

**Jacket:** 641-055  
**Title:** USDA Ballots and Postcards  
**Agency:** USDA  
**Bid Opening:** June 2, 2025 at 11:00 AM

Contractor Name	Bid	Terms		Discounted Total
*Specialty Print Communications 120-82022	\$324,884.68	5.0%	21 days	\$308,640.45
Amidon Graphics 220-67519	\$372,954.17	6.0%	20 days	\$350,576.92

\* = Awarded

kb/ 6/4/25

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

General Terms, Conditions, and Specifications  
for the procurement of  
2025-26 FSA COC Ballots and Postcards  
As requisitioned from the U.S. Government Publishing Office (GPO) by USDA

**BID OPENING:** Bids shall be opened virtually at **11:00 a.m., Eastern Time (EST), on June 2, 2025** 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 on the day of the bid opening.

**BID SUBMISSION:** Bidders MUST submit 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 641-055 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.*

All the requirements of these specifications apply equally to all items unless otherwise indicated

**PRODUCTS:**

- Item (1) Nomination Postcards.
- Item (2) Annual Election Self-mailer.
- Item (3) Reminder Postcards.
- Item (4) Make-up Election Self-mailer.

**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 award concerning these specifications call Kate Brown, at 614-488-4616 x6, x3 or email at [kbrown2@gpo.gov](mailto:kbrown2@gpo.gov). No collect calls.

**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. 13-14) 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.

**BIDDERS, PLEASE NOTE:** The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial, as applicable, pages 13-14. GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this

publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list revisions.

**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 items. 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.

**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 Pub. 310.2, effective 12/1/87, Rev. 01-18) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 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>

**WARRANTY:** Contract Clause 15, "Warranty", of GPO Contract Terms (Publication 310.2, effective December 1, 1987 (Rev. 01-18)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

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

**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.

**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.

**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).

**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.

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**TITLE:** 2025-26 FSA COC BALLOTS AND POSTCARDS.

**QUANTITIES:**

- Item (1) Nomination Postcards: 1,300,007 copies.  
Item (2) Annual Election Ballot Self-mailer: 1,800,007 copies.  
Item (3) Reminder Postcards: 1,250,007 copies.  
Item (4) Make-up Election Ballot Self-mailer: 10,007 copies.

Includes 5 agency and 2 GPO Inspection samples for each item.

**Note: Exact quantities will be known when mailing lists become available. If the exact quantities are less than the above, a contract modification will be issued for the reduction after award using the contractor's additional rate (excluding make-ready cost).**

**PAYMENT:** The contractor may invoice for only the mailed/delivered portion of order, i.e., contractor will not receive the complete purchase order amount until the last partial mailed/delivery is received by agency. No exceptions.

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**SIZE:** MUST MEET ALL POSTAL REGULATIONS - contractor is responsible for creating the designs at no added charge.

**Items (1 & 3) Postcards:** 6 x 4-1/4".

**Items (2 & 4) Self-mailers:**

Approximately 10-1/2" x 21-1/2" overall flat size" (includes an approx. 3-7/8" block out panel) overall flat size (including stubs), folded & constructed to approximately 10-1/2" x 4-1/2".

Five panels approximately: Panel 1 (top): = 4-1/2"; Panel 2: = 4-1/2"; Panel 3: = 4-1/4"; Panel 4: = 4-1/4"; and Panel 5 -

Block out panel = 4" (bottom-inside envelope pocket, when constructed). Contractor may need to adjust panel size for final construction.

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**GOVERNMENT TO FURNISH:**

One PDF to be used as a template will be provided for the contractor to create & design the self-mailers. A sample copy can be e-mailed at the contractor's request prior to award. Contractor to adjust fonts and sizes per agency instructions.

Mailing list will be sent to contractor on the below dates. The template and the mailing lists cells will be placed on the contractor's FTP site or sent via email. Call Samuel Johnson, 202-531-7811 or Alex Martin, 301-267-3194 after award to receive files.

Sample record layout will be provided prior to printing. Record layout will include:

- County Office Name and Address
- Ballot Counting Date and Address
- State Code
- COC
- LAA
- Candidate Names
- Voter
- Election Date and Mail Date

Contact Cherie Moore or Samuel Johnson with any questions related to the designing of the self-mailers. When the design is complete, email a PDF proof to [samuell.johnson@usda.gov](mailto:samuell.johnson@usda.gov) and [Alexander.Martin@usda.gov](mailto:Alexander.Martin@usda.gov). Do not proceed until OK to continue is given by agency.

Addresses will be based on ballots being mailed to eligible voters in approximately 2,315 counties covering 50 states, the District of Columbia, Puerto Rico, and overseas territories. Each county is divided into multiple local administrative areas (LAA). The annual elections in each county generally fill one position on the committee from the local administrative areas whose committee seats are up for election.

**BASIC CHECK OF FURNISHED MEDIA AND FILES:** Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, work should be discontinued after the entire order has been inspected. Further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency, adjusting copy for trim size and folds, 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.

**RIGHTS ON DATA:** The fonts provided (see GOVERNMENT TO FURNISH) are the property of the ordering agency and are provided for use on this contract only. Using the furnished fonts on any job other than the one for which the fonts were submitted violates copyright law. All fonts should be eliminated from contractor's archive immediately after completion of the production run.

**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.

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**PROOFS:**

PDF proofs for each item prior to delivering prior to production proofs.

Email PDF proofs to [samuell.johnson@usda.gov](mailto:samuell.johnson@usda.gov), [Alexander.Martin@usda.gov](mailto:Alexander.Martin@usda.gov) and [kbrown2@gpo.gov](mailto:kbrown2@gpo.gov)

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.

After the design-phase and PDF proof have been approved:

Proofs and copy must be delivered to and picked up from USDA, 1400 Independence Ave, SW, Room 0103, Washington, DC 20250, Attn: Samuel Johnson, 202-531-7811 or Alex Martin, 301-267-3194. All costs incurred will be borne by the contractor.

Contractor must notify [samuell.johnson@usda.gov](mailto:samuell.johnson@usda.gov), [Alexander.Martin@usda.gov](mailto:Alexander.Martin@usda.gov) and [kbrown2@gpo.gov](mailto:kbrown2@gpo.gov) on the day proofs are delivered.

1 set each of digital color content proofs. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

1 set each of 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: IDE Alliance 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 with priors for self-mailers."

Contractor will be required to provide the agency with all files, including the corrections at the completion of the order.

**AFTER PDF PROOFS ARE APPROVED FOR THE BALLOTS:**

The Contractor must mail eleven (11) BLANK ballots prior to production samples to EACH County Offices by October 17, 2025. Approx. 2,315 addresses per address list. Bulk mail in a suitable envelope using agency paid permit.

Once approval of the blank ballots is received:

**PRIOR TO PRODUCTION SAMPLES:**

There are 3 types of prior to production samples:

**Test data and live data samples for the self-mailers; and PDFs with Live data for the postcards.** Email PDF with live data to [samuell.johnson@usda.gov](mailto:samuell.johnson@usda.gov), [Alexander.Martin@usda.gov](mailto:Alexander.Martin@usda.gov) and [kbrown2@gpo.gov](mailto:kbrown2@gpo.gov).

Deliver prior to production samples on or before below dates, **2 workday hold**. The sample requirement for this contract is not less than the following:

**Item (1) Nomination Postcards:**

25 – PDFs with live data by **June 9, 2025**.

**Item (2) Annual Election Self-mailer:**

25 copies – prior to production samples generated from the test data by **September 19, 2025**.

**Item (2) Annual Election Self-mailer:**

520 copies – prior to production samples from the live data by **October 10, 2025**.

**Item (3) Reminder Postcards:**

25 – PDFs with live data by **October 23, 2025**.

**Item (4) Make-up Election Self-mailer:**

50 – prior to production samples from the live data by **December 15, 2025**.

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.

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.

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 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. Notify [samuell.johnson@usda.gov](mailto:samuell.johnson@usda.gov), [Alexander.Martin@usda.gov](mailto:Alexander.Martin@usda.gov) and [kbrown2@gpo.gov](mailto:kbrown2@gpo.gov) the morning priors will be delivered.

If prior to production samples are not approved, the contractor will be required to provide additional complete samples sets of each disapproved mailing lot. No additional time or money will be allowed for this requirement.

The packages containing these sample copies must be identified on the outer package as "Mailing ApprovalSamples" and must also include the requisition number, jacket number, and the titles. Packages must be sent via an expedited overnight delivery service.

These sets shall be considered as samples and cannot be deducted from the total quantity ordered. No additional charges will be allowed for their production or delivery.

The Agency will email approval or changes within **2 workdays** of receipt of the samples by the agency. Contractor must not proceed with collation or distribution until approval is granted.

If samples are not correct, new samples must be provided at no additional cost to the Government within **2 workdays** of notification.

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## **DESCRIPTION:**

### **Items (1 & 3) – Postcards:**

NOTE: The quantity of copies of each is based off 1 postcard per address (household). Contractor must take the agency furnished address list and run a search to sort out the addresses to determine the quantity of postcards. No added costs will be allowed for this performance.

**Postcards:** White Smooth Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26”, equal to JCP L21.

MUST MEET ALL U.S. POSTAL REGULATIONS.

**PRINTING:** Face and back print 4-color process type and line matter with illustrations, bleeds uncommon. Match sample. Face contains agency paid mailing permit.

### **PERSONALIZATION:**

Direct address in black ink is required on the face and back (approx. 4-5 lines) – two sides with a 2-way match from front to back.

Must be imaged directly on the pieces using laser imaging or high quality ink jet imaging (minimum 240 x 240dpi). Labels are not acceptable.

Items require full address and other information imaging. Contractor must take care that the image is clear and sharp, appropriate to the space, and is in compliance with all Postal Service regulations for address standardization. Contractor is responsible for any file conversions to meet these requirements. Contractor must check this prior to any production of the pieces.

At the completion of the order, the contractor must provide the Government with CD's containing corrected files in the



same format as the original Government furnished material. This corrected CD's are required regardless of the method or production.

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**Items (2 & 4) – Ballot Self-mailers:**

**Self-mailers:** White Uncoated Text, Basis Size 25 x 38", Basis Weight 60 lb, equal to JCP A60.

**PRINTING:**

Each item will print different.

Both Items (2) & (4) self-mailers have different printing. Head to head, adequate gripper with no bleeds. Return mailer part will contain agency paid mailing permit (contractor to add to file).

Face prints Black, Pantone 199 Red, 330 Dark Green, and 396 Light Green type & line matter, and flattones/solids with reversing and trapping. Match sample.

Back prints Black and Pantone 199 Red type & line matter and flattones and block-out security pattern for return envelope. Match sample.

Self-mailers also contain a piggy-back removable label. Label prints black type & line matter. Also requires personalization. Contractor to correct font and size. The font change is on Step 3, below where it says "Sign on label to the right". There is some language that starts with "You must sign on the label next to.." Confirm with agency. This must be done at no cost to the government.

Label is approx. 4 x 2" die cut with 4 round corners printed on White Uncoated Label Paper, Basis size 25 x 38", Basis Weight 50-60 lb (equal to JCP Code\* A60, Offset Book), with a permanent-type, pressure sensitive adhesive mounted on a 4 x 2", backing sheet. Securely glue the back of the backing sheet to the back of the self-mailer per files (contractor to design the exact positions) from the bottom edge of the back (prior to construction). Labels will be removed during use of ballots. Follow template.

**Ballot SELF-MAILERS BINDING & CONSTRUCTION:**

Size of ballot must comply with all U.S. Postal regulations.

The self-mailer consists of 5-panels approximately: Panel 1 (top): = 4-1/2"; Panel 2: = 4-1/2"; Panel 3: = 4-1/4"; Panel 4: = 4-1/8"; and Panel 5 - Block out panel = 3-7/8" (bottom-inside envelope pocket, when constructed). Contractor may need to adjust panel sizes for final construction.

Score on all folds. Construct to 10-1/2" x 4-1/2" (including stubs) using 4 parallel wraparound folds.

Panel 5 constructs onto Panel 4 to form a pocket, this pocket then folds up to Panel 3 form the ballot return envelope.

Perforate (slit or slot with ink) horizontally along the entire 10-1/2" dimension (excluding stubs) at approximately 4-1/2" and 9", in order to create the tear out for the ballot.

The back of panel 3 contains two 3/8" tall re-moistenable glue strips running along the entire 10-1/2" dimension (excluding stubs), bleeding left & right.

The mailer is constructed and sealed with approx. 1/2" perforated stub on the left and right side of the mailer. Must meet all postal regulations.

**NOTE: The contractor must use care to ensure that the mailed pieces remain closed during mailing.**

**PERSONALIZATION:**

Personalization is required on the face (black and red) & back (black) of the self-mailers running horizontal along the 10-1/2" dimension in multiple places (approx. 7 on the face (1 image is red to match pantone 199) & 7 on the back); and face of the piggy-back label. Must be imaged directly on the pieces using laser imaging or high quality ink jet imaging (minimum 240 x 240 dpi). Labels are not acceptable. Contractor must have the capability to validate that the front and back variable data match during production.

All self-mailers require full address and other information imaging. Contractor must take care that the image is clear and sharp, appropriate to the space, and is in compliance with all Postal Service regulations for address standardization. Contractor is responsible for any file conversions to meet these requirements. Contractor must check this prior to any production of the pieces.

At the completion of the order, the contractor must provide the Government with CD's containing corrected files in the same format as the original Government furnished material. This corrected CD's are required regardless of the method or production.

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

**REPRODUCIBLES:** The contractor must make all reproducibles required. All halftones are to be 175-line screen or finer. Minimum resolution for line copy and type is 2400 dpi.

At the completion of the project, contractor will be required to provide the Government with a DVD-R or CD-R's that contains the entire project suitable for reproduction. This must be returned with all of the Government furnished material. This is required regardless of the contractor's method of production.

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

Product Quality Level:

- (a) Printing (page related) Attributes-Level 3.
- (b) Finishing (item related) Attributes-Level 3.
- (c) Exception – None.

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 priors

P-9 Solid and Screen Tint Color Match: Approved priors/Pantone Matching System

P-10. Process Color Match: Approved priors

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**DISTRIBUTION: F.o.b. Contractor's City and F.o.b. Destination.**

Mail f.o.b. contractor's city except for proofs, sample copies, and GPO copies which must be delivered f.o.b. destination via traceable means at the contractor's expense.

**Deliver F.o.b. Destination:**

5 agency and 2 GPO sample copies for each item included in the total quantity. All expenses incidental to picking up and returning materials, submitting and picking up proofs, and furnishing sample copies must be borne by the contractor.

**PROOFS, PRIORS, and 5 sample copies of each item** to USDA, 1400 Independence Ave, SW, Room 0103 Washington, DC 20250, Attn: Samuel Johnson, 202-531-7811 or Alex Martin, 301-267-3194. Deliver Via traceable means at contractor's expense.

**NOTIFICATION OF SHIPMENT:** Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Email [samuell.johnson@usda.gov](mailto:samuell.johnson@usda.gov), [Alexander.Martin@usda.gov](mailto:Alexander.Martin@usda.gov), [kbrown2@gpo.gov](mailto:kbrown2@gpo.gov), [compliance@gpo.gov](mailto:compliance@gpo.gov). Include the order title, GPO jacket number, requisition number, date of shipment, quantity, and tracking information for deliveries.

**2 samples of each item** marked Inspection Copies and with GPO jacket number to U.S. GPO, Attn: Compliance - cs, residential Philadelphia, Pa 19136, address to come. Email [kbrown2@gpo.gov](mailto:kbrown2@gpo.gov) for address after award.

**MAILING F.o.b. Contractor's City:**

Contractor must process through NCOA, CASS and eliminate duplicates (dedupe). Contractor is to provide government with mail report of all inaccurate addresses.

Postcards/Ballots will be mailed to approx. 50 states, Washington, DC, Puerto Rico, and some US territories (about 2,315 counties). Each county is divided into multiple local administrative areas.

Mail one postcard/self-mailer to each destination. The contractor does not apply postage. Mail via preprinted Presorted First Class Mail, U.S. Postage Paid, USDA-FSA, Permit No. G-96. Note: Any international addresses not covered by the agency's paid permit will be reimbursed via a contract modification.

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 labeling, sorting, bundling, packaging, and documentation forms necessary to comply with all U.S. Postal Service regulations to achieve the lowest rates for which these packages could qualify.

Multiple Post Offices cannot be used nor can the Post Office be changed without the approval of the Agency and the Government Publishing Office.

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**SCHEDULE:** See *Notice of Compliance with Schedules* in GPO Publ. 310.2.

**Award** will be made, and Government furnished material and purchase order will be available on or before **June 04, 2025**. Proof/data dates may be slightly flexible with agency approval - Final mailing dates are a MUST specified below.

**Item (1) Nomination postcards:**

**Live Data File:** FSA will provide the contractor a live data file via the Contractor's FTP server on **June 6, 2025**  
**25 – PDFs with live data by June 9, 2025.**

**The contractor will mail approx. 1,300,000 postcards by June 17, 2025. THIS DATE IS A MUST**

**Item (2) The annual Elections Ballot Mailing.**

**Proof Copy:** The contractor will design a self-mailer and provide proof copy to FSA by **September 5, 2025**.

**Test Data File:** FSA will provide the contractor with a test data file and record description document via Contractor's FTP server on **September 12, 2025**.

**Test Data Samples:** The contractor will provide FSA 25 sample ballots, showing the data layout of test data to FSA by **September 19, 2025**.

**Live Data File:** FSA will provide the contractor a live data file via the Contractor's FTP server on **October 10, 2025**.

**Live Data Samples:** The Contractor will provide 520 samples of live ballot data by **October 23, 2025**. Government will provide approval to proceed by COB on **October 27, 2025**. **Random sampling is required from each state and or territory, i.e., 10 samples per state/2-3 different counties within the each state.**

**AFTER PDF PROOFS ARE APPROVED:**

**The Contractor must mail 11 BLANK ballots prior to production samples to EACH County Offices by October 20, 2025. - Approx. 2,315 addresses per address list. Use agency permit.**

**Mail Annual election Ballot: The contractor must mail approx. 1,800,000 annual election ballots by November 7, 2025. THIS DATE IS A MUST.**

**Item (3) Reminder to vote postcards:**

**Live Data File:** FSA will provide the contractor a live data file via the Contractor's FTP server on **September 26, 2025**.

**25 – PDFs with live data by October 23, 2025.**

**The contractor will mail approx. 1,250,000 postcards by November 21, 2025. THIS DATE IS A MUST**

**Item (4) Make-up Elections Ballot Mailing:**

**Live Data File:** FSA will provide the contractor a live data file for Make-up Election ballots via the Contractor's FTP server on **December 5, 2025**.

**Live Data File Samples:** The Contractor will provide **50 samples** of live make-up election ballot data by **December 15, 2025**.

**Mail Make-up Election Ballot: The contractor must mail approx. 10,000 make-up election ballots by January 2, 2026. THIS DATE IS A MUST**

**TIME CRITICAL:** Notify [kbrown2@gpo.gov](mailto:kbrown2@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.

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.

Contractor MUST email delivery verification information to [compliance@gpo.gov](mailto:compliance@gpo.gov) within 24 hours of delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

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, (i.e., running rate not including makeready) and will not be a factor for determination of award.

Bids must be received by the exact date and time specified.

#### **PAYMENT:**

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely payment and customer billing closeout. Contractor must include Proof of Delivery (POD) for the complete quantity, including the GPO Inspection Copies (when required), with their invoice for payment to prevent delays in the GPO payment. Additionally, please send a copy of the POD to: [compliance@gpo.gov](mailto:compliance@gpo.gov)

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>.

**SCHEDULE OF PRICES (PAGE 1 OF 2)**

	ITEM PRICE	ADDED RATE/M
Item (1) Nomination Postcards: Qty. 1,300,007	\$ _____	\$ _____
Item (2) Annual Election Self-mailers: Qty. 1,800,007	\$ _____	\$ _____
Item (3) Reminder Postcards: Qty. 1,250,007	\$ _____	\$ _____
Item (4) Make-up Election Self-mailers: Qty. 10,007	\$ _____	\$ _____

**TOTAL BID: \$** \_\_\_\_\_

**SHIPMENT(S):** Shipment(s) will be made f.o.b. destination from: City \_\_\_\_\_, State \_\_\_\_\_

**LOCATION OF POST OFFICE:** All mailing will be made from the \_\_\_\_\_

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 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.

\_\_\_\_\_  
(Initials)

**\*\*\*NOTE: SUBMIT BOTH PAGES 13 AND 14 VIA EMAIL TO BIDS@GPO.GOV \*\*\***

## SCHEDULE OF PRICES (PAGE 2 OF 2)

**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 fax or mail, fill out and return one copy of all pages in "SECTION 4. –SCHEDULE OF PRICES," including initialing/signing where indicated.

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

Bidder	
(Contractor Name)	(GPO State and Contractor's Code)

(Street Address)

(City – State – Zip Code)  
By \_\_\_\_\_

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

[illegible]

\*\*\*\*\*

**THIS SECTION FOR GPO USE ONLY**

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

**\*\*\*NOTE: SUBMIT BOTH PAGES 13 AND 14 VIA EMAIL TO BIDS@GPO.GOV \*\*\***