

March 23, 2015 through January 31, 2016														
-----	-----	-----			-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
		SIGNATURE PRINTERS	TPH, NY		LITHEXCEL		FCL					GATEWAY		HUTCHISON
BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
10	244.88	2,448.80	200.00	2,000.00	230.00	2,300.00	663.20	6,632.00		0.00	1,000.00	10,000.00	391.00	3,910.00
30	43.43	1,302.90	173.35	5,200.50	102.00	3,060.00	320.00	9,600.00		0.00	187.00	5,610.00	141.00	4,230.00
400	36.38	14,552.00	25.00	10,000.00	88.00	35,200.00	40.00	16,000.00		0.00	80.00	32,000.00	49.90	19,960.00
1,200	9.51	11,412.00	18.80	22,560.00	25.00	30,000.00	22.54	27,048.00		0.00	12.55	15,060.00	16.60	19,920.00
		\$29,715.70		\$39,760.50		\$70,560.00		\$59,280.00		\$0.00		\$62,670.00		\$48,020.00
	0.00%	\$0.00	0.25%	\$99.40	1.00%	\$705.60	3.00%	\$1,778.40	1.00%	\$0.00	2.00%	\$1,253.40	5.00%	\$2,401.00
		\$29,715.70	30 days	\$39,661.10		\$69,854.40		\$57,501.60		\$0.00		\$61,416.60		\$45,619.00

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4 AND FAX NO LATER THAN: 11:00 A.M., MARCH 10, 2015, FAX NO. (843) 743-2068, OR E-MAIL TO infocharleston@gpo.gov. ANY QUOTES RECEIVED AFTER 11:00 A.M. WILL NOT BE CONSIDERED.

U.S. GOVERNMENT PUBLISHING OFFICE
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

“My Healthe Vet Secure Messaging eBenefits User Guide for Veterans”

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Department of Veterans Affairs
Columbia, SC

Single Award

THIS PROCUREMENT IS BEING SOLICITED AS A SMALL PURCHASE REQUEST FOR QUOTATION (RFQ). THE SEALED BIDDING TERMINOLOGY AS USED THROUGHOUT THESE SPECIFICATIONS IS SYNONYMOUS WITH THEIR NEGOTIATED PROCUREMENT COUNTERPARTS UNLESS SPECIFICALLY STATED OTHERWISE. NEGOTIATED PURSUANT TO 41 U.S.C. 5(1).

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending January 31, 2016, plus up to four optional 12-month extension period(s) that may be added in accordance with the “Option to Extend the Contract Term” clause in Section 1 of this contract.

BID OPENING: Bids shall be publicly opened at 11:00 a.m., Eastern Standard Time, on March 10, 2015.

This is a new procurement, hence no abstract is available.

NOTE: Direct all questions concerning these specifications to Bruce Canzanella (843) 743-2036, Ext. 1, or E-mail bcanzanella@gpo.gov. (No collect calls.)

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August, 2002)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

DISPUTES CLAUSE: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at www.gpo.gov/pdfs/vendors/contractdisputes.pdf.

SUBCONTRACTING: Subcontracting is not allowed.

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

Product Quality Levels:

- (a) Printing (Page related) Attributes -- Level III.
- (b) Finishing (Item related) Attributes -- Level III.

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

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

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

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approved proofs/Electronic Media
P-10 Process Color Match	Approved Proofs/Electronic media

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to January 31, 2016, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending October 31, 2014, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

All operations necessary in the performance of this test shall be performed at the facilities in which the contract production will be performed.

No charges will be allowed for costs incurred in the performance of this preaward test.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through January 31, 2016, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all billing to: U.S. Government Printing Office, Comptroller, Stop FMCE, Financial Management Service, Washington, D.C. 20401.

TO INSURE PAYMENT FROM GPO, PLEASE MAKE SURE TO USE THE GPO BAR CODE COVER SHEET WITH YOUR INVOICE. REFER TO THE FOLLOWING WEB PAGE FOR INSTRUCTIONS:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

MODIFICATIONS: If any additional costs are incurred during the production of any print order under this contract due to Government action (i.e. AA's), contractor is **REQUIRED** to contact the Printing Specialist in writing for approval **BEFORE** proceeding.

NOTE: Contractor's billing invoice must be itemized in accordance with the line items in the "Schedule of Prices."

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a separate-covered, saddle-stitched booklet requiring such operations as electronic prepress, printing, four-color process, binding, packing, and distribution.

TITLE: My Healthe Vet Secure Messaging eBenefits User Guide for Veterans.

FREQUENCY OF ORDERS: Approximately 10 orders per year.

QUANTITY: Approximately 3,000 copies per order.

NUMBER OF PAGES: Approximately 40 text pages, plus covers, per order.

TRIM SIZE: 11 x 8-1/2”.

GOVERNMENT TO FURNISH: Electronic media will be furnished as follows:

Platform: IBM, Windows 7.

Storage Media: E-mailed files.

NOTE: CD is the secondary means of providing the electronic files to the contractor if unable to transmit via e-mail.

Software: Press quality PDF, Acrobat 8.

Fonts: All printer and screen fonts will be embedded.

Contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

One reproduction proof, Form 905 (R. 6/03), with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Mr. William Huffin (803-776-4000, ext 6783) immediately.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

If changes were made to the file, the contractor must furnish final production native application files (digital deliverable) on a CD-ROM upon completion of the order. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, or any proprietary file formats other than those supplied, unless specified by the Government.

PROOFS: Proofs will be required for the first print order and when agency makes changes to file. Proof will be withheld not more than 2 day(s) from receipt by the Government to receipt in contractor's plant. Deliver proof and copy to Agency at address indicated in the Distribution section below. Contractor is responsible for all costs incurred in the delivery and pickup of proofs. It is understood that the proof supplied under this contract will match the final output. If return of proofs is required, contractor will provide self addressed shipping label.

One set of digital color content proofs for cover and all pages. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

PLUS, One set of inkjet proofs that is G7 profiled and use pigment-based inks. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647 standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2009 or later).

For subsequent print orders, proofs will NOT be required; however, contractor will be responsible for final output that is in conformance with the initial print order.

Contractor must not print prior to receipt of an OK TO PRINT.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

JCP Code A60, Offset Book, White, Basis Size 25 x 38" Basis Weight 60#
JCP Code K10, Index, White, Basis Size 25-1/2 x 30-1/2" Basis weight 110#

PRINTING: Print cover and text head to foot in four color process. Covers 1, 2, 3, and 4 print. Booklet is landscape orientation. Offset printing only. Digital printing is not acceptable.

MARGINS: As indicated in the electronic media. No bleeds.

BINDING: Saddle stitch in two places on the 11" top binding edge. Trim three sides.

PACKING: Pack suitably in shipping containers not to exceed 45 pounds when fully packed.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the Columbia, SC address listed under "Distribution".

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

DISTRIBUTION: Final product delivers f.o.b. destination to: Dorn VA Medical Center Warehouse, Building 100, 6439 Garners Ferry Road, Columbia, SC 29209 Attn: Mr. William Huffin, (803-776-4000, ext 6783).

Deliver 1 copy of each order placed f.o.b. destination to: Government Publishing Office, 2825 Noisette Boulevard., North Charleston, SC 29405, Attn: Compliance.

For each order placed, contractor must notify the ordering agency on the same day that the product ships via e-mail sent to william.huffin@va.gov AND infocharleston@gpo.gov. The subject line of this message shall be "Distribution Notice for Program 6414-S, Jacket XXX-XXX, P.O. XXXXX, Print Order XXXXX." The notice must provide all applicable tracking numbers, shipping method, and title of product. Contractor must be able to provide copies of all delivery and shipping receipts upon agency request.

RECEIPT FOR DELIVERY: Contractor must furnish his own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's billing for payment.

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

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Proofs must be delivered to and picked up from: Dorn VA Medical Center Warehouse, Building 100, 6439 Garners Ferry Road, Columbia, SC 29209 Attn: Mr. William Huffin, (803-776-4000, ext 6783).

No definite schedule for pickup of material can be predetermined.

The following schedule begins the SAME workday as notification of the availability of print order and furnished material. The same workday of notification will be the first workday of the schedule.

For the first order, contractor must complete production and distribution within six work days of proof approval. Subsequent orders must be delivered within six work days of receipt of notification of availability of print order. Delivery must be made no later than 3:30 p.m.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

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

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.

	(1)	(2)
(a)	10	30
(b)	40	1,200

THIS PAGE IS INTENTIONALLY BLANK.

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Charleston GPO. If such orders are placed by the agency, and no Modification is received from the Charleston GPO, the contractor is to notify GPO Charleston immediately. Failure to do so may result in nonpayment.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per-1,000 rate.

A charge will be allowed for each text page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations (including paper) necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Cover: Printing in four-color process, including binding.....per complete cover.....	\$ _____	\$ _____
(b) Text: Printing in four-color process, including binding.....per page.....	\$ _____	\$ _____

(Initials)

BIDDER'S NAME AND SIGNATURE: Fill out and return "Section 4. – Schedule of Prices", initial or sign in the space provided.

DISCOUNTS ARE OFFERED FOR PAYMENT AS FOLLOWS: _____ percent, _____ calendar days. (Refer to Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).)

BIDDER: _____

(Street Address – City – State – Zip Code)

BY: _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(Fax Number)

CONTRACTOR CODE: _____

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

TO SUBMIT AN OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE SECTION 4, AND FAX NO LATER THAN 11:00 A.M., MARCH 10, 2015, OR E-MAIL TO: infocharleston@gpo.gov. ANY QUOTE RECEIVED AFTER 11:00 A.M. WILL NOT BE CONSIDERED.