

BID OPENING: Bids shall be opened virtually at **1 pm Eastern Time (ET), on Wednesday, June 18, 2025** at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email bids@gpo.gov one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

BID SUBMISSION: Bidders must email bids to bids@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. ***Bids received after the bid opening date and time will not be considered for award.***

Note: The GPO 910 "BID" Form is no longer required; **bidders are to fill out, sign/initial, as applicable, and return page 9 to bids@gpo.gov.**

For information regarding the solicitation requirements prior to award please email at tsankey@gpo.gov. For contract administration after award, contact the Southwest Team at 202-512-0488.

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. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
2. The vendor's email provider may have different size limitations for sending e-mail, however vendors are advised not to exceed GPO's stated limit. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
3. Illegibility of bid.
4. When the email bid is received by GPO it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the e-mailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the e-mail is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>

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

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

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

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

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

Product Quality Levels:

- (a) Printing (signs) Attributes -- Level III.
- (b) Finishing (fabrication) 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:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Average Type Dimension

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).

NOTE: Prior to award; contractor will be required to submit to GPO, a security plan within 2 hrs. after the "Review and Confirm" call.

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.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

-----PRIVACY ACT-----

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

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

TIME CRITICAL: 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.

PRODUCT: 2 Different Personalized letters, #10 double window envelope.

TITLE: ECAP Letter Mailing

QUANTITY: 500,000 approximate address records

SIZES: Letters 8.5 x 11"; Envelope 4.125 x 9.5"

GOVERNMENT TO FURNISH (GFM): Receive via email/Agency site/Contractor FTP after award.

One (1) Purchase order.

Contractor will be required to download the artwork files from a link to the USDA CloudVault or at agency option, files to be uploaded to Contractor FTP. Multiple agency files will be provided for production. For example, on the previous printing, approx. 62 total PDF files comprised the 6-page and 8-page files plus (1) CSV file. Contractor must convert any color to black/grayscale, rotate pages as needed, and add blanks as need to maintain proper pagination.

Contractor can download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Government will make all minor and major revisions as required. GPO imprint is waived and must not print on the finished product.

PROOFS:

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs which contains five (5) sample sets with sample data for both the 6-page and 8-page. Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must show hole drill locations.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency to: samuell.johnson@usda.gov and cc: tsankey@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (1) workday from receipt at the Department to receipt in the contractor's plant. Proofs must show window sizes and placements.

SPECIFICATIONS:

Mailers: Approx. 500,000 address records.

Mailing consists of one envelope to each recipient and either 3 leaves/6 pages or 4 leaves/8 pages per the following:

1. Personalized letter: Quantity 497,000 (approx.) address records

Folded Personalized Letters (8.5 x 11"): Face and back (head to head), (3 leaves, 6 pages) prints black type & line matter, no bleeds. Variable data required (address and Dear "producers name") also in black ink on page 1, page 5, and page 6. Pages 2 and 4 are blank.

2. Personalized letter: Quantity 3,000 (approx.) address records

Folded Personalized Letters (8.5 x 11"): Face and back (head to head), (4 leaves, 8 pages) prints black type & line matter, no bleeds. Variable data required (address and Dear "producers name") also in black ink on page 1, page 5, page 6, and page 7. Pages 2, 4, and 8 are blank.

- Note: Each address will have data varying in length. Contractor must have capability to add more than 2 leaves depending on agency data files - example 3, 4, 5, 6, 7....leaves. This will be adjusted via modification after data is received, but bids must be based on quantities provided.

Tri folded all together so the address can be seen through the window. Fold to 3.66 x 8.5 using 2 parallel folds with mailing address panel out. Fold parallel to the grain. Cracking on the folds will not be acceptable and may result in rejection.

Email tsankey@gpo.gov for templates for personalization for quoting purposes.

Must be imaged directly on the pieces using laser imaging or high quality ink jet imaging (minimum 240 x 240 dpi). Personalization (see template) for variable data. 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 and must meet the Postal Service regulations. Contractor is responsible for any file conversions to meet these requirements. Contractor must check this prior to any production of the pieces.

Double Window Envelopes: Quantity 500,000

Size: 4.125 x 9.5"

Face only prints black type and line matter (indicia only). No bleeds.

Construction: Open side, side seams or suitable, and a gummed flap. Head prints toward flap score.

Die cut 2 custom windows (small and large): Contractor to create window size and position as necessary to fit the show-thru personalization.

Cover window 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.

LIST PROCESSING:

Extensive file manipulation is required. For example, on each of the PDF records a name and address are currently in the address block. The contractor must export out that data in order to process it through postal software and then re-import it with the corrected address, intelligent mail barcode, etc., maintaining proper accuracy and integrity of the file.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" and "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 First Class Mail rate. Addresses/records 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 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.

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 barcodes. Contractor's software must be CASS certified through NCOA at least three times per year.

Contractor will ensure that USPS screening for deliverability is performed prior to mailing. This address verification includes a check against the National Change of Address (NCOA) Mailing list. Any addresses found to be undeliverable will be identified during USPS screening. Outbound mail found to be deliverable is sorted by the contractor according to USPS specifications in order to obtain the best applicable postage rates.

All possible methods to determine if the mailing addresses are accurate must be utilized. Any addresses that are determined to be undeliverable must be pulled from the file and a spreadsheet with those addresses found either to be undeliverable or changes of address must be forwarded to: samuell.johnson@usda.gov and cc: tsankey@gpo.gov.

After all mail list processing is completed, a piece must be mailed to each destination. Contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout run. The Contractor must ensure that there are no missing or duplicate pieces and/or pieces with mis-imaged data.

The Contractor must also ensure that no defective pieces enter the mail-stream.

The agency 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. Email samuell.johnson@usda.gov and cc: tsankey@gpo.gov. All makeready/defective copies must be shredded and discarded.

SET ASSEMBLY:

Insert items per above into window envelope, seal, and mail per excel file. Ensuring info shows through windows.

Outer 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.

INK: Black, see 'PRINTING' above.

STOCK: Letters: JCP Code* A60, White Uncoated Text, Basis Size 25 X 38" 40-50 lb.
Envelopes: JCP Code* V20, White Writing Envelope; Basis Size 17 X 22" 20-24 lb.

DISTRIBUTION:

NOTIFICATION OF SHIPMENT TO AGENCY AND DELIVERY TO SOUTHWEST REGION GPO:

Inform the Southwest Region GPO of the actual delivery date (not the shipped date) as soon as known on all orders. Email the Jacket number and delivery date to compliance@gpo.gov with cc to tsankey@gpo.gov.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to samuell.johnson@usda.gov and cc: tsankey@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 671-727, Requisition 5-00006". 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.

F.O.B. Contractor's city/origin - see excel list. Mail first class via agency's paid permit.

F.O.B. destination for 1 destination below (GPO inspection samples) (via traceable means at contractor's expense).

Send 2 samples marked Inspection Copies and GPO jacket number to:
U.S. Government Publishing Office
Southwest Region
Attn: Tim Sankey (full address to be provided upon award)

All items must be delivered by traceable means.

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

SCHEDULE: See Notice of Compliance with Schedules in GPO Publ. 310.2. The Purchase Order and GFM will be available via e-mail and Agency site after award no later than June 24, 2025. Contractor to submit proofs as soon as the contractor deems necessary in order to comply with the delivery schedule and no later than June 26, 2025.

Mail complete on or before July 7, 2025.

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment if applicable) for proofs and delivery schedules in accordance with the contract requirements by contacting Shared Support Services Compliance Section via e-mail to compliance@gpo.gov or by calling (202) 512-0520 or faxing (202) 512-1364. Personnel receiving the e-mail or call will be unable to respond to questions of a technical nature or transfer any inquiries.

BIDS: Bids must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. The price for additional quantities (additional rates) 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. Late bids will not be considered.

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>.

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Bidders must fill out this page and return it. Bids must be received by the exact date and time specified.

SHIPMENT(S): Shipments will be made from: City _____, State _____

BID PRICE: \$ _____

ADDITIONAL RATE FOR 3 LEAVES/6 PAGES \$ _____ PER THOUSAND (NO ENVELOPE)
 ADDITIONAL RATE FOR 3 LEAVES/6 PAGES \$ _____ PER THOUSAND (WITH ENVELOPE)
 ADDITIONAL RATE FOR 4 LEAVES/8 PAGES \$ _____ PER THOUSAND (NO ENVELOPE)
 ADDITIONAL RATE FOR 4 LEAVES/8 PAGES \$ _____ PER THOUSAND (WITH ENVELOPE)
 ADDITIONAL RATE FOR ENVELOPES ONLY \$ _____ PER THOUSAND

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.

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 (pg. 7) that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder's Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

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

Bidder _____
 (Contractor Name) (GPO State & 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)

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