

Jacket: 619-122
Title: Notice of Privacy Practices, IB 10-163
Agency: Department of Veterans Affairs
Bid opening: July 25, 2025 at 11:00 a.m., prevailing Eastern Standard Time

Jacket	Contractor Name	Bid	Terms				Discount
619-122	*NPC Inc.	\$399,254.45	2	%	20	days	\$391,269.36
619-122	Specialty Print Communications	\$439,257.64	5	%	21	days	\$417,294.76
619-122	I Color Printing & Mailing Inc.	\$424,786.00	0.25	%	10	days	\$424,786.00
619-122	Advantage Mailing LLC	\$426,315.79	0.25	%	20	days	\$425,250.00
619-122	Amsive	\$428,750.00	0	%	0	days	\$428,750.00
619-122	RR Donnelley - Elk Grove Village	\$432,425.00	0	%	0	days	\$432,425.00
619-122	DIS Direct	\$453,750.00	2	%	20	days	\$444,675.00
619-122	Omaha Print dba Aradius Group	\$603,276.61	1	%	20	days	\$597,243.84
619-122	KM Media Group	\$632,400.00	0.25	%	20	days	\$630,819.00
619-122	Printing Resources	\$651,562.50	0	%	30	days	\$651,562.50
619-122	Wolverine Mailing Packaging	\$918,750.00	0.5	%	30	days	\$914,156.25

* AWARD

RW / WL

U.S. Government Publishing Office (GPO)
MidAtlantic Region

General Terms, Conditions, and Specifications
for the procurement of

Notice of Privacy Practices, IB 10-163

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

BID OPENING: Bids shall be publicly opened virtually at **11:00 a.m.** prevailing Eastern Standard Time, on **Friday July 25, 2025**, at the Government Publishing Office, MidAtlantic Region. All parties interested in attending the bid opening shall email bids@gpo.gov prior to bid opening date to request a Microsoft Teams live stream link. The link will be emailed on the day of the bid opening.

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 and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. EST on the bid opening date 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.

Any questions before or after award concerning these specifications call Russ Ward at (757) 490-4940, Ext. 7. No collect calls. Email: ward@gpo.gov.

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>

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.

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.

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).

PAYMENT: PLEASE SUBMIT BILLING PACKAGES WITHIN 15 DAYS OF DELIVERY.

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>

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

MODIFICATIONS: 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.

GOVERNMENT IN-PLANT INSPECTIONS: The Government reserves the right to have Government representative(s) inspect any operation under this contract at the start of its production and at any time during production. In addition to the inspections indicated, the Government reserves the right to inspect all stages of production.

PRODUCT: Face only letter (2 versions) print, tri-fold and insert into variable imaged envelope. Variable data address verification required (CASS, PAVE, NCOA).

TITLE: Notice of Privacy Practices, IB 10-163

QUANTITY: Letters: 8,750,000 in total, the exact breakdown of "Caregiver Letter" vs. "Veteran Letter" is unknown at this time, will be determined with provided database from customer.

Veteran Letter to be approximately 99% and Caregiver Letter to be approximately 1% of total quantity.

8,750,000 #10 closed face envelopes.

The above quantities are approximate, and the government reserves the right to increase or decrease the quantity by up to 10%. Exact quantity will be furnished with final mailing list on or around **7/30/2025**. Billing adjustment due to quantity change will be made at the contractor's "additional" rate.

TRIM: Letter (both versions) 8.5 x 11" trifold to 8.5 x 3.66"
#10 White envelope 4.125 x 9.5"

DESCRIPTION: Customer to provide variable data (mailing list), on or around 7/30/25. Contractor to validate and presort addresses with CASS and PAVE certified software. Run list against NCOA database and update changed addresses.

Provide customer with the presorted mailing list, list of Change of Addresses, and list of undeliverable addresses (all in Excel format).

Print 8,750,000 total letters, black ink, 8.5 x 11" trifolds to 8.5 x 3.66", adequate gripper margins; follow furnished print files. Letters for each version are static, no variable information.

Print 8,750,000 envelopes, print indicia in upper right corner for presorted standard mail, permit 1090, Washington, DC 20066-7204. Print VA logo in upper left corner. No return address to be printed. Envelope is open side with diagonal seams and suitable water-soluble gummed flap.

Insert tri-folded letters into envelopes, seal and image variable data names and addresses on outside face of envelope.

Imaging of addresses on envelope must meet minimum USPS DMM regulations for acceptance of mailing.

****CRITICAL** – Contractor to provide postage estimate as soon as possible, so that customer may ensure postage account is sufficiently funded******

GOVERNMENT TO FURNISH: Media consists of 3 PDF files will be emailed upon award. Veterans Affairs (VA) to provide mailing list on or around **7/30/25** in Excel format.

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 GPO contract administrator immediately.

The contractor shall create or alter 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.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of the 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 suitable storage media or e-mailed upon request. 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. NOTE: Government will accept Adobe Acrobat Portable Document Format (PDF) files as digital deliverables when furnished by the Government.

STANDARD MAIL: The contractor must provide zip code sorting and CASS certified software for matching ZIP + 4, bar-coding, and presorting for maximum postal automation discounts (as applicable). In cases of a particular address that cannot be CASS certified, but otherwise be considered minimally acceptable for processing through the Postal Service, the vendor must ensure all such pieces are mailed at the appropriate postal rate. **MAILING:** 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. **ALL MAIL MUST MEET CURRENT USPS DMM REQUIREMENTS.**

PROOFS: Contractor to submit one Press Quality PDF soft proof (for content only) for each jacket 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 **THREE (3) workdays**. Date of receipt is NOT considered first workday. Call Matthew Sigurdson at 771-220-1815 to confirm receipt of both proofs. Email proofs to: Matthew.Sigurdson@va.gov and wward@gpo.gov

Contractor to provide proofs for:

“Caregiver” Letter, “Veteran” Letter, Envelope, and 30 imaged formatted addresses.

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-and-standards-files-for-vendors/vol_13.pdf All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

Letters: JCP Code* A60, White Uncoated Text, Basis Size 25 X 38" - 50#

Envelopes: JCP Code* V20, Writing Envelopes, White, Basis Size 17 X 22" - #10 regulars -24#

INK: Letters: Black ink only
Envelopes: Black ink only

MARGINS: Letter and Envelopes, adequate gripper margins; follow furnished print files.

LABELING AND MARKING: Contractor to enter GPO jacket number and the VA control number in the “Customer ID Reference” field when completing the necessary paperwork for the post office.

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

Product Quality Levels:

- (a) Printing Attributes -- Level 3
- (b) Finishing Attributes -- Level 3
- (c) Exceptions: None

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

- (a) Non-destructive Tests - General Inspection Level 1.
- (b) Destructive Tests - Special Inspection Level S-2.

ATTRIBUTE

SPECIFIED STANDARD

P-7. Type Quality and Uniformity

Avg. Type Dimension

P-9. Solid and Screen Tint Color Match

Avg. Type Dimension

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

Purchase Order and furnished material (print files) will be emailed no later than **July 30, 2025**. Customer to provide variable data (mailing list), on or around **July 30, 2025**.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Submit proofs by **August 7, 2025**, to comply with the shipping schedule. Email PDF proofs, date of receipt is not considered first day.

The contractor must not print prior to receipt of an "OK to print."

Delivery of all inserted and addressed letters to the U.S. Post Office for distribution no later than **September 30, 2025**.

****CRITICAL – Contractor to provide postage estimate as soon as possible, so that customer may ensure postage account is sufficiently funded****

Contractor to provide presorted mailing list, Change of Addresses, and list of undeliverable addresses as soon as processing is complete. Reports may be provided in sections. (all in Excel format). Deliver to Matthew.Sigurdson@va.gov.

NOTIFICATION OF SHIPMENT: Immediately after the order has shipped, the contractor must EMAIL tracking numbers to Matthew.Sigurdson@va.gov, ward@gpo.gov & compliance@gpo.gov on same day the product delivers to U.S. Post Office. The subject line of this message shall be "Distribution Notice for **Jacket 619-122, REQ# 5-25090/024976, Notice of Privacy Practices, IB 10-163**". Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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

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).

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.

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

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)

COMPLETE THIS PAGE AND SUBMIT AS YOUR BID

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)
