier than December 9, 2019.

Deliverable	Description	Schedule
12.	Contractor shall deliver a closeout report, including attestation of completion of all the requirements and destruction of all NSF files, including any duplicates.	NLT February 7, 2020
13.	Contractor shall re-print and re-mail 1099 tax forms as requested by NSF and provide the software disk (excel file and actual 'image' of each individual 1099 mailed out). NSF vendors who have received tax filing extension from IRS may need their form re-printed in May or June.	NLT March 20, 2020

- (viii) The provision at 52.212-1, Instructions to Offerors-Commercial, applies to this acquisition with no addenda.
- (ix) In accordance with the provision at 52.212-2, Evaluation-Commercial Items, the Government will issue an award resulting from this combined synopsis/solicitation to the responsible offeror who provides the lowest price and is technically acceptable (LPTA).
- (x) If the offeror has not completed the online representations and certifications at <https://www.sam.gov>, the offerors shall include a completed copy of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items, with its offer.
- (xi) The clause at 52.212-4, Contract Terms and Conditions-Commercial Items, applies to this acquisition with no addenda.
- (xii) The clause at 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items, applies to this acquisition.

The following additional clauses apply:

- 52.209-10 Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015)
- 52.233-3 Protest After Award (Aug 1996)
- 52.233-4 Applicable Law for Breach of Contract Claim (Oct 2004)
- 52.203-6 Restrictions on Subcontractor Sales to the Government (Sept 2006)
- 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2015)
- 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Oct 2015)
- 52.219-8 Utilization of Small Business Concerns (Oct 2014)
- 52.219-28 Post Award Small Business Program Representation (Jul 2013)
- 52.222-3 Convict Labor (Jun 2003)
- 52.222-21 Prohibition of Segregated Facilities (Apr 2015)
- 52.222-26 Equal Opportunity (Sept 2016)
- 52.222-35 Equal Opportunity for Veterans (Oct 2015)
- 52.222-36 Equal Opportunity for Workers with Disabilities (Jul 2014)
- 52.222-37 Employment Reports on Veterans (Oct 2015)

- 52.222-40 Notification of Employee Rights Under the National Labor Relations Act (Dec 2010)
- 52.222-50 Combatting Trafficking in Persons (Mar 2015)
- 52.222-54 Employment Eligibility Verification (Oct 2015)
- 52.223-18 Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011)
- 52.225-13 Restrictions and Certain Foreign Purchases (Jun 2008)
- 52.232-33 Payment by Electronic Funds Transfer—System for Award Management (Jul 2013)
- 52.239-1 Privacy or Security Safeguards (Aug 1996)

(xiii) NSF will:

Description	Schedule/Deliverable Date
NSF will generate a 1099 test file with truncated or no Social Security Numbers (SSN) to Contractor for printing. File will be password-protected and encrypted using appropriate encryption software (e.g., Accellion).	Per contactor’s project plan
NSF will generate the actual 1099 file(s) with truncated SSN to Contractor for printing. File(s) will be password-protected and encrypted.	NLT January 17, 2020
NSF will give approval on mailing upon receiving from Vendor the final count of 1099s to be mailed and total final postage charged.	NLT January 27, 2020

(xiv) This is not a Defense Priorities and Allocations System (DPAS) rated acquisition.

(xv) **Quotes are due at 12:00 p.m. EST, on Monday, October 28, 2019.** Quotes shall be emailed to the contract specialist, Angela Johnson, at anjohnso@nsf.gov and reference the solicitation number as listed in section (ii) of this Combined Synopsis/Solicitation.

(xvi) For information regarding this procurement, please contact Angela Johnson, Contract Specialist at anjohnso@nsf.gov or (703) 292-7910.