

BID OPENING: Bids shall be opened virtually at 1pm Eastern Time (ET), on April 20, 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 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 will not be considered for award.

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 8.**

For information regarding the solicitation requirements prior to award and for contract administration after award, contact Eric Battle at ebattle@gpo.gov or 312-353-3916 ext. 5.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the e-mailed 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.
- (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 e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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 (revised 9-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standardsfiles-for-vendors/contractterms2018.pdf>.

SUBCONTRACTING: Accordingly, Contract Clause 6, "Subcontracts," the provisions of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) are modified to permit subcontracting of the binding operations only.

NOTE: Any operations or functions that will be subcontracted for the performance of this contract must be disclosed prior to award. As part of the responsibility, the Government may evaluate the capability of

any subcontractor(s) to be utilized in the performance of this contract.

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

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

PRODUCT: Saddle-Stitch Career Guidebooks with glued in NCR form

TITLE: ASVAB Exploring Career Guide (DD Form 1304-5WB)

QUANTITY: 500,002 (includes 200 Departmental Random "Blue Label" Copies) plus 50 QARCS. Plus 50 QARCs and two (2) sets of Digital Deliverables

TRIM SIZE: Book Constructed size: 17 x 11"; folded to 8-1/2 x 11"
FYI Form: 16 x 10-1/2" flat, folded to 8 x 10-1/2" included is a 3/4" stub

PAGES: 32 pages plus separate wraparound cover.

GOVERNMENT TO FURNISH: via email and GPO File Sharing Site after award.

One (1) Purchase Order

One (1) Zip File containing all production files.

One (1) InDesign File, Links, Text, High Resolution Print PDF.

GPO Form 892 (R. 12/17) Proofs

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

GPO Form 917 (Certificate of Selection).

GPO Form 915 (Business Reply Label).

GPO Form 2686 QARC Random copies sampling & shipping instructions.

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.

Minimum 175-line screens required.

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 Jerad.Vogt@dla.mil and ebattle@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 (3) workdays from receipt at the Department to receipt in the contractor's plant.

AFTER EMAIL PROOFS APPROVAL

Prior to the commencement of production of the contract production quantity, the contractor shall submit samples to: HQ USMEPCOM, ATTN: J-3 (Jaime Clayton), 2834 Green Bay Road, North Chicago, IL 60064-3091. Two (2) samples will be tested for conformance of material(s). Two (2) samples will be tested for usage on the specified equipment and/or for construction. The container and accompanying documentation shall be marked PREPRODUCTION SAMPLES and shall include the GPO jacket, purchase order, and Req. No. 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 printer must furnish the government with 2 final master CDROM sets in original formats and digital deliverables (after any editorial or production changes have been completed). Send these to HQ USMEPCOM, Attn: J-3 (Ms. Clayton), 2834 Green Bay Road, North Chicago, IL 60064-3091. Prior to bindery and shipping, 10 approval copies must be received NLT 5 days prior to actual bindery and shipping. Mail approval copies to HQ USMEPCOM, Attn: J-3 (Ms. Clayton), 2834 Green Bay Road, North Chicago, IL 60064-3091.

Approval must be given before shipping begins. The Government will approve, conditionally approve, or disapprove the samples within (3) 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 therefor.

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 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. In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance with Schedules," of GPO Contract Terms

(GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)). Manufacture of the final product prior to approval of the sample submitted is at risk of the contractor. 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.

Proofs will NOT be returned. Contractor to accept approval via email.

THE CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT".

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. https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_13.PDF.

Book Cover: L50, Matte-Coated Cover, Basis Size 20 X 26" Basis Weight 80lb

Book Text: JCP Code* A240, Matte-Coated Text, Basis Size 25 X 38" Basis Weight 70lb

FYI Form: JCP Code* O80, Carbonless Bond; White and Colors, Basis Size 17 X 22" Basis Weight 20lb

Form: Part 1: White Carbonless Bond, Spot CB, grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code O-80, with exception to weight.

Form: Part 2: White Carbonless Bond, Spot CF, grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code O-80, with exception to weight.

Grain must run parallel to spine. Cracks and wrinkles are unacceptable. See also "Binding" herein. All paper and materials used in each copy must be of a uniform shade. All paper and materials used in printing and binding this publication must come from the same lot.

White bond paper that matches the carbonless paper in color as close as possible. This would have the files ASVAB_FYI_front.ai and ASVAB_FYI_percentile.ai printed front and back.

Form: Part 3: White Bond, grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code G-10. Contractor to match shade of white to carbonless as closely as possible.

PRINTING: Must be printed on a press capable of printing all ink colors in a single pass through the press (minimum of four printing units).

DIGITAL PRINTING IS NOT ACCEPTABLE

Cover: Covers 1 thru 4 print face and back (head to head) type/rule matter, photos, illustrations, and screens/solids in 4-color process with some type reversing out to appear white. All covers bleed. After printing, apply a clear, non-yellowing matte aqueous coating over the entire surface of covers 1-4 and spine to prevent scratching and smearing.

Text: Prints type/rule matter, photos, illustrations, and screens/solids head-to-head in 4-color process with some type reversing out to appear white. Text pages have uncommon bleed throughout. Solid areas must appear completely even and free of any variation, picking, or pinholes. Coverage MUST appear solid and uniform.

FYI Form: The form is a 3-part set; sets will be joined by a ¼" stub at the right and firm glued at the left. 3-part form should be located between the last page and cover.

Part 1 is the page that faces up when the document is open, and the test side faces up. Part 1 prints on carbonless bond, face only in 4-color process, no bleeds. Three spot carbonless areas, CB, to be on the back of “ASVAB_FY_test.ai” (part 1). Dimensions for the carbonless areas are 9/16 x 6-1/2” in 3 strips. See sample for placement.

Part 2: Prints on carbonless bond, face only in 4-color process, bleeds at the bottom. Three spot carbonless areas, CF, to be on the front of “ASVAB_FY_score.ai” (part 2). Dimensions for the carbonless area are 9/16 x 6-1/2” in 3 strips. See sample for placement; must register to part 1 exactly. Transfer to be black in color. NOTE: Image transfer must be dark and clear. Each part in a set must be legible, and characters clearly read, when written with pencil or pen. Images to be permanent. Transfer to last at least two years.

Part 3: Prints on white bond (not NCR), that matches the carbonless paper in color as close as possible, face and back in 4-color process, bleeds on the back head, foot, and right. Files are named “ASVAB_FYI_front.ai” for the outside cover (back) and “ASVAB_FYI_percentile.ai” for the inside (face).

Any banding, roller marks, or variation in density within solid areas is not acceptable. Offsetting is not acceptable.

If the contractor has any questions, concerns, or notices any discrepancies between the furnished material (including the artwork) and the specifications, IMMEDIATELY contact Eric Battle at ebattle@gpo.gov or 312-353-3916 ext. 5.

INK: 4-color process - Plus aqueous

MARGINS: Inadequate gripper. Follow electronic files. The contractor is responsible for establishing margins, for the final trim size selected, to ensure no loss of printed information. Maintain uniform margins for the page numbers within 3/8” to 1/2” from the page’s edge; the contractor shall adjust for creep (as necessary) to maintain uniform margins throughout.

BINDING:

Book Saddle-wire stitch in two places along the 11” side and trim 3 sides. Score covers along the spine; ensure that scored and coated covers do not crack or split at the spine.

Form: Form sets contain 3/4” perforated glue stub along the 10-1/2” right dimension (when part 1 is facing up) and must be firmly glued along the 10-1/2” left dimension. The glue and stub must keep the 3 parts intact.

Fold form in half, to 8 x 10-1/2” with Part 3 to the outside. Follow construction guides furnished. 3-part form should be located between the last page and cover.

The form must be inserted and adhered with a small amount of fugitive glue diameter, cannot be inserted loose. NOTE: **Do not use excessive glue that it will bleed through pages.**

PACKING / LABELING:

Pack 50 books (with adhered forms) per carton. Note: Contractor is responsible for packaging product snug with no room for movement and damage. If necessary, cartons must be packaged with adequate filler material to protect contents during shipping and storage.

Special care must be taken to ensure the book pages are not damaged during packing and transit.

Protect corners to prevent damage.

Place the words "ASVAB Exploring Careers, DD Form 1304-5WB, July 2025" on each shipping container.

Mark each carton with Title and quantity within each carton.

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.

Pack suitable in shipping containers not to exceed 45 lbs. when fully packed.

Use only new corrugated or solid fiberboard containers with minimum bursting strength of 275 p.s.i.

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

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

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 Proofs / Furnished Electronic Files |
| P-10. Process Color Match | Approved Proofs / Furnished Electronic Files |

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver F.O.B. Destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Jerad.Vogt@dla.mil and cc: ebattle@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 432-953, Requisition 5-321315W-940564". 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.

Deliver 500,000 copies (includes 200 Departmental Random "Blue Label" Copies) via traceable means to: Army Publication Distribution Center. 1655 Woodson Road St. Louis, MO 63114-6181. ATTN: Receiving (309-903-1106)

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/pdfs/vendors/sfas/Form917.pdf>

Deliver 1 copy via traceable means to: BAC (C&I) 1523-01, U.S. Government Publishing Office Federal Depository Library Program, Mail Stop: FDLP 44 H St., NW, Loading Dock Washington, DC 20401. Marked Item No: 0314A29

Deliver 1 copy via traceable means to: BAC (By-Law) 1525-01, Library of Congress U.S. Serials and Government Documents Section U.S. Anglo Division. 101 Independence Avenue, SE, Stop 4276 Washington, DC 20540-4276 Marked: Depository File Copies.

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

SCHEDULE: Purchase Order and GFM will be available via email/GPO's FileSharing site after award.

Deliver to arrive at destinations by June 12, 2026. See "Distribution" herein. If production schedule allows delivery prior to June 12, 2026, is acceptable.

TIME CRITICAL: Notify ebattle@gpo.gov 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 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. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier's "targets" in lieu of "guaranteed" deliveries will not be acceptable.

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 1000 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.

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.

(Signature)

(Date)

(Telephone Number)

(Email)

Contracting Officer Review: _____ Date: _____ Certifier: _____ Date:

(Initials)

(Initials)