

BID OPENING: Bids shall be opened virtually at 11:00am, Eastern Time (ET), on November 25, 2025 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 Jacket 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.***

For information regarding the solicitation requirements prior to award, email Chris Duncan at cduncan@gpo.gov. For contract administration after award, contact Chris Duncan at (202) 512-0743.

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. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
2. The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
3. Illegibility of bid.
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 e-mailed 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.

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 (revised 9-19)).

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>.

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 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

FIXED PRICE INDEFINITE QUANTITY CONTRACT: This is a fixed-price contract. The bidder submitting a response shall bid the maximum quantity, inclusive of all costs (including non-reimbursable mail or freight, if applicable), that shall be delivered to the Government per the specification requirements for a total of \$360,015.00.

Bids shall include the cost of all materials and operations for the total quantity ordered. Bids shall be prepared in conformance with the Schedule of Prices.

DETERMINATION OF AWARD: Award shall be made to the responsible bidder submitting a bid, whose bid specifies the most copies to be delivered to the Government for an all-inclusive, fixed-price total of \$360,015.00. Bidders submitting responses to this solicitation shall submit a total quantity for the fixed price. In the event of a tie quantity, award shall be determined by the lowest, total per-unit price after application of prompt payment discount

and Buy American Act factoring (if applicable). In the event there is still a tie, the contract will be awarded in accordance with the GPO Printing Procurement Regulations, Chapter XII.

The bid shall include separate unit pricing for each additional 1,000 copies (each price).

If author's alterations are made during the proofing stage, the total quantity may be decreased in accordance with the contractor's submitted additional rate to offset the cost of the author's alterations.

SCHEDULE OF PRICES:

Quantity (books) Price

_____ = \$360,015.00

A cost must be submitted per each additional 1,000 copies:

Additional books (1,000) \$ _____ Additional cover letters (1,000) \$ _____.

PRODUCT: Perfect Bound Books and Cover Letters

TITLE: Behavioral Threat Assessment Units; A Guide for State and Local Law Enforcement to Prevent Targeted Violence

QUANTITY: A minimum quantity of 43,108 books required with fixed quantity of 21,554 letters. Balance of cost to be used for books only.

TRIM SIZE: Books and cover letters: 8-1/2 x 11"

PAGES:

Books: 72 plus a separate wrap around cover with spine.

Cover Letters: 1 leaf, face only.

GOVERNMENT TO FURNISH: Receive via email and GPO files sharing site after award.

One (1) Purchase order.

One (1) Excel spreadsheet containing 21,554 addresses.

One (1) PDF file for cover letter, uploaded to the GPO File Sharing site.

One (1) PDF of covers & spine uploaded to GPO File Sharing site.

One (1) PDF of text uploaded to GPO File Sharing site.

GPO Form 892c (R. 12/17) Proofs

GPO Form 2678 (departmental random copies-blue label).

GPO Form 917 (Certificate of Selection).

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

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

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change 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 adjust size of spine as necessary and remove spine text if space does not allow for legible text.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs. 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.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at jeffrey.mcgarry@uss.s.dhs.gov and cc: cduncan@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than 1 workday from receipt at the Department to receipt in the contractor's plant.

PLUS

Two (2) blank (unprinted) paper samples, one for the cover and one for the text stock along with:

One (1) set of digital color content proofs for entire book. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

Send proofs together with the furnished media (copy, electronic files) directly to: Assistant Chief Steven Driscoll, USSS - NTA, U.S. Secret Service, Mail Stop 8205, 245 Murray Lane, SW, Bldg T-5, Washington, DC 20023-8205, 202-220-1770. Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (1) workday from receipt in the department to when they are made available for pickup at the department. CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". Proofs will not be returned.

STOCK/PAPER/MATERIALS: 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. https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

Cover: JCP Code* L11: No. 1 Gloss-Coated Cover, White, Basis Size 20 X 26", Weight: 80 lb.

Text: JCP Code* A261 No. 1 Silk/Dull-Coated Text, White, Basis Size 25 X 38", Weight: 80 lb.

Cover Letter: JCP Code* O65, Plain Copier, Xerographic; White, Basis Size 17 x 22", Weight: 20lb

All text paper used in each copy must be of a uniform shade.

PRINTING:

DIGITAL PRINTING IS NOT ACCEPTABLE

Covers 1-4 and spine print type/rule matter, solids, illustrations, screen tints, fine detailed agency seals/logos in 4-color process with some type reversing out to appear white. Covers 1 thru 4 and spine bleed all sides. Heavy solid ink coverage on covers 1, 4 and spine. After printing, apply a clear, non-yellowing satin aqueous coating over the entire surface of covers 1-4 and spine to prevent scratching and smearing.

Text pages print head to head type/rule matter, screen tints, illustrations, images, solids, and gradients in four-color process plus some type reversing out to appear white. All pages bleed uncommon. After printing, apply a clear, non-yellowing satin aqueous coating over the entire surface of all pages to prevent scratching and smearing.

Cover Letter prints face only in 4-color process type and rule matter with agency logo. No bleeds.

INK:

Books: 4-color process, plus a clear, non-yellowing satin aqueous coating on all covers and pages.

Cover Letters: 4-color process.

MARGINS:

Books: Inadequate Gripper. Cover Letters: Adequate Gripper. Follow furnished files.

BINDING:

Score all folds plus hinge score covers 1 and 4 along entire dimension, 1/4" from bind. Perfect Bind on 11" side, wrap around cover, trim three sides, glued on. Contractor to determine spine thickness and adjust (and remove spine text), if necessary. Grain must run parallel to the spine. Cracks or wrinkles not acceptable.

PACKING:

Collate and shrink wrap 43,108 books and 21,554 cover letters in units of 2 books/1 cover letter per wrap, then insert into individual mailing envelopes or containers.

Pack balance of bulk shipment (TBD copies) suitably in cartons and shipping containers to ensure books are not damaged during shipment, NTE 40 lbs./carton.

MARK ALL BULK DELIVERY CARTONS WITH THE FOLLOWING INFORMATION:

TITLE: Behavioral Threat Assessment Units; A Guide for State and Local Law Enforcement to Prevent Targeted Violence

REQUISITION: 5-00041

JACKET NO.: 433-063

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

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	Ok'd proofs/Furnished Electronic File
P-10. Process Color Match	Furnished Electronic File

DISTRIBUTION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail jeffrey.mcgarry@uss.s.dhs.gov and cc: cduncan@gpo.gov . The subject line of this message shall be "Distribution Notice for Jacket 433-063, Req. No. 5-00041. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

NOTE: Delivery instructions for Freight, Trucks MUST be scanned at a USSS Scanning Facility prior to delivery to the warehouse. There have been recent changes to this protocol. Please coordinate the truck scanning with:

Rufus M. Brown Jr., Administrative Service Manager, Mail Communication Center, General Service Branch, Administrative Operations Division, United States Secret Service, Office: 202-406-6678, Cell: 202-302-5780, Rufus.brown@uss.s.dhs.gov

Deliver TBD copies (including 200 Departmental Random "Blue Label" Copies) via traceable means to:
USSS - V Street, Attn: Richard Cantu, 3030 V. St., N.E., Washington, D.C. 20018, Ph: 202-406-5229, richard.cantu@uss.s.dhs.gov

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate

may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/form917.pdf?sfvrsn=2>.

Ship 43,108 books and 21,554 cover letters to 21,554 nationwide locations as specified in furnished Excel distribution list.

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

SCHEDULE: The Purchase Order and GFM will be available via email/GPO's filesharing site after award, no later than December 15, 2025.

DELIVER F.O.B. DESTINATION BY 2/06/2026

Deliver TBD bulk copies to Washington, DC 20018.

Ship/Mail F.O.B. CONTRACTOR's CITY by 2/13/2025

Ship/Mail 43,108 books and 21,554 cover letters to 21,554 nationwide destinations via USPS.

Note: Postage costs are not reimbursable and must be factored into bid.

ADDRESSING/MAILING: Contractor to inkjet approximately 21,554 complete addresses using the supplied Excel spreadsheet. **Each address gets one mailing container containing 2 books and 1 cover letter.**

Prior to printing, contractor is responsible for passing the address file through (CASS) certification and through the National Change of Address (NCOA) service database to verify addresses are NCOA-certified, as required using a licensed USPS Full Service Provider. All related costs to perform this operation must be included in the bid. NOTE: Bad addresses - contractor to notify Jeffrey.McGarry@USSS.DHS.GOV and cc: cduncan@gpo.gov immediately before production of the number of bad addresses. Any printed copies returned by the USPS after the mailing is fulfilled, must deliver to: Communications Center – NTA, U.S. Secret Service, Mail Stop 8205, 245 Murray Lane, SW, BLDG T-5, Washington, DC 20023-8205, Attn: Asst. Chief Steven Driscoll, 202-220-1770.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 books. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

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 pre-award 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.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of 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>.

BID PRICE \$360,015.00

JACKET NUMBER 433-063

SCHEDULE OF PRICES:

Quantity Price:

21,554 total letters

43,108 books for individual mailers

_____ books for bulk delivery

TOTAL BID PRICE: \$360,015.00

A cost must be submitted for each additional per 1,000 copies.

Additional per 1,000 books \$ _____ **Additional per 1,000 letters** \$ _____

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 agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

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

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including 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.

Bidder _____
(Contractor Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, and Title of Person Authorized to Sign this Bid)

(Signature) (Date)

(Person to be Contacted) (Telephone Number) (Email Address)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date: _____
(Initials) (Initials)