

BID OPENING: Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on **December 29, 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.

ISSUE DATE: December 11, 2025

BID SUBMISSION: Bidders **MUST** submit email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number 450-235 and bid opening date (**December 29, 2025**) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 8 (Tom Bacon). NO COLLECT CALLS.

SPECIFICATIONS

U.S. Government Publishing Office (GPO)
Southcentral Regional Office

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)).

PRODUCT: This specification is for proofing, printing, binding and delivery of spiral bound books.

TITLE: MOVE! Veteran Workbook IB 10-1234 December 2024

QUALITY LEVEL: III Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 09-19)) applies.

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 \$308,600.00.

Bids shall include the cost of all materials and operations for the total quantity ordered.

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 \$308,600.00. 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.

Additionally, the bid shall include separate unit pricing per 1,000 books. 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.

TRIM SIZE: 8-1/2 x 11"

PAGES: 244 Pages plus a separate 2 piece cover

PRINTING: Covers 1, 3 & 4 and 244 text pages print head to head in Four Color Process consisting of type and line matter, reverses and illustrations with uncommon bleeds. Cover 2 is blank.

After printing, flood coat Covers 1 & 4 with a clear, non-yellowing satin aqueous coating.

GOVERNMENT TO FURNISH: A PDF file will be uploaded to the contractor's secure FTP site or shared via the GPO File Sharing site. The Purchase Order and a PDF file for the VA Packing Slip and Va Carton Label will be emailed at the time of award.

BASIC CHECK OF FURNISHED MEDIA AND FILES: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, work should be discontinued after the entire order has been inspected. Further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned quality assurance through attributes program (QATAP) level.

CONTRACTOR TO FURNISH: All other materials and operation necessary to fulfill the contract requirements, including secure file transfer protocol (FTP) capability and any necessary conversion program to utilize Government furnished files.

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.

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

Text: JCP Code* A260, White Silk / Dull-Coated Text, Basis Size 25 X 38", Basis Weight, 70 lb.

INK: Four Color Process

MARGINS: Uncommon bleeds on all printed pages and covers. Bleeds are included in the native/PDF files provided.

PROOFS:

Adobe Acrobat PDF proofs and Prior to Production samples are required:

Email PDF proofs to: Matthew.Sigurdson@va.gov and tbacon@gpo.gov.

Proofs will be withheld not more than **2 workdays** from receipt in agency until contractor is notified of an "OK to proceed". Contractor must not proceed prior to receipt of an "OK to proceed".

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.

After PDF Proofs are approved:

PRIOR TO PRODUCTION SAMPLES:

The sample requirement for this contract is not less than **2 printed and constructed copies**.

Each sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

Samples will be inspected and tested and must comply with the specifications as to kind and quality of materials, and quality of reproduction. Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to the AGENCY in distribution section. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket and purchase order. The samples must be submitted in sufficient time to allow Government testing of the samples and production and shipment in accordance with the shipping schedule.

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.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

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

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

NOTE: Prior to Production Samples are not considered part of the contract quantity.

Delivery the following Prior to Production samples:

1 prior to production sample to:

Lori Hesselink
609 COUNTRY ACRES RD
SAINT JOSEPH IL 61873-8960
Telephone: 217-213-9050

1 prior to production sample to:

Veterans Health Administration
3022 Croasdaile Drive, 3rd Floor
Durham, NC 27705
Attn: Susan Raffa (919-407-2672)

NOTE: Notify Matthew Sigurdson at Matthew.Sigurdson@va.gov with tracking info immediately upon shipping the Prior to Production Samples.

BINDING: Collate covers and all text pages. Punch covers and text suitably along left 11" dimension and bind with black plastic spiral binding (equal to plastikoil) of suitable size and capacity. Spiral bind with 5/8" setback for the binding. Publication must lie flat when opened.

PACKAGING, LABELING, AND MARKING: Noncompliance with the packing and marking instructions will be cause for the Government to take corrective action in accordance with GPO Pub. 310.2. Label in accordance with GPO Contract Terms.

Contractor MUST use supplied VA packing/shipping labels.

Pack in units of 10 per carton.

Cartons not to exceed 30 pounds each when full.

No loose items in cartons are permitted. Include sufficient inner packaging in submitted price. Ensure sufficient inner packaging to ensure no damage occurs during shipping.

At the Government's option, 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. Or, contractor may be required to waive the cost of any items received in damaged condition.

Mark/label each shipping container with the Requisition No., Jacket number, and title, corresponding to contents.

PALLETIZING: Contractor will be required to furnish pallets, for bulk shipments, in shipping containers, when the containers fill two or more layers on the pallet. Palletize in accordance with GPO Pub. 310.2.

BLUE LABEL COPIES: All orders must be divided into equal (200) sublots.

A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list.

SCHEDULE:

- Purchase Order and Government furnished material will be available for pick up from the U.S. Government Publishing Office, Southcentral Regional Office, on or before **January 5, 2026.**
- Deliver soft proofs (PDF) on or before **January 7, 2026.**
- Deliver Prior to Production Samples on or before **January 14, 2026.**
- **Deliver 10 Prior to Distribution copies in sufficient time to meet the final delivery schedule - including required 2 workday hold.**
- Deliver all copies on or before **February 27, 2026.**

NOTE: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Matthew Sigurdson at Matthew.Sigurdson@va.gov and compliance@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 450-235, Req. 6-00122/260051". 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.

DISRIBUTION: Deliver f.o.b. destination (at contractor's expense).

10 Prior to Distribution copies (MUST be randomly pulled) to:

Lori Hesselink
609 COUNTRY ACRES RD
SAINT JOSEPH IL 61873-8960
Telephone: 217-213-9050

IMPORTANT NOTE: HOLD FINAL DELIVERY UNTIL INSTRUCTED BY THE CUSTOMER TO PROCEED WITH THE SHIPMENT BELOW:

Department of Veterans Affairs
SDC/EDOS - Forms and Pubs
Bldg. 37, Door 14
1st Avenue one Block N. of Cermak
Hines, IL 60141
Delivery Phone: 708-786-7763
-----All Copies

Depot receives freight on pallets between the hours of 7:00 - 14:00 Central Standard Time.

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

Product Quality Levels:

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

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

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

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

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Prior to Production Samples
P10. Process Color Match	Approved Prior to Production Samples

OFFERS: Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. In addition to a quantity for the price called for in these specifications, a price must also be submitted for each 1,000 printed copies at the same time as the initial order. The price for additional quantities must be exclusive of all basic or preliminary costs.

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NOTE: Bidders are to fill out, sign/initial, and return page 7.

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.

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.

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.

NOTE: Contractors are expected to submit invoices within 30 days of job shipping/delivery.

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

COMPLIANCE REPORTING: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Matthew Sigurdson at Matthew.Sigurdson@va.gov and (compliance@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 450-235, Req. 6-00122/260051". 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.

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)