

	A	B	C	D	E	F	G	H	I
1	Program No 2728-S Term Date of award To 08/31/19								
2	TITLE: Transistion Assistance Program (TAP) Training Material								
3									
4									
5									
6									
7									
8	<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>BASIS OF AWARD</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>	<b>UNIT RATE</b>	<b>COST</b>
9	<b>I.</b>	<b>PROOFING: All inclusive.</b>							
10	(a)	PDF Proofs.....per page.....	1896	\$2.00	\$3,792.00	\$1.00	\$1,896.00	\$1.00	\$1,896.00
11									
12	<b>II.</b>	<b>PRINTING AND BINDING:</b>							
13	(a1)	Printing text and covers...over 1,000 copies....per page...Makeready and/or Setup	1196	\$37.00	\$44,252.00	\$29.00	\$34,684.00	\$25.00	\$29,900.00
14	(a2)	Running Per 1,000 Copies	68615	\$3.15	\$216,137.25	\$4.25	\$291,613.75	\$4.75	\$325,921.25
15									
16	(b1)	Printing text and covers... 1 to 999 copies....per page..Makeready and/or Setup	700	\$37.00	\$25,900.00	\$32.00	\$22,400.00	\$25.00	\$17,500.00
17	(b2)	Running Per 1,000 Copies	128	\$20.00	\$2,560.00	\$10.00	\$1,280.00	\$5.50	\$704.00
18									
19	(c1)	Satin Aqueous coating....per page.....Makeready and/or Setup	20	\$50.00	\$1,000.00	\$50.00	\$1,000.00	\$50.00	\$1,000.00
20	(c2)	Running Per 1,000 Copies	576	\$1.00	\$576.00	\$1.00	\$576.00	\$2.50	\$1,440.00
21									
22	<b>III.</b>	Page-size leaf = 8-3/8 x 10-7/8" leaf. Text and Covers – Each page-size leaf.							
23	(a)	Offset book, 60 lb, equal to JCP Code A60.....	33,800	\$9.00	\$304,200.00	\$8.00	\$270,400.00	\$9.75	\$329,550.00
24	(b)	Matte Coated Cover, 80 lb, equal to JCP Code L50	578	\$50.00	\$28,900.00	\$30.00	\$17,340.00	\$35.00	\$20,230.00
25									
26	<b>IV.</b>								
27	(a)	Perfect bind...per 1,000 books	288	\$137.00	\$39,456.00	\$130.00	\$37,440.00	\$0.20	\$57.60
28									
29	<b>V.</b>	Packing - Includes affixing labels and delivery to the U.S. Postal Service/US Courier.							
30	(a)	Single or multiple copies in Kraft envelopes...up to 3 copies each envelope	136	\$2.00	\$272.00	\$2.00	\$272.00	\$2.50	\$340.00
31	(b)	Over 3 copies, up to 12 lbs. in cushioned envelopes,maximum gross weight 14 lbs. each envelope....	46	\$3.00	\$138.00	\$4.00	\$184.00	\$3.50	\$161.00
32	(c)	Quantities over 12 lbs. up to 36 lbs. in shipping containers, maximum gross weight 40 lbs. each container.....	90	\$4.00	\$360.00	\$6.00	\$540.00	\$4.50	\$405.00
33									
34		<b>CONTRACTOR TOTALS</b>			\$667,543.25		\$679,625.75		\$729,104.85
35		<b>DISCOUNT</b>		3.00%	\$20,026.30	2.00%	\$13,592.52	1.00%	\$7,291.05
36		<b>DISCOUNTED TOTALS</b>			\$647,516.95		\$666,033.23		\$721,813.80

U.S. GOVERNMENT PUBLISHING OFFICE

Dallas, Texas

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Transition Assistance Program (TAP) Training Material**

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

U.S. Department Of Veterans Affairs (VA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award and ending August 31, 2019, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Dallas, TX time, on September 7, 2018.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Customer Services, Dallas Regional Office, Agency Procurement Services, 1100 Commerce Street, Suite 731, Dallas, TX 75242. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO, Fax No. (214) 767-0456. The program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. The contractor is to follow the instructions in the Bid Submission/Opening area.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, all pages of SECTION 4. – SCHEDULE OF PRICES.

**BIDDERS, PLEASE NOTE:** GPO has issued a new *GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18)*. Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

**BIDDERS, PLEASE NOTE:** These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, call Jermaine Berryman , (214) 767-0451, Ext. 2 or email [jberryma@gpo.gov](mailto:jberryma@gpo.gov).

REVISED TO CORRECT SECTION 3 - BASIS OF AWARD.

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

All GPO publications referenced in these specifications are available on the internet via the GPO website, <https://contractorconnection.gpo.gov/>.

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

Product Quality Levels:

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

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	O. K. Proofs/Average Type Dimension/Electronic Media
P-8. Halftone Match (Single and Double Impression)	Electronic Media
P-10. Process Color Match	Electronic Media

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** 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 (5) 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 authorized pricing adjustment(s).

**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 August 31, 2019 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 May 31, 2018, 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.

**PREAWARD SURVEY:** In order to determine the responsibility of the contractor, the Government reserves the right to conduct an on-site preaward 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.

**POSTAWARD CONFERENCE:** Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications will be reviewed by Government representatives with the contractor's representatives via teleconference, immediately after award.

**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.

**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 August 31, 2019, 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" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to 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:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of receiving payment. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at: <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Contractor's billing invoice must be itemized in accordance with the items in the "SCHEDULE OF PRICES."

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of perfect bound publications requiring such operations as four color printing, binding, packing, and distribution.

**TITLE:** Transition Assistance Program (TAP) Training Material

**FREQUENCY OF ORDERS:** Approximately nine (9) orders per year.

- Benefit I & II Participant Guides: Approximately four (4) orders per year
- Benefit I & II Instructor Guide: Approximately one (1) order per year
- Benefit I & II National Guard Participant Guides: Approximately two (2) orders per year
- Benefit I & II National Guard Instructor Guides: Approximately one (1) order per year
- New Hire Training Participant Guide: Approximately one (1) order per year

**QUANTITY:**

- Benefit I & II Participant Guides: Approximately 60,000 – 80,000 copies per order
- Benefit I & II Instructor Guide: Approximately 300 copies per order.
- Benefit I & II National Guard Participant Guides: Approximately 3,500 to 4,000 copies per order
- Benefit I & II National Guard Instructor Guides: Approximately 300 copies per order
- New Hire Training Participant Guide: Approximately 25 to 150 copies per order

**NUMBER OF PAGES:**

- Benefit I & II Participant Guides: Approximately 238 pages plus separate cover
- Benefit I & II Instructor Guide: Approximately 214 pages plus separate cover
- Benefit I & II National Guard Participant Guides: Approximately 110 pages plus separate cover
- Benefit I & II National Guard Instructor Guides: Approximately 92 pages plus separate cover
- New Hire Training Participant Guide: Approximately 382 pages plus separate cover

**NOTE:** Blanks may be required and will be added by contractor.

**TRIM SIZE:** 8-3/8 x 10-7/8”.

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

Platform: PC

Storage Media: Via secure file transfer protocol (FTP).

Software: Press ready portable document format (PDF) for publication, current version, plus Microsoft Excel for distribution lists.

All platform system and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

Fonts: All printer and screen fonts will be embedded.

The 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.

**Additional**

**Information:** Files will be furnished in PDF format.

All graphics and illustrations will be furnished in place within electronic files.

CMYK will be used for color identification.

GPO Form 952 (Desktop Publishing – Disk Information) will be furnished.

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 products 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 production image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

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.

All halftones (duotones) must be 175-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files which may include color corrections to digital furnished images. It is anticipated that the Government will make all major revisions.

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

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed 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, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. (NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government).

**PROOFS:**

Upon receipt of the print order and furnished files contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

The proofs will be checked for quality and compliance with these specifications, approved or approved on the same workday after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

**CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING 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 –

[https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_12.pdf?sfvrsn=2](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_12.pdf?sfvrsn=2)

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

**TEXT:** White Offset Book, Basis Size 25 X 38" Basis Weight 60 lbs. per 500 sheets, equal to JCP Code A60.

**COVER:** White Matte Coated Cover, Basis Size 20 X 26" Basis Weight 80 lbs. per 500 sheets, equal to JCP Code L50.

**PRINTING:** Covers and text print head to head in 4-color process, full coverage. Copy consists of type, rules, solids, reverses, screens, color halftones and line-art illustrations.

At contractor's option, **for order quantities less than 1,000 copies only**, may be produced via conventional offset or digital printing provided that Quality Level 2 standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175 line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

**COATING:** After printing flood coat covers 1, 4 and spine with a clear, non-yellowing, satin-finish aqueous coating.

**MARGINS:** Match margins on furnished copy or as indicated in the electronic files unless otherwise specified. Majority of orders will require bleeds for covers 1 and 4, and the spine.

**BINDING:** Collate all text pages and covers, insure no loss of information due to binding and perfect bind on the left 10-7/8" side. Trim 3 sides. Score a stress relief hinge on front and back covers approximately 1/4" from bound edge.

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

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery process.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during delivery process.

Insert single or multiple copies (up to 3 copies) into suitable size Kraft envelopes.

Quantities over 3 copies, up to 12 pounds, must be inserted into cushioned shipping bags (maximum gross weight, 14 pounds).

Quantities over 12 pounds, up to 36 pounds, must be packed in small shipping containers (maximum gross weight, 40 pounds).

**LABELING AND MARKING:** Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, 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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label, GPO Form 2678 – Departmental Random Copies (Blue Label), which must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent to the address specified on the print order.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**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 certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. 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. A copy of the print order must be included with the samples.

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 U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

**MAILING/DISTRIBUTION:** F.O.B Contractor's City for APO/FPO/DPO destinations; F.O.B. Destination for US addresses.

All Mailing for APO/FPO/DPO destinations should be mailed at the Priority 1<sup>st</sup> Class Mail Rate, traceable. Provide all tracking numbers to agency when mail is prepared.

**NOTE:** To prevent mail from entering foreign mail networks, DO NOT include city or country names in APO/FPO/DPO shipping addresses. Do include the Unit and Box numbers.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

**NOTE:** For all domestic destinations, contractor must ship most economical ground transportation to arrive at destination on the date requested on the print order.

All foreign destinations shall ship F.O.B. Contractor’s City, USPS to an APO/FPO/DPO address, with sufficient time to allow for overseas deliveries, to meet the final “at destination” date.

Breakdown of foreign and domestic destinations, by product, per order:

- Benefit I & II Participant Guides: Approximately 21 APO/FPO destinations; approximately 85 US destinations.
- Benefit I & II Instructor Guide: Approximately 21 APO/FPO destinations; approximately 85 US destinations.
- Benefit I & II National Guard Participant Guides: Approximately 4 APO/FPO destinations; approximately 18 US destinations.
- Benefit I & II National Guard Instructor Guides: Approximately 4 APO/FPO destinations; approximately 18 US destinations.
- New Hire Training Participant Guide: Approximately 2 APO/FPO destinations; approximately 3 US destinations.

Contractor must verify APO/FPO addresses prior to shipping to verify that the product will reach the destination

All foreign destinations have a point of contact. Contractor to reach out to recipient by either phone or email to alert them of the incoming package. Contractor is to request response from recipient confirming that the product was received.

A final report on the anticipated delivery of all pieces is due as soon as possible after packages ship.

See link for additional information on shipping to APO/FPO destinations:

<https://support.govx.com/hc/en-us/articles/226407608-Shipping-via-Military-Mail-APO-FPO-DPO->

Complete addresses and quantities will be furnished with each print order.

All mailing of foreign copies shall be made at the Standard Pre-Sort Rate utilizing contractor reimbursable postage.

The contractor must pass entire address file, including domestic addresses, against a USPS Code Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified. Contractor is responsible to meeting USPS move requirements by passing file against the National Change of Address Link (NCOA Link) file using a USPS Full Service Provider.

The contractor's mail processing software must correct addresses with the most current information from USPS databases. To provide the highest level of readability for the post office, the software must standardize abbreviations and fonts and add ZIP+4 codes and PostNet barcodes. Contractor's software must be CASS certified through NCOA at least three times per year. The contractor must also utilize the Fast Forward program of the USPS to ensure the maximum possibility of all addressees receiving the letter sent to them.

All possible methods to determine if the mailing addresses are accurate must be utilized. Any addresses that are determined to be undeliverable must be pulled from the file.

A report of address corrections and undeliverables must be completed and sent to email to the address indicated on the print order.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 2728-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery method, and title of product. Contractor must be able to provide copies of all delivery receipts upon agency request.

Upon completion of each order, contractor must return all furnished materials and digital deliverables to: U.S. Department of Veterans Affairs, Office of Acquisitions and Logistics, Publication Services Division, Attn: Brian Mano (202-461-5002), 810 Vermont Ave NW, Room 736. Washington DC 20420.

All expenses incidental to picking up and returning materials, submitting proofs, and furnishing sample copies 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).

Furnished materials and proofs must be picked up from and delivered via ftp.

Furnished electronic media and visual(s) must be returned with proofs.

No definite schedule for pickup of material/placement of orders can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

- Contractor must complete production and distribution within 15 workdays for mailed quantities and 20 workdays for domestic (at destination) quantities.
- No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them.
- Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup. (NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof and transit time is included in the 15-20-workday schedule.

The ship/deliver date(s) indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified, and/or the date that all products ordered for mailing/shipping f.o.b. contractor's city must be delivered to the post office.

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.

For compliance reporting purposes, the contractor must notify the U.S. Government Publishing Office of the date of shipment or delivery, as applicable. Upon completion of each order, contractor must contact GPO Dallas via email at [ewhitehead@gpo.gov](mailto:ewhitehead@gpo.gov); via telephone at (214) via facsimile at (214) 747-0456. Personnel receiving email, call, or facsimile will be unable to respond to questions of a technical nature or to transfer any inquiries.

**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 orders for 12 months 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 during a like period of time.

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

- I. (a) 1,896
  
- II. (a) 1,196      (1)      (2)      68,615  
      (b) 700        128  
      (c) 20        576
  
- III. (a) 33,800  
      (b) 578
  
- IV. (a) 288
  
- V. (a) 136  
      (b) 46  
      (c) 90

**SECTION 4.- SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city, reimbursable freight/postage.

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 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 (3) blank pages shall be permitted at the end of the text.

*Contractor’s billing invoices must be itemized in accordance with the line items in the “SCHEDULE OF PRICES.”*

Cost of all required paper must be charged under Item III.

**I. PROOFING:** The prices offered must be all-inclusive for output from electronic media, and shall include the cost of all materials and operations as applicable.

(a) PDF proofs..... per page .....\$ \_\_\_\_\_

**II. PRINTING AND BINDING:**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Printing text and covers (over 1,000 copies) ..... per page .....	\$ _____	\$ _____
(b) Printing text and covers (1 to 999 copies) ..... per page .....	\$ _____	\$ _____
(c) Satin Aqueous coating ..... per page .....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**III. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Page-size leaf = 8-3/8 x 10-7/8" leaf. Text and Covers – Each page-size leaf.

Per 1,000 Leaves

- (a) Offset book, 60 lb, equal to JCP Code A60.....\$ \_\_\_\_\_
- (b) Matte Coated Cover, 80 lb, equal to JCP Code L50.....\$ \_\_\_\_\_

**IV. BINDING:**

- (a) Perfect bind.....per 1,000 books .....\$ \_\_\_\_\_

**V. PACKING:** Packing - Includes affixing labels and delivery to the U.S. Postal Service/US Courier.

- (a) Single or multiple copies in Kraft envelopes  
up to 3 copies ..... each envelope..... \$ \_\_\_\_\_
- (b) Over 3 copies, up to 12 lbs. in cushioned envelopes,  
maximum gross weight 14 lbs. .... each envelope..... \$ \_\_\_\_\_
- (c) Quantities over 12 lbs. up to 36 lbs. in shipping containers,  
maximum gross weight 40 lbs. .... each container..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

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

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in “SECTION 4. –SCHEDULE OF PRICES,” including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
(Contractor Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

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

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

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor’s city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

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

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

\*\*\*\*\*

THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

\*\*\*\*\*