

**Jacket:** 747-810  
**Title:** PACT Act Mailing  
**Agency:** Veterans Administration  
**Bid Opening:** July 21, 2023 at 1 p.m. CDT

Contractor Name	Bid	Terms		Discounted Total
Specialty Print Communications	\$128,548.65	2.0%	21 days	\$125,977.68
Monarch Litho, Inc.	\$137,731.00	2.0%	20 days	\$134,976.38
*RR Donnelly (Seymour)	\$155,000.00	NET30	days	\$155,000.00
Advantage Mailing	\$162,432.16	0.5%	20 days	\$161,620.00
Corporate Communications Gp	\$207,920.99	NET30	days	\$207,920.99
NPC, Inc.	\$226,797.00	2.0%	20 days	\$222,261.06
			days	\$0.00
* AWARDED			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00
			days	\$0.00

**BID OPENING:** Bids shall be opened at 1:00 PM, prevailing Central Standard Time (CST), July 21, 2023 for the U.S. Government Publishing Office, Southcentral Region.

**ISSUE DATE:** July 20, 2023

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 5 (Jim Hunt). NO COLLECT CALLS.

### **SPECIFICATIONS**

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

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

**PRODUCT:** These specifications cover the production three (3) different letters requiring such operations as printing and mailing including letter; envelope with addressing; and mailing using VA mail permit.

**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.

**SUBCONTRACTING:** The predominant production function for this procurement is the printing of the letters and envelopes. Any contractor who cannot perform the predominant production function will be declared non-responsible.

Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), is modified to permit subcontracting of the production of the envelopes.

**TITLE:** PACT Act Mailing

**QUALITY LEVEL:** III Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 09-19)) applies.

**QUANTITY:** 1,707,770 total; sets (1 set = 1 Letter and 1 Envelope with addressing) There are three (3) different letters and quantities of each as follows:

- PACT Act Outreach letter – 1 year – Approximately 321,695 addresses
- PACT Act outreach letter – 10 year - Approximately 337,500 addresses
- PACT Act Outreach letter – Vietnam - Approximately 1,048,575 addresses

**PAGES:**

Letter: Face &amp; Back

Envelope: Face Only (after construction)

**TRIM SIZE:**

Letter: 8-1/2 x 11"

Envelope: #10 (4-1/4 x 9-1/2")

**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).

**CONFIDENTIALITY REQUIREMENTS:** Contractor shall be bound by confidentiality rules applicable to the protection of Personally Identifiable Information (PII). Contractor shall not divulge information learned during this contract with anyone except U.S. District Court personnel. Contractor shall not transmit any documents by e-mail and shall exercise reasonable discretion in handling documents that include privileged materials and confidential PII.

The contractor must agree to the following security conditions:

- Documents and/or items received by the contractor are sensitive and must be properly safeguarded from unauthorized disclosure. When documents and/or items are not being processed, they will be securely stored in a location which will preclude unauthorized access.

- Individuals having access to documents and/or items during pick-up, transport, processing, assembly, delivery, etc., must be properly notified by the contractor regarding the sensitivity of the information and cautioned to preclude loss, theft, destruction or unauthorized access.

Bid submission indicates contractor agrees and will abide by all the CONFIDENTIALITY AND SECURITY requirements of this contact.

For the purposes of this procurement, PII/PHI includes:

Information about an individual that identifies, links, relates or is unique to, or describes him or her (e.g., a social security number; age; marital status; race; salary; home telephone number; other demographic, biometric, personnel, medical, and financial information). Also, information that can be used to distinguish or trace an individual's identity, such as his or her name; social security number; date and place of birth; mother's maiden name; and biometric records, including any other personal information.

**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).

**DESCRIPTION:** At contractor's option, product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen.

One set = 2 items (letter and envelope)

LETTER - Letter with no personalization prints head-to-head in black ink. After printing, fold to 3-2/3" x 8-1/2" using 2-parallel wrap-around folds.

There are three (3) different letters, a CSV or comma delimited file will be supplied for each different letter:

- PACT Act Outreach letter – 1 year;
- PACT Act outreach letter – 10 year; and
- PACT Act Outreach letter – Vietnam.

ENVELOPE - Non-window envelope constructed with open side and suitable seams. Envelopes print face only after construction with return address, VA Seal, and "OFFICIAL BUSINESS" in the upper left corner along with the permit #1179 in the upper right corner in Pantone Blue 541. Face of envelope also prints/images variable data consisting of the unique name and address of each recipient in black. The name and address that is printed on the outside of the envelope is PII (Personally Identifiable Information).

Unique name and address is approximately 3-4 lines of variable data in the address section. Image must be clear and sharp, appropriate to space, and must be in compliance 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.

Assembly: Insert one folded letter into each envelope and mail per mailing list files (CSV or comma delimited file will be provided). Envelopes must be securely sealed when entered into the mail stream and must not open until opened by the recipient.

**GOVERNMENT TO FURNISH:** A Microsoft Word file for each of the three (3) letters, an Adobe Acrobat PDF file for the envelope, mailing lists in either CSV or comma delimited format, and purchase order will be transferred via GPO's File Sharing Application or Contractor's secure FTP site after award.

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

This preflight must identify any problem areas with digital file submission and must include but not be limited to missing or damaged fonts, damaged disks, missing bleeds, improper trim size, and improper color definition. The Contractor is also responsible for creating or altering any necessary trapping, setting proper screen angles and frequency (unless indicated otherwise by the Government), and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality

Assurance Through Attributes Program (QATAP) level.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019.

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

Letter: White Uncoated Text, basis weight: 50 or 60 lbs. per 500 sheets, 25 x 38", equal to JCP Code A60.

Envelope: White Writing Envelope, basis weight: 20-24 lbs. per 500 sheets, 17 x 22", equal to JCP Code V20.

**INK:**

Letters – Black

Envelopes – Black & Pantone 541 Blue

**MARGINS:** Adequate gripper for the letters and envelopes.

**PROOFS:**

Contractor to submit one Press Quality PDF soft proof (for content only) for all three (3) letters and the envelope, 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.

Email all PDF proofs to [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov), [brian.mano@va.gov](mailto:brian.mano@va.gov), [gerald.michaud@va.gov](mailto:gerald.michaud@va.gov). Include the contract administrator: [jhunt@gpo.gov](mailto:jhunt@gpo.gov). NOTE: Contractor must call Eugenia Collins (404-985-5724) to confirm receipt. Contractor must call Matthew Sigurdson at (202-461-5611) to confirm receipt of proof.

E-mail proofs on or before **July 24, 2023**.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within ONE (1) workday after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

NOTE: Contractor furnished proof approval letters will not be recognized for proof approval/disapproval. Only GPO generated proof letters will be recognized for proof approval/disapproval. Contractor must not print prior to receipt of an "OK to print" via email.

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

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

**SCHEDULE:**

- Purchase Order and Government furnished material will be available on **July 21, 2023**.
- Deliver soft proof (PDF) on or before **July 24, 2023**.
- Mail all letters FOB Contractor's City to deliver on or before **August 1, 2023**.

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

This is a time-critical order. For the purpose of this contract, the provisions in GPO Contract Terms Pub. 310.2 (Rev. 6-01) for schedule extensions does not apply. No automatic extensions of schedules will be made. All interested contractors must commit to the original schedule. Shipments must be made by a carrier that will guarantee delivery at destination within the specified schedule. Carrier “targets” in lieu of “guaranteed” deliveries will not be acceptable.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [brian.mano@va.gov](mailto:brian.mano@va.gov), [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov) and to [infosouthcentral@gpo.gov](mailto:infosouthcentral@gpo.gov). Call Brian Mano (202-461-5002) to confirm receipt of documentation. The subject line of this message shall be "Distribution Notice for Jacket 747-810". 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.

**DISTRIBUTION:**

Deliver E-mail proofs to [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov), [brian.mano@va.gov](mailto:brian.mano@va.gov), [gerald.michaud@va.gov](mailto:gerald.michaud@va.gov). Include the contract administrator: [jhunt@gpo.gov](mailto:jhunt@gpo.gov). The Subject line should include proofs, applicable GPO jacket number, title and requisition.

Contractor to mail approximately 1,707,770 letters\*\* using the agency’s furnished **First Class permit no. 1179 for postage – First Class Pre-sort mail rate**. Contractor must submit the postal receipt to the agency after dropping at the post office and must include the agency control number 020924 in the “Customer Reference ID” field”.

\*\*Quantity that actually mails will be predicated on the quantity remaining after the NCOA and CASS pre- sorts.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for “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 Mail rate. Addresses are not in Zip code sequence.

The contractor will be required to accurately complete all appropriate mailing statements required by the U.S. Postal Service.

The VA and GPO must be furnished with copies of all such completed forms stamped by the Post Office and signed copies of all shipping receipts within 1 workday of the completed mailing. Contact Brian Mano ([brian.mano@va.gov](mailto:brian.mano@va.gov); 202-461-5002) to arrange transmission.

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

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

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

Mail via first class via agency printed permit.

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

Contractor must introduce completed letters into the mail stream early enough to delivery by August 1, 2023.  
Mail f.o.b. contractor's city.

**COMPLIANCE REPORTING:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to [matthew.sigurdson@va.gov](mailto:matthew.sigurdson@va.gov), [brian.mano@va.gov](mailto:brian.mano@va.gov), and [jhunt@gpo.gov](mailto:jhunt@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 747-810, Req 3-23216. 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.

**NOTIFICATION OF SHIPMENT:** Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries. Email: [brian.mano@va.gov](mailto:brian.mano@va.gov), [infosouthcentral@gpo.gov](mailto:infosouthcentral@gpo.gov) and [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

**QUALITY ASSURANCE THROUGH ATTRIBUTES:** The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 "Quality Assurance Through Attributes – Contract Terms" in effect on the date of issuance of the invitation for bid. GPO Pub 310.1 is available without charge from by e-mailing [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

**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:

Attribute Specified	Specified Standard
P-7 Type Quality and Uniformity	File Setup
P-9 Solid or Screen Tints Color Match	Pantone Matching System

**NOTE:** Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**OFFERS:** Offers must include the cost of all materials and operations for each item listed in accordance with these specifications. In addition to a quantity for the price called for in these specifications, a price must also be submitted **each additional 1,000 letter, envelope sets** at the same time as the initial order. The price for additional quantities must be exclusive of all basic or preliminary costs.

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

The Jacket number (747-810) and bid opening date (July 21, 2023) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

NOTE: Bidders are to fill out, sign/initial, and return page 8.

**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.

**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>.

To check on the status of a payment e mail to [invoice-inquiry@gpo.gov](mailto:invoice-inquiry@gpo.gov).

Vendors are expected to submit invoices within 30 days of job shipping/delivery.



**CONTRACTOR NAME:** \_\_\_\_\_

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

**Bid Amount:** \$ \_\_\_\_\_

**Additional Rate:** \$ \_\_\_\_\_ *Per 1,000 complete letters.*

**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.

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)

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

\*\*\*\*\*

**THIS SECTION FOR GPO USE ONLY**

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

\*\*\*\*\*

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)