



U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

*VA Certificates*

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

Department of Veterans Affairs (VA)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning **Date of Award (March 2026)** and ending **February 28, 2027**, plus up to four (4) optional 12-month extension period(s) 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 opened virtually at 11:00 a.m., Eastern Time (ET), on March 2, 2026, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The program number and bid opening date must be specified in the subject line of the emailed bid submission. *Bids received after the bid opening date and time specified above will not be considered for award.*

**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, contact Lou Belden at [lbelden@gpo.gov](mailto:lbelden@gpo.gov) (202) 512-1479.

## 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. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

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

**SUBCONTRACTING:** Subcontracting is allowed for the manufacturing of the envelopes only.

**GPO IMPRINT REQUIREMENTS:** The GPO imprint requirement, GPO Contract Terms, Supplemental Specifications, No. 9, is waived.

**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) Nondestructive 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. Press Sheets/Approved Prior to Production
P-9. Solid or Screen Tint Color Match	Pantone Matching System

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**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 this contract may not exceed five (5) years as a result of, and including, any extensions added under this clause. Further extension may be negotiated under the “EXTENSION OF CONTRACT TERM” clause. See also “ECONOMIC PRICE ADJUSTMENT” for authorized pricing adjustments.

**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 **March 1, 2026**, through **February 28, 2027**, 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 **November 30, 2025**, 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.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**NOTE:** Economic price adjustments are not cumulative and are to be applied to original bid prices only.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor/subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor’s/subcontractors’ facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet(s)
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed (see “DISPOSAL OF WASTE MATERIALS”).

The contractor must guarantee that they will not reproduce, or allow reproduction of the Government furnished data, nor use or allow any person to use the data or addresses themselves for any other purpose than for the requirements of this contract.

**SECURITY CONTROL PLAN:** The contractor shall operate and maintain an effective security system whereby materials used to perform the contract are manufactured and/or stored (e.g., while awaiting distribution or disposal) so as to ensure against theft and/or the unauthorized possession of the materials. Contractor is cautioned that Government provided information shall not be used for non-government business. Specifically, Government information shall not be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during this contract.

Within three (3) workdays of notification, the contractor shall present, in writing to the Contracting Officer, detailed plans for the following activities. (The workday after notification to submit will be the first day of the schedule.)

These plans are to be emailed to: [PublicationServicesDivision@va.gov](mailto:PublicationServicesDivision@va.gov) and to the GPO publishing specialist (email address to be provided). Contractor must reference the program number in the email.

*The following proposed plans are subject to review and approval by the Government, and award will not be made prior to approval of same. The Government reserves the right to waive some or all of these plans.*

The security control plans must address in detail, at a minimum, the following –

- The plan shall contain at a minimum how Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract.
- Explain how all accountable materials will be handled throughout all phases of production.
- How the disposal of waste materials will be handled (see “DISPOSAL OF WASTE MATERIALS” specified herein).
- How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor and/or subcontractor(s) (if applicable).

**DISPOSAL OF WASTE MATERIALS:** The contractor is required to demonstrate how all waste materials used in the production of this contract will be definitively destroyed (e.g., burning, pulping, shredding, macerating, or other suitable similar means). Products must be definitively destroyed in a manner that prevents reconstruction. Definitively destroying the products means the material cannot be reassembled and used in an inappropriate manner in violation of law and regulations. Upon Government request, contractor is required to show proof of disposal.

**NOTE:** Disposal of waste materials, as specified herein, is a predominant production function and cannot be subcontracted.

**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 at the U.S. Government Publishing Office, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

**WARRANTY:** Contract Clause 15, "Warranty," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 calendar days to 180 calendar days from the date the check is tendered as final payment. All other provisions remain the same.

**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 (March 2026)**, through **February 28, 2027**, 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 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.

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

### PRIVACY ACT

(a) The contractor agrees:

- (1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;
- (2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and
- (3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PAYMENT:** Submitting all invoices for payment via the GPO fax gateway (if no samples are required), utilizing the GPO barcode coversheet program application, is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

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

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

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

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

## SECTION 2. – SPECIFICATIONS

**SCOPE:** These specifications cover the production of certificates, inserts, and mailing envelopes which require such operations as electronic prepress, printing/imaging, binding, construction, packing, and distribution.

**TITLE:** VA Certificates.

### **FREQUENCY OF ORDERS:**

Bulk Certificates – Approximately 100 to 200 orders per year.

Mailed Certificates – Weekly.

**NOTE:** Separate print orders will be issued for the bulk certificates and the mailed certificates.

### **QUANTITY:**

Bulk Certificates – Approximately 100 to 2,000 certificates per order.

Orders for bulk certificates will be for certificates only: inserts and envelopes will not be required.

Mailed Certificates – Approximately 5,000 to 50,000 certificates per order. Majority of orders issued will be for approximately 6,000 to 12,000 certificates. Up to one order per year may be issued for up to 250,000 certificates.

Orders for mailed certificates will include inserts and envelopes as specified herein. Any stockpiling of an inventory for the generic inserts and/or envelopes is at the contractor's risk. Should the Government make a change to either the insert or envelope, the Government will not be responsible for any excess inventory that the contractor still has on hand.

### **PRODUCT SIZE:**

Certificates: 8-1/2 x 11”.

Inserts: 8-1/2 x 11”

Envelopes: 8-3/4 x 11-1/2”, plus flap, with window.

### **NUMBER OF PAGES:**

Certificates: Face and back.

Inserts: Face only.

Envelopes: Face and back (after manufacture).

### **GOVERNMENT TO FURNISH:**

*Embossed Certificates:* Certificates (8-1/2 x 11”) will be furnished (to the contractor) with the VA gold seal already embossed. The contractor will be required to print static text matter and image variable text matter (see “PRINTING/IMAGING”). (See Exhibit A for the embossed image and for the static text matter that the contractor will be required to print.) Certificates will be furnished in containers. Number of containers furnished will determine if pallets are to be furnished. (NOTE: Furnished pallets from previously placed orders are to be returned when new orders are made available for pickup.) *NOTE: The names and addresses or cemetery codes to be imaged on the certificate will be supplied in the Excel file furnished for the distribution (see below for distribution information).*

**NOTE:** The ordering agency will furnish large quantities (inventory) of the embossed certificates at various times throughout the term of the contract. Contractor to print/image the number of certificates required for each print order's quantity using the furnished inventory. When the amount of furnished inventory in the contractor's possession decreases to 60,000 certificates, the contractor must immediately contact the ordering agency.

*Certificates (Static Text Matter), Inserts, and Envelopes:* Electronic media will be furnished as follows –

Platform: Windows (current or near current version).

Storage Media: Email or SFTP.

Software: Adobe Acrobat (current or near current version).

All platform system and software upgrades (for specific 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.

GPO Form 952 (Digital Publishing Information) will be furnished.

*Distribution for Bulk Certificates:* Address and quantity will be specified on the furnished print order.

**NOTE:** Print orders issued for bulk certificates will be for only one cemetery per order.

*Distribution for Mailed Certificates:* Distribution list (addresses and quantities) for each order issued will be furnished as an Excel file via email or SFTP. Excel will be formatted with column headings. Addresses may be furnished in zip code sequence with a column heading "Quantity."

Identification markings such as register marks, commercial identification marks of any kind, etc., carried in the electronic files, must not print on finished product.

**EXHIBITS:** The facsimiles of the samples page shown as Exhibit A are representative of the requirements which will be ordered under this contract. However, it cannot be guaranteed that future orders will correspond exactly to these exhibits.

**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.

The contractor will be responsible for counting furnished embossed certificates and notifying the Government of any shortage within 24 hours of receipt of certificates.

Title of Government furnished materials shall remain in the Government. The contractor shall maintain adequate property control records of all Government furnished materials in accordance with industry practices.

The contractor will be required to store furnished certificates in a manner that provides protection from any type of damage, including from the elements.

The contractor must have insurance on their place of business and show evidence that they can cover any loss of, or damage to, Government furnished material.

Unless otherwise provided in this contract, the contractor, upon receipt and acceptance of any Government furnished material, assumes the risk of, and shall be responsible for, any loss thereof or damage thereto except to the extent that such material is consumed in the performance of this contract.

The contractor must be able to accept files electronically via their secure contractor-hosted SFTP server. Appropriate log-on instructions and protocol shall be provided by the contractor at time of award. The contractor shall provide security, which at a minimum, shall require a unique user ID and password for access.

**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 ordering agency as specified on the print order.

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.

When required by the Government, the contractor shall make minor revisions to the electronic files. 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.

**PROOFS:** When ordered –

*Certificate, Insert, and Envelope* – One (1) press quality Adobe Acrobat (most current version) PDF soft proof (for content only - showing all elements) 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.

For the certificates, proofs must show static printing. If imaging is required on the proof, ordering agency will determine which name and name/address or cemetery code must be used on the proof. Agency may provide dummy information to be imaged on the proof.

For envelopes, proof must show all margins and dimensions, indicate trim marks, show flap, and show window size and placement.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "O.K. 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. 13" dated September 2019.

Government Paper Specification Standards No. 13 - [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

Color of paper furnished by the contractor shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his/her opinion, materially differs from that of the color sample(s).

*Inserts:* White Writing, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code D10.

*Envelope:* White Kraft Envelope, basis weight: 32 lbs. per 500 sheets, 17 x 22", equal to JCP Code V15.

*Certificates:* Colored Vellum-Finish Cover, basis weight: 65lbs. per 500 sheets, 20 x 26", equal to JCP Code L20, to match Neenah AstroParche Gray Vellum Cover, for color and finish.

**NOTE:** Certificates are supplied by the Government. This paper specification is for informational purposes only.

**PRINTING/IMAGING:** At contractor's option, the inserts and envelopes may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit or 600 x 600 dpi x 4-bit depth technology.

The GPO imprint requirement is waived and must not print on the final products.

Contractor to ensure that foil and embossing on certificates is not damaged or altered when printed.

*Bulk Certificates:* Print face only in black ink only. Printing consists of static text and line matter. Variable image back only in black. Imaging on back consists of cemetery code, record code, and date.

*Mailed Certificates:* Print face only in black ink only. Printing consists of static text and line matter. Variable image face and back in black. Imaging on face consists of name; imaging on back consists of name/address/postal barcode, record code, and date.

**NOTE:** The static printing required is the same for the bulk and mailed certificates.

*Inserts:* Print face only in black ink only. Printing consists of text and line matter.

*Envelopes:* Print face and back (after manufacture) in Pantone 541 (Blue). Printing consists of text and line matter, agency seal, and mailing indicia.

Printing on envelopes shall be in accordance with the requirements for the envelope style ordered. All printing shall comply with all applicable U.S. Postal Service regulations. The envelope shall accept printing without feathering or penetrating to the reverse side.

**MARGINS:** Maintain margins as indicated on print order or furnished electronic file.

**BINDING (Inserts):** Trim four sides.

**CONSTRUCTION (Envelopes):** Envelopes (booklet style) are open side, with side seams and a gummed, fold-over flap for sealing. Flap depth is 1-7/8" wide with rounded corners. Gum width on flap is 3/4". Gummed surface extends to within 1/2" of the left and right sides of the flap. Flap must be coated with suitable glue that will securely seal the envelope without adhering to contents, not permit resealing of the envelope, and permit easy opening by the recipient.

Face of envelope to contain one (1) die-cut mailing address window (1-5/8 x 5-1/4" in size) with rounded corners. Die-cut window is to be located 5-3/4" from left edge and 2-1/8" from bottom edge of envelope.

Window is to be covered with a suitable transparent, low-gloss, poly-type material that must be clear of smudges, lines, and distortions. Poly-type material must be securely affixed to the inside of the envelope so as not to interfere with insertion of contents. Window material must meet the current USPS readability standards/requirements.

**PACKING:**

*Bulk Certificates –*

Shrink-film wrap certificates in suitable units.

Pack suitable the shrink-wrapped packages in shipping containers not to exceed 45 pounds when fully packed.

**NOTE:** *Inserts, envelopes, and chipboard are NOT required for the bulk shipments.*

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability, and in such a manner that will guarantee that the container will not be damaged and the container will not open or split during shipping.

*Mailed Certificates*–

Gather items in the following sequence - Certificate (with the imaged name/address facing up (back of certificate)), followed by the insert (with printing facing up), and an 8-1/2 x 11” sheet of chipboard, newsboard, or equal (approximate 0.020” thick) to provide rigidity.

Insert flat the gathered pieces into the mailing envelope so the address on the back of the certificate shows through window.

It is the contractor’s responsibility to assure that only one certificate and one insert are inserted into the envelope.

Seal all envelopes.

**LABELING AND MARKING (Bulk Certificates):** Contractor to download GPO Form 905 (Rev. 7-15), Labeling and Marking Specifications, which can be located at [www.gpo.gov](http://www.gpo.gov), fill in appropriate blanks, and attach to shipping containers.

**QUALITY ASSURANCE RANDOM COPIES:** 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 [www.gpo.gov](http://www.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.

**DISTRIBUTION:**

- *Bulk Certificates* – Ship f.o.b. contractor’s city to one (1) address per order (destinations include all U.S. States, District of Columbia, U.S. Territories, APO/FPO, and foreign addresses.)
- *Mailed Certificates* – Mail f.o.b. contractor’s city to multiple addresses per order (destinations include all U.S. States, District of Columbia, U.S. Territories, APO/FPO, and foreign addresses.)

Contractor is responsible for all costs incurred in transporting the products to the post office.

All mailing shall be made at the Standard or Marketing Mail rate using the furnished mailing indicia.

The contractor is cautioned that the “Postage and Fees Paid” indicia (VA permit 1090) may be used only for the purpose of mailing material produced under this contract.

Orders which result in mailings of less than 200 pieces or less than 50 pounds will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service Certificate of Mailing with the invoice for billing.

For the bulk certificates, the contractor is required to prepay cost of shipping and will be reimbursed for all shipping costs upon submission of complete shipping receipts with billing invoice for payment. Shipping must be by traceable means.

A single shipment or several shipments totaling 120 pounds or less scheduled for shipment on the same day to a single destination are to be sent by reimbursable parcel post or small parcel carrier, whichever method is most economical to the Government unless otherwise instructed. However, shipments to APO and FPO addresses regardless of total weight of shipment, must be made by reimbursable U.S. Postal Service.

Contractor will be required to run distribution files on each order through the National Change of Address (NCOA) and Coding Accuracy Support System (CASS) software to verify addresses are NCOA/CASS certified, as specified below under "Reports."

**Reports:** Contractor must submit copies of their reports to the Rates and Classification Center (RCC) in their Postal service Region, showing how they achieved the following –

- The contractor must utilize a USPS-approved NCOA<sup>Link</sup> full service provider. The contractor is responsible for taking the raw data and passing the file against the NCOA<sup>Link</sup> file. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.
- The contractor must pass the entire file against the CASS certified software address vendor hygiene program. All related costs to perform this operation must be included in submitted bid pricing. No additional reimbursement will be authorized.
- The contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified.
- The contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on the first line of address). Each carrier route change must be identified within the mailing address.
- The contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route within zip code, city, and state. A subtotal by 5-digit zip code, 3-digit zip code, and residual mail must also be provided.
- The contractor must comply with all USPS regulations governing the preparation of applicable rate mailings that are in effect at the time of the mailing, including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities prior to mailing the complete sets.
- The contractor is required to presort the mailed pieces in accordance with all USPS regulations in order to achieve the maximum postage discounts available at the time of mailing.
- The contractor's software must provide zip code count listing cartridges for the contractor's use in controlling the addressing operation. The contractor must also provide one (1) printed copy to the USPS.

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

**Certificate of Conformance:** When using Permit Imprint Mail, the contractor must complete GPO Form 712 – Certificate of Conformance (Rev. 10-15), and the appropriate mailing statement(s) supplied by the USPS. A fillable GPO Form 712 Certificate of Conformance can be found at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order ships/mailed) via email to the address indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 713-S, Print Order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, shipping/ mailing methods, and title of product. Contractor must be able to provide copies of all shipping/ mailing receipts upon agency request.

Upon completion of the contract, contractor must return any remaining Government-furnished certificates to: U.S. Department of Veterans Affairs, Room B-50, 810 Vermont Avenue, NW, Washington, DC 20420.

All expenses incidental to returning furnished materials (as applicable) and furnishing proofs 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).

Print orders and furnished materials for inserts, envelopes, and distribution lists will be furnished via email or SFTP.

Ordering agency will ship the embossed certificates to the contractor at various times throughout the term of the contract. Contractor to print/image the number of certificates required for each print order's quantity using the furnished inventory.

No definite schedule for the furnishing of materials/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 ten (10) workdays of notification of availability of print order and furnished materials.
- When ordered, 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.
- When ordered, proofs will be withheld no more than one (1) workday from their receipt at the ordering agency until corrections/changes/"O.K. to Print" are provided via email. (The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.)
- All proof time is included in the 10-workday schedule.

The ship/deliver date indicated on the print order is the date products ordered for shipping/ mailing f.o.b. contractor's city must be picked up by small parcel carrier or delivered to the USPS.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, and labels 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 the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov) or via telephone at (202) 512-0520. Personnel receiving the email or call 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 the one (1) 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 under this contract for a like period of time.

The following item designations correspond to those listed in the “SCHEDULE OF PRICES.”

	(1)	(2)
I. (a)	150	865
(b)	52	4,761

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**SECTION 4. – SCHEDULE OF PRICES**

Bids offered are f.o.b. contractor’s city.

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), NA (Not Applicable), 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 100 will be prorated at the per-100 rate.

**I. PRINTING/IMAGING, BINDING, CONSTRUCTION, PACKING, AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary (including PDF soft proofs, stock for inserts and envelopes, and NCOA/CASS verification) for the printing/imaging, binding, construction, packing, and distribution of the products listed in accordance with these specifications.

For line item I.(a), prices must include the cost of printing/imaging the certificates, shrink-wrapping, packing, shipping containers, labeling and marking, and complete distribution in accordance with these specifications.

For line item I.(b), prices must include the cost of printing/imaging certificates, printing inserts, printing envelopes, gathering/inserting into envelopes, chipboard, and complete distribution in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Bulk Certificates..... per certificate.....	\$ _____	\$ _____
(b) Mailed Certificates ..... per certificate.....	\$ _____	\$ _____

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

Post Office located at Street Address \_\_\_\_\_,

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

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

**SHIPMENTS:** 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 Solicitations Provisions in GPO Contract Terms (Publication 310.2).

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

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(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 email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids. *Failure to sign the signature block below may result in the bid being declared non-responsive.*

Bidder \_\_\_\_\_  
(Contractor's 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) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

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

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**EXHIBIT A**  
**(Face of Certificate)**



*The United States of America*  
*honors the memory of*

*This certificate is awarded by a grateful  
nation in recognition of devoted and  
selfless consecration to the service  
of our country in the Armed Forces  
of the United States.*

*[Signature]*  
*President of the United States*