

U.S. Government Publishing Office (GPO)  
Midatlantic Region  
General Terms, Conditions, and Specifications  
For the procurement of  
**Annual SECVA Anti-Harassment Policy Distribution to Veterans**  
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 **February 11, 2026**, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

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

**BID SUBMISSION:** Bidders must email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time. The *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 9.**

**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. In addition, a price must be submitted for each additional **1,000 copies**. 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.

## GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

**SUBCONTRACTING:** 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	Approved Proof
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Government furnished material

**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.

**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).

**SCOPE:** These specifications cover the following operations: printing, folding, inserting and mailing of informational sets, each consisting of a Letter, Brochure, and Envelope.

**TITLE:** Annual SECVA Anti-Harassment Policy Distribution to Veterans

**QUANTITY:** 6,066,383 sets

(1 set = 1 Letter + 1 Brochure + 1 Envelope with addressing)

**TRIM SIZE:**

Letter: 8.5" x 11" folded to approximately 8.5" x 3.66"

Brochure: 11" x 8.5" folded to 3.66" x 8.5"

Envelope: 4.125" x 9.5"

**DESCRIPTION:**

One set = 3 items (Letter + Brochure + Envelope)

1. Standard Letter with no personalization. Static letter prints face only with adequate gripper margins with text and signature in black and VA Seal and links in Pantone 541 (contractor to convert from 4 color process). Once vendor is selected, the signature will be sent for scanning and placement. Fold to 8.5" x 3.66" using 2-parallel wrap-around folds. Fold parallel to grain. Cracking on the folds will not be acceptable and may result in rejection.
2. Tri-fold Color Brochure. Brochure prints face and back in 4 color process. Face bleeds 3 sides and back has full bleeds (contractor to create bleeds). Fold to 3.66" x 8.5" using 2 parallel wrap-around folds with title panel out. Fold parallel to grain. Cracking on the folds will not be acceptable and may result in rejection.
3. Non-window #10 Envelope with an inside security tint imaged with the name and address of recipient. Return address prints in Pantone 541.
  - o The name and address that is printed on the outside of the envelope is PII (Personally Identifiable Information).
  - o Personalization must be in all caps without punctuation in black on the envelope. Personalization of approximately 3-4 lines and a barcode of variable data at the address section. Envelope prints return address, VA seal and presorted postage in the Pantone 541 blue. Must be imaged directly on the envelope using laser imaging or high-quality ink jet imaging (minimum 240 x 240 dpi). Image must be clear and sharp, appropriate to space, and must follow all Postal Service regulations for address standardization and for clear areas. Contractor is responsible for any file conversions to meet these requirements. Contractor must check this prior to any production of the pieces.

**Contractor's option to print address on back of letter and insert into window envelope. If using the window option, contractor to determine size and location of window on the envelope so the address meets USPS DMM. Window must contain clear covering, cannot be open window.**

Assembly: Collate one of each item to create a set and mail. Place item 1: Letter and item 2: Brochure into item 3 Envelope; seal; and mail per mailing list file (Excel files will be provided). Outer envelopes must be securely sealed after items are inserted. Contractor must use a method of sealing such that envelopes are securely sealed at the time of sealing. Methods that rely on the pressure of the other envelopes to seal the bond are not acceptable. Envelopes must be securely sealed when entered into the mail stream and must not open until opened by the recipient.

Contractor to mail approximately 6,066,383 sets\*\* using the agency's furnished **mail anywhere permit no. 1090 for postage – Marketing Mail rate**. Contractor must submit the postal receipt to the agency after dropping at the post office and must include the agency control number 025463 in the "Customer Reference ID" field".

**ADDRESSES:** Contractor must remove duplicate entries and sort by ZIP+4 sequence, CASS and NCOA certification; RETURN to the agency for correction or removal (agency will return within 3 business days); then provide actual quantity to GPO.

\*\*Actual quantity mailed will be based on the quantity remaining after the NCOA and CASS pre-sorts.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for **Marketing Mail** rate.

NOTE: Must be mailed at a **Marketing Mail** rate that gets the most USPS discounts and the most cost-effective way for the Government. The contractor must provide CASS and PAVE certified software for matching ZIP + 4, bar-coding, and presorting for maximum postal automation discounts (as applicable).

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable. The contractor is responsible for completing all forms required by the 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 current U.S. Postal Service DMM regulations to achieve the Marketing Mail rate. Addresses 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 VA and GPO 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. Contact Brian Mano ([Brian.Mano@va.gov](mailto:Brian.Mano@va.gov)) 202-461-5002 to arrange transmission.

Request USPS secure destroy (record of pieces destroyed). Must use USPS secure destroy service so the VA does not have to physically handle return mail.

Request list of failure of postal sort at beginning (as well as those returned after mailing).

Contractor to presort and run mail lists through all applicable postal software to achieve the lowest possible per piece postage rate. Return spreadsheet to the VA with any addresses deemed undeliverable.

Marketing mail rate via agency printed permit.

**NOTE: Contractor must provide the agency contact Brian Mano ([Brian.Mano@va.gov](mailto:Brian.Mano@va.gov), 202-461-5002) with the estimated postage amount as soon as possible (at least 5 business days before mailing) so the VA can request adequate funds for the mailing permit.**

Mail drops to occur weekly, starting on or around March 13, 2026, and mail complete April 24, 2026.

**INK:** Four Color Process, Black and Pantone 541 (blue).

**MARGINS:** Full bleeds on Brochure; contractor to create bleeds and include cost in bid. Adequate gripper for the letters and envelopes.

**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.

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

Letter: White Uncoated Text, basis weight: 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Brochure: White No. 1 Dull-Coated Text, basis weight: 70 or 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A261.

Envelope: White Writing Envelope, basis weight: 20-24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20. Open side, side seams or suitable, with regular gummed flap. Inside security tint.

**GOVERNMENT TO FURNISH:** PDF files, Word file, and Excel Mailing Lists will be transferred via FTP site after award. Contractor to contact agency after award to arrange transmission of files.

See attached draft files for the letter and brochure (Attachment 1 and Attachment 2). Do not print from draft files.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications.

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

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic preflight check of the furnished media and publishing files to assure correct output of the required reproduction image. If any errors, media damage, or data corruption that might interfere with proper file image processing are discovered during inspection by the contractor, work must be discontinued and further instructions should immediately be requested from the contract administrator, see below.

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), 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.

**SPECIAL SOFTWARE CONSIDERATION:** Special Software Consideration: (a) Microsoft Office files

(e.g. files from Presentations, Word Processing, or other non-publishing applications) and Adobe Acrobat files are furnished for this procurement. Additional system work may be required to produce acceptable output as per specifications. (b) The Contractor will not receive additional compensation or time for common errors associated with the output of Office files. Common errors include but are not limited to: (1) color issues and shift (RGB color data, no spot colors, loss of black plate), (2) page integrity (text reflow), (3) missing prepress features (e.g., bleeds, trim marks) or (4) loss of text characters from graphic elements. (c) If supplied by the Government, a visual will be considered the standard for output. The contractor must ensure that the page integrity (e.g. reflow) of final output matches the furnished visual.

**DIGITAL DELIVERABLES:** Upon completion of order the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

**RIGHTS ON DATA:** The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

**PROOFS:** Contractor to submit one Press Quality PDF soft proof (for content only) for each item 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. Include REMINDER that agency can keep proof Two (2) WORKDAYS. Date of receipt is NOT considered first workday.

Contractor must call Brian Mano at 202-461-5002 to confirm receipt.

Email PDF to: [brian.mano@va.gov](mailto:brian.mano@va.gov) and [tnagel@gpo.gov](mailto:tnagel@gpo.gov)

**DISTRIBUTION:** Mail f.o.b. contractor's city except for sample copies which must be delivered f.o.b. destination. See below.

Sample copies for the agency are included in the total quantities. All expenses incidental to picking up and returning materials, submitting and picking up proofs/priors, and furnishing sample copies must be borne by the contractor.

**PACKING:** Suitable.

**SCHEDULE:** Purchase Order will be emailed to the contractor upon award. Contact agency Brian Mano ([Brian.Mano@va.gov](mailto:Brian.Mano@va.gov), 202-461-5002) for digital files on or before February 16, 2026.

Proofs will be withheld not more than 2 workdays from receipt by the Government.

Weekly mailings will begin on March 13, 2026, with each mailing consisting of a minimum of 1 million pieces. Final mailings will be delivered by April 24, 2026.

**TIME CRITICAL:** Notify Brian Mano ([Brian.Mano@va.gov](mailto:Brian.Mano@va.gov), 202-461-5002) of the delivery status in the morning 2 days prior to the first shipment to meet the at destination delivery date.

This is a time-critical order. For the purpose of this contract, the provisions 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. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier "targets" in lieu of "guaranteed" deliveries will not be acceptable.

Contractor must notify the ordering agency on the same day that each grouping ships/delivers via e-mail sent to [Brian.Man0@va.gov](mailto:Brian.Man0@va.gov), tnagel@gpo.gov and compliance@gpo.gov. Call Brian Mano (202-461-5002) to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for Jacket 619-493 Req# 5-25135/025463". 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.

Prices must include the cost of all required 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 copies per each item. The price for additional quantities must be based on a continuing run, exclusive of all basis or preliminary charges, (i.e., running rate not including makeready) and will not be a factor for determination of award.

Bids for each item listed in its respective format group, as defined in Section 2.- Specifications, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

**Bidders must fill out this page and return it via email.**

**TOTAL BID PRICE: \$ \_\_\_\_\_ ADDITIONAL RATE \$ \_\_\_\_\_ PER 1,000 sets**

**LOCATION(S) OF POST OFFICE(S).** All mailings will be made from:

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

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_.

**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 point(s), in exact accordance with specifications.

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

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one 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.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder \_\_\_\_\_  
 (Contractor Name) \_\_\_\_\_ (GPO Contractor's Code) \_\_\_\_\_

\_\_\_\_\_ (Street Address)

\_\_\_\_\_ (City – State – Zip Code)

By \_\_\_\_\_  
 (Printed Name, Signature, and Title of Person Authorized to Sign this Bid) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_ (Person to be Contacted) \_\_\_\_\_ (Telephone Number) \_\_\_\_\_ (Email)

FOR GPO USE ONLY

\*\*\*\*\*

Contracting Officer Review \_\_\_\_\_ Date \_\_\_\_\_ Certifier \_\_\_\_\_ Date \_\_\_\_\_