

U.S. GOVERNMENT PUBLISHING OFFICE
Government Publishing & Print Procurement

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

VA Binder Sets

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

Department of Veterans Affairs

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning August 1, 2026 and ending July 31, 2027, 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 opened virtually at 11:00 a.m., Eastern Time (ET), on June 18, 2026 at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email 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 for this solicitation. No other method of bid submission will be accepted at this time. The program number 2513-S and Bid opening date must be specified in the subject line of the emailed bid submission. Bids received after the opening date and time will not be considered for award. See also “ADDITIONAL EMAILED BID SUBMISSION PROVISIONS”.

BIDDERS, PLEASE NOTE: These specifications have been *extensively* 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 Thomas Ferguson at (312) 353-5783 or email tferguson@gpo.gov

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.

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. 1-18) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019)).

Contract Terms, Forms and Standards information for contractors can be found on the GPO website at <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>. The Contract Terms publication noted above can be downloaded at <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is the printing and addressing. The predominant production function may NOT be sub-contracted.

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

Product Quality Levels:

- (a) Printing Attributes – Level III.
- (b) Finishing 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 priors/Average type dimension
P-10. Process Color Match:	Approved priors

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's 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
- 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.

POST-AWARD REQUIREMENTS:

After award, the contractor may be required to have a post-award phone conference call with Government personnel from the VA and/or GPO, and additionally will be required to produce various PDF proofs for approval prior to beginning production of the first GPO Form 2511 Print Order.

Actual print production begins upon completion of these certifications.

Required post-award implementation and certification of VA security requirements (shown below) must be completed within 10 workdays after Date of Award, or completed by another documented VA-approved date.

- All applicable contractor employees must successfully complete VA Cyber Security Awareness training and annual refresher training as required.
- Contractor shall provide to the VA points of contact and the GPO contract administrator a copy of the training certificates produced at the completion of each training session, for each applicable employee within ten (10) workdays of notification of contract award and annually thereafter, as required.
- All applicable contractor employees must successfully complete any additional cyber security or privacy training, as required.

GOVERNMENT IN PLANT INSPECTIONS: The Government reserves the right to have Government representative(s) inspect any operation, including the security controls and privacy practices implemented by the contractor under this contract at the start of production, and/or at any time during production. The Government may conduct an inspection with 10 workdays notice, or on short notice, or unannounced, in the event of a security incident or at any other time. The contractor's full cooperation is required.

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 **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 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 **August 1, 2026 and ending July 31, 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 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 **April 30, 2026**, 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.

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 **August 1, 2026 and ending July 31, 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” 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.

The security and confidentiality of Government legal documents handled and stored by the contractor during the execution of this contract are of critical importance. Should the preaward survey reveal a security deficiency that jeopardizes or otherwise compromises the secure and confidential operation of this contract as specified herein, the Government reserves the right to declare the contractor non-responsible if such a deficit cannot be remedied by the contractor in a timely fashion and at no additional expense to the Government.

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.

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. 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 are to be completed by the contractor within the time specified in the order. 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.

When production covered by this contract is required before the dates specified under this contract, and the contractor will not accept the accelerated schedule, the Government may procure this requirement from another source for that accelerated schedule.

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.

OPTIONS: Whenever an option is indicated in the specifications, it is the Government's option, not the contractor's, unless it is specifically stated otherwise.

PAYMENT: Submit invoices for payment within 10 workdays of complete mailing for each order 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>.

NOTE: Use of the Secure Server Workspace (SFTP): Print orders, artwork, distribution lists and all furnished materials will be provided via the Secure Server Workspace. When required, PDF soft proofs must be sent via the Secure Server Workspace. All reports, postal receipts, etc. must be archived on the Secure Server Workspace. Use of this workspace must be supplemented by timely email notifications from the contractor to the VA points of contact below, or other contacts as designated by the VA through email, notation on the GPO Form 2511 Print Order, or other means, in order to document the upload or download of all critical documents.

U.S. Department of Veterans Affairs
Email: Brian Mano, Production Manager
Email: brian.mano@va.gov

Courtesy Copy of Invoice: Contractor is required to upload a copy of each print order invoice voucher (including postal statements) to the VA secure online workspace within two workdays of fax submission to GPO FMCE.

RECEIPTS FOR DELIVERY: Contractor must furnish their own receipts for delivery, and postal statements for mailing, as suitable. These receipts must include the GPO jacket, program and print order numbers, total quantity shipped and/or delivered, number of cartons and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. Original copy of these receipts or other acceptable proof must accompany the contractor's voucher for payment.

NOTE: Number of pieces listed on the postal receipts MUST match the number of recipients in the supplied distribution lists, with an accounting for undeliverables, etc.

CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of 3-ring binder sets with each set consisting of a printed front cover insert (4-color process) and inside 3-hole drilled text pages (black only), packing, and reimbursable distribution.

TITLE: VA Binder Sets.

Although this is an option year contract, all estimates, averages, etc. are based on one year's production.

FREQUENCY OF ORDERS: It is anticipated that there will be 3 orders per week (166 print orders per year).
An order will correspond to the binder lesson.
Within the CBT & PST binder lessons, there are 2 possible binder types: Veteran Workbook or Clinical Manual.
The vast majority will be for the Veteran Workbook.
Note: Only 1 version of the DBT.

CBT version comes with a face only letter with black ink – 1 per destination.

QUANTITY: Orders will be approximately 2-50 binder sets per order – see below (each order is anticipated to only have one version of each binder (DBT, CBT, or PST) with Veteran Workbooks and Clinical Manuals.

It is estimated the quantities will be approximately:
DBT: 2-5 binder sets per order (approx. max QTY is 14)
CBT: 30 binder sets per order (approx. max QTY is 50)
PST 20 binder sets per order (approx. max QTY is 40)

Each Veterans CBT binder set will include: One Letter, static printing – black ink only.

TRIM SIZE: See page 9.

GOVERNMENT TO FURNISH:

PDF or word files will be emailed or sent to the vendors or GPOs FTP site.

Excel files will be provided for the distribution list. 1 copy per location (mostly home addresses).

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- (a) Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- (b) Address information, such as street address or personal email address; and,
- (c) Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

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.

1. 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;
2. Explain how all accountable materials will be handled throughout all phases of production;
3. How the disposal of waste materials will be handled; and,
4. 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).

Print Order (GPO Form 2511): Print orders will generally be sent via email. At the Government's option, print orders may be furnished as a hard copy, a faxed copy, or by SFTP. Contractor must be able to accept via email.

DATA RIGHTS: All data and materials furnished and/or produced in the performance of this contract shall be the sole property of the Government. The contractor agrees not to assert rights or to establish any claim to such data/materials in whole or in part in any manner or form, or to authorize others to do so, without prior written consent of the Contracting Officer.

FONTS: Any fonts provided are the property of the ordering VA and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

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.

EXAMINATION OF FURNISHED MATERIAL: Contractor must immediately upon receipt perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Additional charges or extensions in schedule will not be allowed due to contractor's failure to thoroughly examine material.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the VA and GPO in sufficient time to comply with the shipping schedule. 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. Contractor must maintain the latest version of all programs and operating systems used in this contract as well as maintain backwards-compatibility.

Contractor may occasionally be required to perform minor prepress adjustments such as adjusting pages in furnished electronic files as needed to ensure adequate margins, converting colors, adding bleeds, and/or perform other similar prepress adjustments. In order to make these adjustments, contractor may be required to revise either supplied PDFs or native files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

These required electronic prepress operations must be provided at no additional charge to the Government.

TYPESETTING: It is anticipated that the VA will provide all artwork, including any adjustments for author alterations. Occasionally, orders may require the contractor to perform type or content corrections to furnished artwork, such as correcting misspellings. The contractor must match specified or existing typefaces and sizes as ordered. Acceptance of any similar alternate typeface is at the discretion of the VA.

Separate charges will be allowed for these operations in the "SCHEDULE OF PRICES."

DIGITAL DELIVERABLES: The VA must always have returned to them the most up-to-date versions of all files related to this program, in the same format as furnished, with additional formats provided as suitable or as requested. If changes are made to the artwork and/or the list files that are furnished (during the proofing stage, at upon request, or per the specifications), the contractor must upload to the secure online workspace, or at the Government's option, create a CD with all changes incorporated therein for return to the VA after completion of the order.

PDF PROOFS AND PRIORS:

PDF PROOFS – One PDF proof set equals one complete binder set for each version

It is anticipated that this will be done at the start of the contract and if any new AAs occur.

Email PDF proofs to: Email: publicationservicesdivision@va.gov ; thaddeus.cooks@va.gov ; brian.mano@va.gov

Contractor must confirm receipt of these items by calling: Thaddeus Cooks at the VA at Office: 202-309-5395.

Proofs will be withheld not more than **1 workday** from receipt in agency until contractor is notified of an "OK to proceed to prior". Contractor must not print prior to receipt of an "OK to proceed to prior".

List item & image sizes.

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.

Priors at the start of the contract – complete binder set of each version

The first Print Order ONLY will require prior to production samples.

PRINTED PRIOR TO PRODUCTION SAMPLES: These copies are NOT included in the bid quantity.

Priors must be delivered to and picked up from the agency. All costs incurred will be borne by the contractor.

1 copy of each version will require prior to production (preproduction) samples. The contractor shall submit **1 sample of each version** to the agency. Samples must comply with the specifications and be exactly the same as the finished product. These must be provided and approved before any actual production of the items are done. The container and accompanying documentation shall be marked "PREPRODUCTION SAMPLES" and shall include the GPO program number and purchase order number.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

The Government will approve, conditionally approve, or disapprove the samples within **2 workdays** of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by

the contractor. A notice of disapproval shall state the reasons therefore.

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. Samples may or may not be returned to the contractor. All costs, including the costs of all samples, pickups, and deliveries shall be included in the contract price for the production quantity.

Send tracking number to publicationservicesdivision@va.gov ; thaddeus.cooks@va.gov ; brian.mano@va.gov

AUTHOR'S ALTERATIONS: Author's alterations (AA's) may occur occasionally during the proofing stage. At the Government's option, changes may be supplied by the VA or requested from the contractor. It is anticipated that most AA's will be supplied by the VA.

Author's alterations (AA's) proofs shall be PDF proofs.

Author's alterations performed by the contractor will be charged at the regular contract rates for System Timework per the "SCHEDULE OF PRICES". Charges for making AA's will not be honored unless the invoice voucher that is submitted to GPO is supported by documentation and written approval by the VA of all changes. The contracting officer has the final determination related to any requested charges.

Contractor must not print prior to receipt of an "OK to Print/Mail".

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" (September 2019): https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf
Color of paper furnished shall be of a uniform shade. The GPO Contracting Officer reserves the right to reject any order printed on paper the color of which materially differs from JCP standards.

Covers insert: JCP Code* A180, White Gloss-Coated Text, Basis Size 25 X 38", Basis Weight 80lb.

Text & Letter: JCP Code* A60, White Uncoated Text, Basis Size 25 X 38", Basis Weight 50-60lb. – 3 hole drilled Letter for CBT binder version Only.

DESCRIPTION:

TRIM SIZE:

Front cover insert: Approx. 8.5 x 11"

Text pages: 8.5 x 11"

Letter: 8.5 x 11"

Binders: Suitable size White vinyl 3-ring binder with 4" inside pocket on the inside front and back cover and a clear pocket for cover insert.

Binders should be suitable capacity to fit inside text page content with three round rings spaced 4-1/4" center to center and upright opening and closing levers at each end (levers must not extend beyond edges of binder)

Construction: The metal loose-leaf element must be securely riveted to the backbone, with no free play, by not less than two metal rivets. All exposed metal parts must be nickel plated and corrosion resistant. Rivets: Exposed rivets. Pockets: 4" inside pocket on front and back covers. Metal Loose-leaf Element: Opening/closing levers must have firm action with no free play. Heavy Duty Wide Flat Base Element. Must have spring back for uniform tension, alignment or rings and smooth operations. No Sheet Lifters are required.

Loose-leaf text content to be printed on 3-hole paper which will be shrink wrapped separately and then accompany a suitable size white 3-ring binders for delivery to recipient. Do not drill covers.

It is anticipated that the copy of each book and letter will be static (unchanged) for the year.
Occasionally copy may change.

Inside approximate number of text pages will be as follows:

- DBT Workbook: 410 pages
- CBT Veteran Workbook: 184 pages
- CBT Clinical Manual: 216 pages
- PST Veteran handout: 60 pages
- PST Clinical Manual: 156 pages

Front cover insert prints face only in 4-color process illustrations, tints/solids with reversing, and type & line matter. No Bleed.

Text pages print face & back (head to head) in black ink containing type & line matter, halftones, and flattones/solids with reversing. No bleeds.

Letter for the CBT versions print face only in black ink containing type & line matter. No bleeds.

Trim separate cover and text flush 4 sides.

Drill text only with 3 round holes .25" in diameter; 4-1/4 c. to c.; centered on the 11" side; with center of holes 3/8 inches from the 11" top edge (DO NOT drill cover insert).

Insert the front cover insert on the drilled text pages and Shrink Film Wrap. Place each in a binder. (do not drill cover).

IDENTIFICATION MARKINGS: Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

PACKING, LABELING AND MARKING: Items must be packed suitably to ensure protection from contamination and damage resulting from handling, storage or shipping. Pack to protect corners. No loose items in cartons are permitted.

Inner Packaging: Include sufficient inner packaging in submitted price. Ensure sufficient inner packaging to ensure no damage occurs during shipping.

Any items damaged during production or shipping may be required to be re-fulfilled in an expedited manner, including expedited handling, expedited production, and expedited shipping.

Refer to Labeling and Marking Specifications (GPO Form 905). See GPO Contract Terms Booklet, Publication 310.2., and any updates thereto, for more information.

All expenses incidental to packing and labeling must be borne by the contractor.

GPO “VERIFICATION OF DELIVERY”: Contractor MUST email mailing/delivery verification information to compliance@gpo.gov WITHIN 24 HOURS OF DELIVERY. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of mailing/shipment and the delivery date. If a contract specifies a shipping method of f.o.b. contractor’s city (at government’s expense), enter the date of mailing/shipment. If a contract specifies f.o.b. destination (at contractor’s expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. Failure to provide this information for each print order may result in delayed payment of invoices.

DISTRIBUTION: Deliver prior to production samples F.O.B. Destination (at contractor’s expense) via traceable means. This cost is included in the contract and is not part of the pricing.

F.O.B Contractor’s City - reimbursable shipping for agency bulk copies to multiple nationwide addresses within the United States.

Complete addresses and quantities will be furnished with the print orders in an excel file.

Ship at most economical traceable means to the Government – reimbursable shipping with 1-2 day delivery for deliveries by Mondays before noon local times.

Contractor is responsible for all upfront shipping costs. Contractor will be reimbursed for shipping costs by submitting all shipping receipts with billing invoice for payment. NOTE: All shipping must be by traceable means.

At the Government Agency’s option, the Agency will occasionally furnish their UPS account to ship the items at Government’s expense.

For each print order placed, contractor must notify the ordering agency and GPO on the same day that the product ships (via e-mail) to the email address specified on the print order. The subject line of this message shall be “Distribution Notice for Program Number and Print Order number.” The notice must provide all applicable tracking numbers, Links to tracking number, shipping/ mailing methods, and title of product. Contractor must be able to provide copies of all shipping receipts upon agency request.

All expenses incidental to picking up and returning materials (when applicable), submitting proofs and prior to production samples, and furnishing sample copies must be borne by the contractor.

One set delivers to each delivery address furnished.

Approximate Address Breakdown:

Domestic destinations: 98%

HI/AK destinations: 1%

International destinations (country 1, country 2, country 3): 1%

Deliver the following approximate number of copies to nationwide locations per the distribution list, via traceable means: CBT: 30 copies; DBT 2-5 copies, PST 15-25 copies.

***** Note: Must send excel file with each destination and live tracking number links *****

Notify of delivery to publicationservicesdivision@va.gov ; thaddeus.cooks@va.gov ; Matthew.Sigurdson@va.gov

Deliver 1 binder to each location per furnished **distribution** list.

Deliver PRIORS to:

U.S. Department of Veterans Affairs

Office of Procurement, Acquisition and Logistics/Publication Services Division

Thaddeus Cooks

810 Vermont Ave NW

Room 349-H

Washington DC 20420
Mobile: 202-309-5395

Email: publicationservicesdivision@va.gov ; thaddeus.cooks@va.gov ; brian.mano@gpo.gov

RETURN OF GOVERNMENT FURNISHED MATERIALS: Upon completion of each order, any furnished materials must be packed separately and returned to the same address indicated for delivery of proofs in "DISTRIBUTION" unless otherwise indicated on the GPO Print Order Form 2511 or by the VA, and shall be marked with program number, print order number, jacket number and requisition number.

All expenses incidental to returning furnished materials 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).

No definite schedule for notification of availability of furnished materials 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.

AT THE START OF THE CONTRACT:

PDF proofs: Contractor to produce at the start of the contract, and additionally when ordered and/or upon changes to any item.

Upon receipt of artwork, PDF proofs will be required to be emailed to the VA **within 3 work days.**

VA will approve **within 5 work days.**

REGULAR ORDER PROCESSING:

Print order and files are anticipated to be sent to the contractor before noon on Wednesdays. Deliveries must be made on Mondays before noon if possible per that area.

Upon receipt of the printer order when PDF proofs are requested, PDF proofs will be required to be emailed to the VA **within 1 work day.**

Complete production MUST occur within 3 workdays.

When author's alterations are made, the schedule will be extended by one (1) additional workday.

No extension will be made when new proofs are required due to printer's errors.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each 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 (1) year's requirements 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.

(A)	288
(B)	2,397
(C)	62
(D)	1,845
(E)	20

II.

(A)	2
(B)	2
(C)	2
(D)	2

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city and f.o.b. destination for priors.

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.

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, GPO. If such orders are placed, and no Modification is received from the GPO, the contractor is to notify GPO immediately. Failure to do so may result in nonpayment.

CONTRACTOR MUST INVOICE IN ACCORDANCE WITH SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT.

All billing 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. COMPLETE PRODUCT (except for Item II. "PROOFS AND AUTHOR'S ALTERATIONS"): Prices shall include the cost of all required materials and operations, including but not limited to: binder, inserting, printing, paper, trimming, shrink film wrap, and all packing/shipping material and operations, as necessary for the complete production, shipping and delivery of the items listed, in accordance with these specifications.

- (A): DBT Workbook: 3-ring binder, front cover insert plus 410 pages.....\$_____ per each set
- (B): CBT Veteran Workbook: 3-ring binder, front cover insert plus 184 pages (with letter) ...\$_____ per each set
- (C): CBT Clinical Manual: 3-ring binder, front cover insert plus 216 pages (with letter) \$_____ per each set
- (D) PST Veteran handout: 3-ring binder, front cover insert plus 60 pages..... \$_____ per each set
- (E) PST Clinical Manual: 3-ring binder, front cover insert plus 156 pages.....\$_____ per each set

II. PDF PROOFS AND AUTHOR'S ALTERATIONS: Any charge made under "System timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable.

- (A) PDF proofs.....per each binder set.....,,\$_____
- (B) Priors.....per each item.....,\$_____
- (C) System timework/typesetting (AA's).....per hour.....\$_____
- (D) Additional pages in black ink (if changes occur).....per 100 sheets (leaves).....\$_____

(Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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) _____

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agrees, 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 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 Name) (GPO State & 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)

THIS SECTION FOR GPO USE ONLY
Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID