

U.S. Government Publishing Office
Government Publishing & Print Procurement
General Terms, Conditions, and Specifications
For the procurement of

FSA/ARC/PLC POSTCARDS

as requisitioned from the U.S. Government Publishing Office (GPO) by the
U.S. Department of Veterans Affairs

BID OPENING: Bids shall be opened virtually at **11:00 AM**, Eastern Time (ET), on **May 4, 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.

For information regarding the solicitation requirements prior to award, please contact Theresa Nagel 757-490-7940 Ext. 3 or tnagel@gpo.gov.

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.***

Bidders are to fill out, sign/initial, as applicable, 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.

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 (pgs. 9) 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.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. The price for additional quantities (additional rates) must be based on a continuing run, exclusive of all basic or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award. Bids must be received by the exact date and time specified. Late bids will not be considered

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: The predominant production function is printing. Bidder who must subcontract predominant production function will be declared non-responsible.

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) 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	Average Type Dimension
P-10. Process Color Match	Supplied Electronic Media

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, 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)

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.

NOTE: Prior to award the apparent low vendor must be able to show ability to produce the product in question and may be asked to supply samples of similar items.

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>

Vendors are expected to submit invoices within 30 days of job shipping/delivery.

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e. AAs), contractor is REQUIRED to submit written request to the Printing Specialist for written approval BEFORE proceeding.

Only a warranted GPO Contracting Officer acting within their appointed limits, has the authority to issue modifications or otherwise change the terms and conditions of this contract. If an individual other than the GPO Contracting Officer attempts to make changes to the terms and conditions of this contract, you shall not proceed with the change and shall immediately notify the GPO Contracting Officer. Proceeding with any work not authorized by the GPO Contracting Officer will be at the Contractor's own risk.

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.

-----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.

PREDOMINANT PRODUCTION FUNCTION: The predominant production function is printing. This function may NOT be subcontracted. Contractors who subcontract this function will be declared non-responsible.

TIME CRITICAL: This is a time-critical order. For the purpose of this contract, the provision in GPO Contract Terms Pub. 310.2 (Rev. 6-01) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule.

PRODUCT: FSA/ARC/PLC POSTCARDS

TITLE: FSA/ARC/PLC LETTERS

QUANTITY: 3,753,960 approximate address records

SIZES: 4 x 6"

GOVERNMENT TO FURNISH (GFM): Receive via email/Agency site/Contractor FTP after award. One (1) Purchase order. Contractor will be required to download the artwork files from a link to the USDA CloudVault or at agency option, files to be uploaded to Contractor FTP. Multiple agency files will be provided for production. Contractor must convert any color to black/grayscale, rotate pages as needed, and add blanks as need to maintain proper pagination.

Contractor can 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.

Government will make all minor and major revisions as required. GPO imprint is waived and must not print on the finished product.

SPECIFICATIONS:

Mailing consists of one face and back postcard that prints 4-color process type and line matter with illustrations, bleeds uncommon. Contractor responsible for creating bleeds. Match sample. Face contains agency paid mailing permit.

Note: Each postcard will have data varying in length consisting of a return address with approximately 4 lines of black type and a TO: address with approximately 4 lines varying address in black type.

Must be imaged directly on the pieces using laser imaging or high-quality ink jet imaging (minimum 240 x 240 dpi). Personalization (see template) for variable data. Contractor must take care that the image is clear and sharp, appropriate to the space, and is in compliance with all Postal Service regulations for address standardization and must meet the Postal Service regulations. Contractor is responsible for any file conversions to meet these requirements. Contractor must check this prior to any production of the pieces.

LIST PROCESSING:

Extensive file manipulation is required. For example, on each of the PDF records a name and address are currently in the address block. The contractor must export out that data in order to process it through postal software and then re-import it with the corrected address, intelligent mail barcode, etc., maintaining proper accuracy and integrity of the file.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" and "International Mail" as applicable. The contractor is responsible for completing all forms required by Postal Service for this type and class of mail and complying with all Postal Service regulations.

The contractor will be responsible to provide all materials and operations, including but not exclusive to addressing, sorting, bundling, packaging, and documentation forms necessary to comply with all U.S. Postal Service regulations to achieve the lowest First-Class Mail rate. Addresses/records are not in Zip code sequence.

The contractor will be required to accurately complete all appropriate mailing statements required by the U.S. Postal Service.

The contractor must prepare mailings to maximize presort discounts and comply with USPS mailing requirements for automation compatible mail in effect at the time of mailing.

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

The contractor's mail processing software must correct addresses with the most current information from USPS databases. To provide the highest level of readability for the post office, the software must standardize abbreviations and fonts and add ZIP+4 codes and barcodes. Contractor's software must be CASS certified through NCOA at least three times per year.

Contractor will ensure that USPS screening for deliverability is performed prior to mailing. This address verification includes a check against the National Change of Address (NCOA) Mailing list. Any addresses found to be undeliverable will be identified during USPS screening. Outbound mail found to be deliverable is sorted by the contractor according to USPS specifications in order to obtain the best applicable postage rates.

All possible methods to determine if the mailing addresses are accurate must be utilized. Any addresses that are determined to be undeliverable must be pulled from the file and a spreadsheet with those addresses found either to be undeliverable or changes of address must be forwarded to: samuell.johnson@usda.gov and cc: tnagel@gpo.gov.

After all mail list processing is completed, a piece must be mailed to each destination. Contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout run. The

Contractor must ensure that there are no missing or duplicate pieces and/or pieces with mis-imaged data.

The Contractor must also ensure that no defective pieces enter the mail-stream.

The agency must be furnished with copies of all such completed forms stamped by the Post Office and signed copies of all shipping receipts within 1 workday of the completed mailing. Email samuell.johnson@usda.gov and cc: tnagel@gpo.gov. All makeready/defective copies must be shredded and discarded.

INK: 4-color process.

STOCK: Dull-Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP L60. Must meet minimum specifications for postcards in USPS DMM.

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 which contains five (5) samples with sample data. 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. Contractor must show hole drill locations.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency to: samuell.johnson@usda.gov and cc: tnagel@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proof and immediately upon receiving the returned proof (or OK E-Mail) back from the Department. Proof will be withheld not more than (2) workdays from receipt at the Department to receipt in the contractor's plant.

DISTRIBUTION:

NOTIFICATION OF SHIPMENT TO AGENCY AND DELIVERY TO GPO:

Inform GPO of the actual mailing dates as soon as known on all orders. Email the Jacket number and date to compliance@gpo.gov with cc to tnagel@gpo.gov.

Contractor must notify the ordering agency on the same day that the product mails via e-mail sent to samuell.johnson@usda.gov and cc: tnagel@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 460-670, Requisition 6-10002". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all deliveries, mailing, and shipping receipts upon agency request.

F.O.B. Contractor's city/origin - see excel list. Mail first class via agency's paid permit.

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

SCHEDULE: See Notice of Compliance with Schedules in GPO Publ. 310.2. The Purchase Order and GFM will be available via e-mail and Agency site after award no later than May 5, 2026. Contractor to submit proofs as soon as the contractor deems necessary in order to comply with the delivery schedule no later than May 11, 2026.

Mail complete on or before June 1, 2026.

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.

Bidders must fill out this page and return it. Bids must be received by the exact date and time specified.

SHIPMENT(S): Shipments will be made from: City _____, State _____

BID PRICE: \$ _____ **ADDITIONAL RATE:** \$ _____ **PER: 1,000.**

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 (pg. 7) 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.

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)
