

**Jacket:** 577-707S (577-707, 577-708, 577-709)  
**Title:** Paper Survey Mailer Sets  
**Agency:** Department of Veterans Affairs  
**Bid Opening:** June 18, 2024 at 1:00 P.M. Eastern Time (ET)

Contractor Name	Bid	Terms		Discounted Total	AWARDED
Specialty Print Communications	\$157,354.89	5.0%	21 days	\$149,487.15	
Japs-Olson Company	\$197,376.00	0.0%	0 days	\$197,376.00	
Complete Print Shop Inc	\$247,039.98	0.0%	0 days	\$247,039.98	
Advantage Mailing LLC - Anaheim	\$277,520.00	0.25%	20 days	\$276,826.20	
			days	\$0.00	
			days	\$0.00	
			days	\$0.00	
			days	\$0.00	
			days	\$0.00	
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Jacket 577-707S (577-707, 577-708, 577-709)  
Specifications by FB  
Reviewed by RW

U.S. GOVERNMENT PUBLISHING OFFICE

Northwest Region

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

***Paper Survey Mailer Sets***

as requisitioned from the U.S. Government Publishing Office (GPO) by the

Department of Veterans Affairs

Single Award

**BID OPENING:** Bids shall be opened virtually at 1:00 P.M., Eastern Time (ET), on June 18, 2024 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.

**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 577-707S 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.***

**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.

For information of a technical nature, contact [infonorthwest@gpo.gov](mailto:infonorthwest@gpo.gov) and [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov) .

## SECTION 1. - 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-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.

**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:

P-7. Type Quality and Uniformity

Approved Proofs

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

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>.

**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 the 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 review 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).

Proper encryption and password protection of files containing PII.

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**SECURITY WARNING FOR PROPER HANDLING:**

Warning: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of mailing sets requiring such operations as printing, variable data, assembling, and mailing sets. Each set consists of 4 printed items.

**TITLE:** Paper Survey Mailer Sets

**QUANTITY:** Each set consists of 4 printed items.

Item 1 - Window Envelopes

Item 2 - Return Envelopes

Item 3 - Cover Letters

Item 4 - 12-Page Booklets

The envelopes (window envelopes and return envelopes) are common to all Jackets; all other items (cover letters and 12-page booklets) are custom to each Jacket.

The quantity is an estimated total number of sets. Contractor to confirm the quantity. Contractor must notify GPO ([infonorthwest@gpo.gov](mailto:infonorthwest@gpo.gov) and [fbuchko@gpo.gov](mailto:fbuchko@gpo.gov)) and the agency ([matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov)) of the quantity.

JACKET 577-707: approximately 8,400 variable data mailer sets

JACKET 577-708: approximately 100,000 variable data mailer sets

JACKET 577-709: approximately 200,000 variable data mailer sets

### NUMBER OF PAGES:

Item 1 - Window Envelopes:	Face Only
Item 2 - Return Envelopes:	Face Only
Item 3 - Cover Letters:	Face Only
Item 4 - 12-Page Booklets:	12 pages; self-cover

### TRIM SIZE:

Item 1 - Window Envelopes:	9.5" x 12.5", open side
Item 2 - Return Envelopes:	9" x 12", open side
Item 3 - Cover Letters:	8.5" x 11"
Item 4 - 12-Page Booklets:	8.5" x 11"

**GOVERNMENT TO FURNISH:** Contains PII (Personally Identifiable Information). Emails containing sensitive data must be encrypted. Files containing PII must be password protected.

A Microsoft Word file (.DOC) for each cover letter, a PDF file for each survey, a PDF file for each envelope (contractor must resize), and a password protected Microsoft Excel file with the mailing list will be emailed to the contractor upon award. NOTE: Mailing list may be updated by the customer, but is not expected to increase the number of addresses.

An Excel file available for each of the three jackets. Names will be removed from the files on two occasions before printing. No new names will be added. The vendor must contact Matthew Sigurdson (202)461-5611; [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov); to arrange transmission.

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NOTE: If changes are made to the files furnished, during the proofing stage, at the agency's request, or per the specifications, the contractor must create a revised file with all changes incorporated therein for return to the agency after completion of the order.

The contractor to resize the outside envelope file to fit the trim size. The outside envelope must be large enough to comfortably fit the return envelope and other documents.

Some of the files have color. Contractor must convert all files to print in black ink only.

Contractor must change the address on the Business Reply Envelope. Provided file is last year's BRM. RW2634 to be placed below the line on the top left which can be seen on the attached file.

Address should be printed as:

Westat  
1600 Research Blvd  
RW2634  
Rockville, MD 20850

**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.

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 in sufficient time to comply with the shipping schedule, 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.

IDENTIFICATION MARKS: 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, electronic files, or film, must not print on finished product.

**PROOFS:** Email PDF proofs to: [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov)  
Contractor must confirm receipt of proofs by calling: 202-461-5611

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

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.

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After PDFs are approved:

**PROOFS** for items 1-3:

Proofs must be delivered to 1 location in the distribution section. All costs incurred will be borne by the contractor. Contractor must not proceed prior to receipt of an "OK to proceed to prior to production samples". A copy of the Purchase Order and a return air bill must also be furnished with the proofs. Proofs will be held one day.

Notification of shipment of proofs: Immediately after the proofs have been shipped, the contractor must furnish shipping information to agency. Include the order title, GPO jacket number, requisition number, date of shipment, and tracking information for deliveries. Email the above email addresses.

Each jacket:

2 blank constructed envelope samples for each version; and trim-to-size letterhead samples on the production stock that is specified.

1 set for item 1-3 for each jacket (not item 4: pamphlets):

Digital inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 3/19/09 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2007 or later) Wedge or P2P25 Target.

Proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements and indicate margins. Proofs will be used for color match on press.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

Contractor must not proceed without an OK to proceed to prior to production samples.

**PRIOR TO PRODUCTION SAMPLES:** For item 4 (12-Page Booklets) for EACH jacket:

Email tracking information after shipping priors the morning priors will be delivered to the above email addresses.

The sample requirement for this contract is not less than 10 printed and constructed copies with different variable barcode and ID data for each jacket.

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



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

The Government will approve, conditionally approve, or disapprove the samples within 2 workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefore.

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

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

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

**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. Government Paper Specification Standards No. 13 - [https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol\\_13.pdf](https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf).

All text paper used in each copy must be of a uniform shade.

Item 1 - Window Envelopes:

White Kraft Envelopes, Basis Size 17 X 22", Basis Weight 28-32 lb. White paper is preferred but brown or gray is acceptable.

Item 2 - Return Envelopes:

White Kraft Envelopes, Basis Size 17 X 22", Basis Weight 28-32 lb.

NOTE: White paper is preferred but brown or gray is acceptable.

Item 3 - Cover Letters:

JCP Code\* D10, White Writing, Basis Size 17 X 22", Basis Weight 20-24 lb.

Item 4 - 12-Page Booklets:

JCP Code\* A60, White Uncoated Text, Basis Size 25 X 38", Basis Weight 50-60 lb.

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**DESCRIPTION:** Print, assemble, and mail no later than 7/19/2024.

Each set consists of 4 printed items as follows.

The envelopes (window envelopes and return envelopes) are common to both Jackets; all other items (cover letters and 12-page booklets) are custom to each Jacket:

Item 1 - Window Envelopes

Item 2 - Return Envelopes

Item 3 - Cover Letters

Item 4 - 12-Page Booklets

**Item 1: Window Envelope**

Copy consists of type, rule, and logo in black ink. Copy is common between Jackets.  
construction: Flap on the long side (open side), side seams or suitable, and a gummed flap. Head prints towards 9.5" edge.

Die cut a 4-1/2 x 1-7/8 window with clear film and located 2-1/4 from Top and 7/8 from Left (window size and position are relatively, it can be varied to fit the show-thru personalization. The 4-1/2 edge runs parallel to the 9.5 side of the envelope. Cover with a suitable transparent material securely glued to the inside.

NOTE: Contractor is responsible for assuring the variable data on the letterhead shows through the window. Assure the window size to be suitable to allow for shifts of the inner letterhead. The complete address must be visible through the window, per USPS regulations.

Contractor to mail using the agency's furnished permit for postage.  
Print Presorted First-Class indicia, permit no. 1090, Washington, DC 20066-7204.

Vendor must submit the postal receipt to the agency (Matthew Sigurdson; 202-461-5611; matthew.sigurdson@va.gov;) after dropping to post office and must include the reference control number CN 022380 for JACKET 577-707, CN 022381 for JACKET 577-708, and CN 022382 for JACKET 577-709 in the Customer Reference ID field.

**Item 2: Return Envelopes**

Copy consists of type, rules, and barcodes in black ink. Copy is common between Jackets.  
First-Class Business Reply Mail permit no. 12577, Washington, DC.

Construction: Flap on the long side (open side), side seams or suitable, and a gummed flap. Head prints toward flap score.

**Item 3: Cover Letters**

Copy prints face only in black ink, no bleeds. Copy is not common between Jackets.  
The name, address, Project ID (with associated barcode), and PIN are variable. Full address imaging must show through the window of carrier envelope.

Personalization in black on the letter. Must be imaged directly on the pieces using laser imaging or high quality ink jet imaging (minimum 240 x 240 dpi). Personalization approximately 4 lines of variables data at the address section with the Project ID and barcode on the address block, 1 line of variable data (name), and 1 line of variable data in the body of letter (SURVEY ID / PIN). The full address imaging must show through the window of the carrier envelopes. Contractor must take care that the image is clear and sharp, appropriate to the space, and is in compliance

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with all Postal Service regulations for address standardization and must meet the Postal Service regulations for clear areas and the tap test. Addresses must be in all caps without punctuation. Contractor is responsible for any file conversions to meet these requirements. Contractor must check this prior to any production of the pieces. The address block will also include the Intelligent Mail Barcode (IBM) and Optional Endorsement Line (OEL) to meet First Class Presorted requirements and to achieve the lowest postage cost.

**Item 4: 12-page Self-Cover Booklets**

12-pages print in black ink, head to head, no bleeds. Copy is not common between Jackets.

The survey booklet has a Variable Project ID (currently labeled 12345678) on the bottom of each page and Variable barcode on last page. The variable Project ID is unique to each individual receiving the survey. The number of Project ID's matches the total quantity. Each booklet has its own unique Project ID that prints on each page but there is not a different Project ID on each page throughout the booklet. Each booklet has one unique Project ID associated with it. Each page within the individual booklet will have the same Project ID printed on it.

JACKET 577-707: the 10743 and stamps on each page are static. The static stamps that are in the file are for agency processing.

JACKET 577-708: the 29988 and stamps on each page are static. The static stamps that are in the file are for agency processing.

JACKET 577-709: the 1523 and stamps on each page are static. The static stamps that are in the file are for agency processing.

Contractor MUST assure the paper and ink will function without errors on a FUJITSU Image Scanner fi-6670.

Saddle wire stitch in 2 places on the left 11" side and trim 3 sides.

Note: The barcode and numbering must match the letter and the pamphlets.

ASSEMBLY: Collate one of each item to create a set and mail. Place items 2-4 into item 1, seal, and mail per excel file. Outer carrier 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. The address must be shown clearly through the envelope window.

Contractor must validate and presort addresses with CASS and PAVE certified software. Run list against NCOA database and up-date changed addresses. Provide Veteran Affairs (VA) with the presorted mailing list, and a report of undeliverable and changed addresses.

Approximately around June 28, 2024 the agency will remove some individuals from the mailing lists. Additionally, one week prior to printing, the agency will remove any deceased individuals from the mailing list. No new individuals will be added.

The contractor must provide USPS postage statement upon mailing. Must request USPS Secure Destroy service. The contractor must provide the agency (Matthew Sigurdson; 202-461-5611) a list of all pieces sorted for destruction.

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**INK:** Black

**MARGINS:** Follow files.

**DISTRIBUTION:**

**NOTIFICATION OF DELIVERY WITH SIGNATURE:** Immediately after delivery, the contractor **MUST** furnish proof of delivery receipts with signature of receiver. Include the order title, GPO jacket number, requisition number, date of delivery, quantity (copies, # of cartons, etc.). Failure to furnish signed delivery receipts may result in delayed payment to contractor. Contact [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov) to arrange transmission of proof of delivery receipts.

Prior to production samples/proofs to:

Westat

Attn: David Walters (RW 2634)

1600 Research Blvd

Rockville, MD 20850

**MAILING:** Must mail by the scheduled date.

**JACKET 577-707:** Mail to approximately 8,400 addresses.

**JACKET 577-708:** Mail to approximately 100,000 addresses.

**JACKET 577-709:** Mail to approximately 200,000 addresses.

**CRITICAL:** Contractor must forward to the agency the total cost of postage as soon after award as possible.

Mail using the agency's permit for postage. Vendor must submit the postal receipt to the agency after dropping to post office.

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 U.S. Postal Service regulations to achieve the lowest Standard Marketing Mail rate.

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 to meeting USPS move requirements by passing file against the National Change of Address Link (NCOA Link) file using a USPS Full Service Provider.

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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 PostNet barcodes. Contractor's software must be CASS certified through NCOA at least three times per year. The contractor must also utilize the Fast Forward program of the USPS to ensure the maximum possibility of all addressees receiving the letter sent to them.

All possible methods to determine if the mailing addresses are accurate must be utilized. Any addresses that are determined to be undeliverable must notify the agency. A report of address corrections and undeliverables must be completed and sent to Matthew Sigurdson (202)461-5611.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail", as applicable.

**SCHEDULE:** Government Furnished Material and Purchase Order will be available for pickup on or before June, 24, 2024.

Ship Complete by July 19, 2024.

FOB Contractor's City for mailing.

**TIME CRITICAL:** Notify the agency (Matthew Sigurdson; 202-461-5611; matthew.sigurdson@va.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.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to matthew.sigurdson@va.gov and to compliance@gpo.gov and to fbuchko@gpo.gov . Call Matthew Sigurdson 202-461-5611 to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for Jacket 577-707S". 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.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production that are inconsistent or unrealistic in regard to other prices in the same offer, or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

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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.

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

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

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

**JACKET 577-707**      **TOTAL BID PRICE: \$** \_\_\_\_\_  
**ADDITIONAL RATE \$** \_\_\_\_\_ **PER 1,000 sets**

	PRICE	ADDED RATE/M
Item (1) Window Envelopes for JACKET 577-707:	\$ _____	\$ _____
Item (2) Return Envelopes for JACKET 577-707:	\$ _____	\$ _____
Item (3) Cover Letters for JACKET 577-707:	\$ _____	\$ _____
Item (4) 12-Page Booklets for JACKET 577-707:	\$ _____	\$ _____

**JACKET 577-708**      **TOTAL BID PRICE: \$** \_\_\_\_\_  
**ADDITIONAL RATE \$** \_\_\_\_\_ **PER 1,000 sets**

	PRICE	ADDED RATE/M
Item (1) Window Envelopes for JACKET 577-708:	\$ _____	\$ _____
Item (2) Return Envelopes for JACKET 577-708:	\$ _____	\$ _____
Item (3) Cover Letters for JACKET 577-708:	\$ _____	\$ _____
Item (4) 12-Page Booklets for JACKET 577-708:	\$ _____	\$ _____

Jacket 577-707S (Jacket 577-707, 577-708, 577-709)

**JACKET 577-709**      **TOTAL BID PRICE: \$** \_\_\_\_\_  
**ADDITIONAL RATE \$** \_\_\_\_\_ **PER 1,000 sets**

	PRICE	ADDED RATE/M
Item (1) Window Envelopes for JACKET 577-709:	\$ _____	\$ _____
Item (2) Return Envelopes for JACKET 577-709:	\$ _____	\$ _____
Item (3) Cover Letters for JACKET 577-709:	\$ _____	\$ _____
Item (4) 12-Page Booklets for JACKET 577-709:	\$ _____	\$ _____

**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. *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 copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/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) (Fax Number)

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**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials) (Initials)

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