

TITLE: VISN 10 - Health Promotion Publications

ITEM	DESCRIPTION	BASIS OF AWARD 1 Year	American Institute for Preventative Medicine Taylor, MI		Schatz Publishing Group Blackwell, OK		Wainscot Media Shepherdsville, KY	
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
I.	CONTENT CREATION:							
A.	Editorial Content and Design Process:							
(a)	Health Magazine:							
(1)	12-Page issue per order	1	6,397.50	6,397.50	9,000.00	9,000.00	8,658.00	8,658.00
(2)	16-Page issue per order	3	7,375.50	22,126.50	11,500.00	34,500.00	11,174.00	33,522.00
(b)	Annual Report per order	1	7,710.00	7,710.00	12,000.00	12,000.00	13,690.00	13,690.00
(c)	Calendar per order	1	25,065.00	25,065.00	14,000.00	14,000.00	20,502.00	20,502.00
B.	Web Accessibility PDF:							
(a)	Health Magazine:							
(1)	12-Page issue per order	1	480.00	480.00	500.00	500.00	510.00	510.00
(2)	16-Page issue per order	3	640.00	1,920.00	700.00	2,100.00	680.00	2,040.00
(b)	Annual Report per order	1	720.00	720.00	700.00	700.00	850.00	850.00
(c)	Calendar per order	1	1,360.00	1,360.00	1,000.00	1,000.00	1,445.00	1,445.00
II.	PRINTING, BINDING AND MAIL PREP:							
(a)	Health Magazine, 12-Page issue:							
(1)	Make-ready and/or Setup per order	1	469.00	469.00	600.00	600.00	2,902.48	2,902.48
(2)	Running per 1,000 copies	51	57.75	2,945.25	87.00	4,437.00	59.34	3,026.34
(b)	Health Magazine, 16-Page issue:							
(1)	Make-ready and/or Setup per order	3	297.00	891.00	750.00	2,250.00	2,605.83	7,817.49
(2)	Running per 1,000 copies	153	53.46	8,179.38	87.00	13,311.00	57.52	8,800.56
(c)	Annual Report 16-page plus Cover:							
(1)	Make-ready and/or Setup per order	1	254.00	254.00	950.00	950.00	2,097.20	2,097.20
(2)	Running per 1,000 copies	10	174.32	1,743.20	161.00	1,610.00	102.02	1,020.20
(d)	Calendar 28-page plus 6-Panel Cover:							
(1)	Make-ready and/or Setup per order	1	1,332.00	1,332.00	1,600.00	1,600.00	16,385.12	16,385.12
(2)	Running per 1,000 copies	242	104.25	25,228.50	153.00	37,026.00	178.29	43,146.18
(e)	Self-Mailer per 1,000 addresses	16	130.06	2,080.96	20.00	320.00	60.92	974.72
(f)	Single Copy Envelopes							
 per 1,000 addresses	2	677.38	1,354.76	35.00	70.00	255.00	510.00
III.	STOCK/PAPER:							
(a)	Health Magazine, 12-Page issue:							
 per 1,000 copies	51	52.58	2,681.58	85.00	4,335.00	48.43	2,469.93
(b)	Health Magazine, 16-Page issue:							
 per 1,000 copies	153	65.47	10,016.91	85.00	13,005.00	62.32	9,534.96
(c)	Annual Report 16-page plus Cover:							
 per 1,000 copies	10	199.61	1,996.10	145.00	1,450.00	269.93	2,699.30
(d)	Calendar 28-page plus 6-Panel Cover:							
 per 1,000 copies	242	200.57	48,537.94	255.00	61,710.00	265.14	64,163.88
	TOTAL OFFER:			\$173,489.58		\$216,474.00		\$246,765.36
	DISCOUNT:		0.00%	\$0.00	1.00%	\$2,164.74	N/A	\$0.00
	NET OFFER:		0	\$173,489.58	20 Days	\$214,309.26	N/A	\$246,765.36

AWARDED

U.S. GOVERNMENT PUBLISHING OFFICE

Columbus, Ohio

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

VISN 10 – Health Promotion Publications

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

VA Veterans Integrated Service Network (VISN) 10

Cincinnati, Ohio and Ann Arbor, Michigan

TERM OF CONTRACT: The term of this contract is for the period beginning Date of Award and ending August 31, 2017, plus up to 4 optional 12-month extension period(s) that may be added in accordance with the “*OPTION TO EXTEND THE TERM OF CONTRACT*” clause in Section 1 of this contract.

Single Award

BID OPENING: Bids shall be publicly opened at 2:00 p.m., prevailing Columbus, Ohio time on August 18, 2016.

MAIL/DELIVER BID TO: U.S. GOVERNMENT PUBLISHING OFFICE, 1335 DUBLIN ROAD, SUITE 112-B, COLUMBUS, OHIO 43215-7034. ENVELOPE MUST BE MARKED WITH PROGRAM NUMBER AND BID DATE OPENING. **NO TELEPHONE OR EMAIL BIDS WILL BE ACCEPTED.**

BIDDERS, PLEASE NOTE: THESE SPECIFICATIONS HAVE BEEN EXTENSIVELY REVISED; THEREFORE, ALL BIDDERS ARE CAUTIONED TO FAMILIARIZE THEMSELVES WITH ALL PROVISIONS OF THESE SPECIFICATIONS BEFORE BIDDING.

Abstract is available on GPO Web Site at <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Columbus>

LEGAL DISCLAIMER: Product names are the trademarks of the respective companies and do not indicate endorsement by the U.S. Government.

For information of a technical nature call Russell Woodmancy at (614) 488-4616, ext. 8 (No collect calls).

SECTION 1. – GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 06/01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Pub. 310.1, effective May 1979 (Rev. 08/02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>.

More GPO Publications can be found at: <http://www.gpo.gov/vendors/sfas.htm>.

REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Publishing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR) are referenced in this solicitation. The bidder should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

SUBCONTRACTING: The predominate production function for this contract will be considered to be either content creation or printing, and one or the other of these functions may be subcontracted but not both.

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

Product Quality Levels:

- (a) Printing (Page Related) Attributes -- Level III.
- (b) Finishing (Item Related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z 1.4):

- (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	Approved Proofs
P-8. Halftone Match (Single and Double Impression)	Approved Proofs
P-10. Process Color Match	Approved Proofs

OPTION TO EXTEND THE TERM OF CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 5 years (August 31, 2021) as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “*EXTENSION OF TERM OF CONTRACT*” clause. See also “*ECONOMIC PRICE ADJUSTMENT*” for authorized pricing adjustment(s).

EXTENSION OF TERM OF CONTRACT: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **Date of Award through August 31, 2017**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted “*Consumer Price Index For All Urban Consumers - Commodities Less Food*” (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **May 31, 2016** called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

PAPER PRICE ADJUSTMENT: Paper prices charged under this contract will be adjusted in accordance with “*Table 6 – Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items*” in the Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-01 will apply to all Offset and Text paper required under this contract.
2. The applicable index figures for the month of **September 1, 2016** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{---}\%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.
7. Adjustments under this clause will be applied to the contractor's bid price(s) for line Items “*III. STOCK/PAPER*” in Section 4 - Schedule of Prices. Adjustment will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

PREAWARD EVALUATION: Unless waived by the Government, after bid opening but before award, the firm(s) being considered for award may be required to submit a detailed plan to include the following for technical and managerial evaluation:

1. Health Related Publishing Experience: Furnish three or more published samples from the health related industry that would relate to veteran health education. Samples are to be annotated with the name and contact information of the individuals responsible for the publication; this should include but is not limited to the researcher(s), writer(s), editor(s), page layout designer, and if applicable the Section 508 accessibility technician.

Provide a written narrative of previous experiences in content creation and management that produce final publications for web accessible PDF and print product(s).

2. Original Writing and Editorial Content Creation: Describe, with two or more samples your capability to perform original writing, and the editorial ability to concisely explain, instruct and direct the publication user as required. This should include how the writing and editorial content will be developed and produced. Samples are to be annotated with the name and contact information of the individuals responsible for the publication; this should include but is not limited to the researcher(s), writer(s), and editor(s).

3. Qualifications of Key Personnel: List and detail in writing the level of education and experience of each person deemed as key personnel and their position and responsibilities to this project. This should include but is not limited to researcher(s), writer(s), editor(s), page layout designer(s), and Section 508 accessibility technician(s).

Note: The Section 508 accessibility technician prepares, tests, and validates the PDF's compliance for the forthcoming Section 508 Refresh Standards.

4. Convert Test Files to PDF. The test would include the following:

- (a) Create an Adobe InDesign layout file or similar with designated features in it (headings, footers, footnotes, lists, tables, hyperlinks, table of contents, etc.) which implement the Section 508 Refresh Standards and PDF/UA specifications.
- (b) Export it to PDF.
- (c) Remediate the PDF if there are any problems.
- (d) Submit to GPO the Web Accessible PDF test file and a Verification Report, "CommonLook PDF Compliance Report" produced using NetCentric's CommonLook Plug-In version Global Access 1.1 for Adobe Acrobat. "User Verify" elements have to be converted to "Pass" or "Not Applicable" before submitting the Government. Any "Fail" elements may be cause for contractor to be declared non-responsible.

The standards for accessible PDFs that are compliant with 29 USC Section 508 Standards are available at <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-section-508-standards/section-508-standards>. **Subpart B, Technical Standards #1194.22 Web-based intranet and internet information and applications.** The current Section 508 standards are based on the 1998 law, not the forthcoming "Section 508 Refresh." Section 508 Refresh section is located at <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/proposed-rule>.

POSTAWARD CONFERENCE: In order to ensure that the contractor fully understands the total requirements of the job as indicated in these specifications, Government representatives may conduct a conference with contractor's representatives at VISN 10 immediately after award. Contractor will be notified of exact date. At Government's option, this conference may be held via telephone conference, via Skype or similar, or in person. If meeting in person, Government will determine meeting place. Anticipate the in-person meeting to be about 2 to 4 hours long and conducted in Ann Arbor, Michigan; Columbus, Ohio; or Cincinnati, Ohio. Contractor will not be reimbursed for attendance to the conference.

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 as stated in 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES. It is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a, specifically, 5 U.S.C. 552a (i)(1) CRIMINAL PENALTIES and m(1) GOVERNMENT CONTRACTORS.

PRIVACY ACT

- 1) The contractor agrees:
 - a) 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;
 - b) 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
 - c) 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.
- 2) 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.
- 3) The terms used in this clause have the following meanings:
 - a) “*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.
 - b) “*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.
 - c) “*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.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual “*Print Order*” for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract **Date of Award through August 31, 2017** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be “*issued*” upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled “*Ordering*”. The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government’s requirements for the items set forth herein do not result in orders in the amounts or quantities described as “*estimated*”, it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor(s) all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor(s), requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor(s) within the time specified in the order, and the rights and obligations of the contractor(s) and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor(s) will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the “*Ordering*” clause of this contract.

DELIVERY/SHIPPING STATUS INFORMATION: 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 GPO Columbus Regional Office via email to trackcolumbus@gpo.gov, or by calling (614) 488-4616, ext. 0, or by faxing to (614) 488-4577.

PAYMENT: Submit all vouchers to: Comptroller, STOP FMCE, Office of Financial Management, U.S. Government Publishing Office, Washington, D.C. 20401.

The contractor may FAX the completed invoice by utilizing the GPO barcode coversheet program application. Click on the hyperlink and follow the instructions as indicated at the following web address: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>. Facsimile transmission should only be used when no samples are required with invoice, otherwise payment will be held up while the invoice is returned for the required sample(s).

NOTE: Contractor’s billing invoice must be itemized in accordance with the line items in the “SECTION 4. -SCHEDULE OF PRICES.”

SECTION 2. – SPECIFICATIONS

SCOPE: These specifications cover the production of three types of pamphlet publications requiring such operations as content research, writing articles, editorial management, graphic design and layout, Section 508 accessibility PDF files, proofs, 4-color process printing, binding, packing, mailing, and delivery.

Specifications apply equally to all three publications unless otherwise noted.

TITLE: VISN 10 – Health Promotion Publications

	Health Magazine	Annual Report	Calendar
Frequency of Orders	Approx. 4 per year	Approx. 1 per year	Approx. 1 per year
Number of Pages	12 or 16 pages self-cover	16 pages plus-cover	28-pages plus 6-panel cover
Quantity per order	Approx. 51,000 copies	Approx. 10,000 copies	Approx. 242,000 copies
Trim Size	8 x 10-7/8”	8 x 10-7/8”	11 x 8-1/2”

GOVERNMENT TO FURNISH:

Government will provide subject matter and some content. Content provided is to be edited by contractor and incorporated into the publication issue.

Names and addresses for mailing are to be furnished in mutually agreeable storage media (disk, CD, DVD, or tape) or electronic transfer (encrypted e-mail or sent to a secured FTP site). Records are to be provided in ASCII fixed field, comma-delimited format. The mailing list is not to be used for any other purpose and must maintain the information in accordance with the Privacy Act.

Secured FTP Site Option for Names and Addresses: The website with secure FTP service uses either Secure Sockets Layer (SSL) or Transfer Layer Security (TLS) encryption. The servers must be redundant and located in a secure locked, climate controlled, fire-resistant facility.

Print Orders (GPO Form 2511).

Delivery/shipping status report form.

Form 905 (R. 3/90) “*Labeling and Marking Specifications*”.

Blue Labels and Selection Certificates.

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

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.

Ownership of Materials: The VA retains the ownership rights to all original materials, including written content, design elements, figures, photographs and illustrations. Materials may not be reused without the written permission of the VA (Veterans Affairs). The VA retains the rights to reproduce all elements of the magazine at no additional cost or reimbursement to contractor.

At the end of the contract period all VA original materials and digital publishing files to be delivered to the ordering VA office.

PUBLICATION CONTENT CREATION

1. **CONTENT CREATION PLANNING:** Contractor and Government will conduct content planning meetings for each issue. Contractor should retrain detail notes of the meeting regarding each order. At Government’s option, these meetings may be held via e-mail, telephone conference, via Skype or similar. The content planning meetings will determine the scope and content of the upcoming issue. A schedule for the first content meeting will be determined at the post-award conference. Schedules for future content meetings will be determined when print order (GPO Form 2511) is issued.
2. **EDITORIAL CONTENT CREATION AND MANAGEMENT:** It is anticipated that approximately 80% of the content of the articles will be written and furnished by the VA. The remaining 20% of content, contractor to research (interviewing staff and patients as necessary), write and edit original articles in the healthcare and wellness field, as well as edit original furnished text and shall assure that all medical information contained in this newsletter reflects current scientific consensus and standards of care.

In close collaboration with VA, write headlines, call-out quotes, captions and other display type with a view to maximizing readership. Copyedit (such as checking grammar, spelling, sentence structure, story structure, suggesting revisions to improve “*readability*”, meeting reading level standards as set forth by the editorial board) and proofread all text to professional standards. VA will provide both general and specific topics for articles. Reading level must not exceed 8th grade reading level and the contractor is encouraged to not exceed a 6th grade reading level. Reading levels are to be determined using the Simple Measure of Gobbledygook (SMOG) readability standards.

3. **ARTICLE DRAFT:** Once articles have been written, they are to be submitted to the Government via e-mail. The articles are to be created in MS Word in doc and/or docx format. The Government will approve or disapprove the Article Draft. If disapproved, the Government will state the reason for the disapproval, contractor will be required to make revisions to the articles, and resubmit Article Draft within the time frame determined by the Government. Once the Article Draft is approved by the Government, the contractor is to begin the “*Design*” stage.
4. **GRAPHIC DESIGN AND LAYOUT:** Page design with Section 508 “*Refresh*” compliant and PDF/UA Accessible PDF in mind during the design and layout. Contractor to use desktop publishing software such as Adobe InDesign or similar (Native Design File). It is conceivable that the design and layout of the Web Accessible PDF and Print PDF will be different.
 - (a) Provide original publication design (to include fonts, and other elements necessary to create specified publication) and provide complete page design.
 - (b) Incorporate into page design the approved article drafts and any artwork and/or photography provided by the VA, including photoprints, slides and illustrations.
 - (c) Supplement any supplied artwork or text with illustrations icons, logos and stock photos, as mutually agreed upon.

(d) Scale furnished artwork, photoprints, and illustrations, for color separations to areas indicated.

(e) “*Fit and Finish*” page proofs, eliminating windows, bad breaks, etc.

5. **NATIVE DESIGN FILE**: Contractor to submit a Native Design File of the completed issue before print production is to begin. The Government will approve or disapprove the Native Design File. If disapproved, the Government will state the reason for the disapproval, contractor will be required to make revisions to the Native Design File, and resubmit within the time frame determined by the Government. Once the Native Design File is approved by the Government, the contractor is to create a Section 508 “*Refresh*” Compliant PDF digital file.

NOTE: Once the Native Design File is approved, the file IS NOT to be altered. The Native Design File will be used to create two separate documents. One document for accessibility PDF to be used on the internet and one document for print production. The Native Design File – Government’s option, is to be either electronically transferred via e-mail or to a designated FTP Site or view at the contractor’s location.

6. **ACCESSIBILITY PDF FILE**: Contractor is to submit the following deliverables:

- An accessible, Section 508 compliant web-quality PDF
- The original source files (such as MS Word, PowerPoint, Excel, or Adobe InDesign), including graphics and fonts.

- (a) **Section 508 “*Refresh*” Standards**: Contractor to ensure that all files meet all applicable Section 508 “*Refresh*” Standards as discussed and agreed with Veteran Affairs personnel during “*CONTENT CREATION PLANNING*” meeting. The PDF-related language in the Section 508 “*Refresh*” section of the Access Board’s website, Appendix A, “*Standards*,” PDF/UA is referenced in E102.6 International Standards Organization (ISO). PDF/UA-1 compliance (ISO 14289-1) requires proper tagging of text and figures, including the following:

(1) **Reading Order (RO)**: Logical RO is required in the Tag RO and Architectural RO.

(2) **Text Elements**: Text is tagged correctly with the standard PDF tags (as defined in ISO 32000-01:2008 Sec. 14.8.4 “*Standard Structure Types*,” at http://www.adobe.com/content/dam/Adobe/en/devnet/acrobat/pdfs/PDF32000_2008.pdf)

Text elements include the following: body text, headings, headers/footers, call-outs/pull-quotes, block quotes, sidebars, captions, footnote/endnote reference numbers, footnotes, endnotes, hyperlinks, tables of content, cross-references, bibliographies, tables with text and/or numerical content, and hyperlinks. When a Veterans Affairs (VA) personnel approves, an item(s) can have the artifact tag. Tagged text elements must be in a logical reading order for the entire document.

(3) **Figures**: Includes logos, icons, illustrations, graphics, photographs, artwork, stock photos/illustrations, maps, banners, signatures, screen shots, chart graphics (such as bar-charts), info graphics, and other graphical, non-text elements as follows:

- Appropriate Alternative Text written descriptions (Alt-Text) that adequately describe the visual information in the graphic.
- Each tagged figure element must be placed (anchored) at an appropriate, logical place in the document’s reading order.
- Figure tagged as Artifacts (example would be background or decorative visuals) per VA instruction(s).

The VA is responsible for providing Alt Text for figures provided by the VA. If contractor will be required to provided Alt text for figures provided by the VA this will be addressed during the “*CONTENT CREATION PLANNING*” meeting.

The contractor is responsible for providing Alt Text for figures provided by the contractor. If the Government deems the contractor provided Alt Text unacceptable, the VA will provide Alt Text or require the contractor to submit revised Alt Text.

(b) **Section 508 “Refresh” and PDF/UA accessibility requirements:** The contractor will be required to perform a quality assurance review to verify compliance of created and remediated files with current Section 508 “*Refresh*” and PDF/UA accessibility requirements.

(1) **Accessibility Check.** The contractor will be required to run a document analysis and develop a Verification Report. Verification Report to include but not limited to “*CommonLook PDF Compliance Report*” and Acrobat “*Full Check*”. The Verification Report details Section 508 Refresh and PDF/UA or later version deficiencies and remediation’s conducted.

The document analysis and Verification Report is to be accomplished using NetCentric’s CommonLook plug-in, version Global Access 1.1 or later.

The Verification Report must contain a list of Section 508 “*Refresh*” and PDF/UA deficiencies with each mapped specifically to a technical standard as promulgated by the US Access Board and to the page on which the error resides.

Contractor shall ensure the following minimum checkpoints are completed when performing remediation on any file:

- All text elements must be available to Assistive Technologies (AT).
- Alt-Text descriptions for figures must be manually reviewed and verified.
- At a minimum, the document must be tagged with these essential tags that allow basic accessibility and navigation by AT users: headings, tables, lists, accessible hyperlinks, figures, and text.

The contractor is to run a Verification Report. The contractor must remediate any elements that do not comply with 29 USC Section 508 “*Refresh*” Standards and PDF/UA. Upon remediation, the contractor is to run another Verification Report and continue the remediate and report process until all elements, including “*User Verify*” have passed or converted to “*Not Applicable*”, and there are no “*Fails*”.

- (2) **Screen Reader Software:** The contractor must test the publication to ensure it is compatible with the most recent version of Job Access With Speech (JAWS), NonVisual Desktop Access (NVDA), and Window Eyes for Microsoft Windows operating system and VoiceOver for Apple operating system.
- (3) **Web Browsers:** The contractor must test the publication to ensure it is compatible with the most recent browser version of Microsoft Internet Explorer, Microsoft Edge, Chrome, Safari, and Mozilla Firefox for computer and mobile devices (Android, iOS).
- (4) **Section 508 “Refresh” and PDF/UA Standards:** Upon completion of the web-ready PDF, the contractor is to submit the file to the Government. The file will be tested by the Government and must have a 100% “*Pass*” or “*Not Applicable*” in order to be considered 508 and PDF/UA Compliant. Any “*Fail*” elements may be cause for rejection.

- (c) **Section 508 “Refresh” Compliance:** The contractor shall ensure that VA employees and members of the general public with disabilities have access to and use of VA’s Information and Communications Technology (ICT) comparable to that provided to nondisabled persons. This is in compliance with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (Public Law 105-220). Section 508 of the Rehabilitation Act of 1973, as amended, requires that all ICT developed, procured, maintained or used by Federal agencies on or after June 21, 2001, must meet ICT accessibility standards developed by the Architectural and Transportation Barriers Compliance Board (Access Board), as set forth at 36 CFR Part 1194. See the Section 508 “Refresh” section <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/proposed-rule>

The law also requires Federal agencies to ensure that individuals with disabilities who are Federal employees or members of the public seeking information or services from a Federal agency, have access to and use of information and data comparable to that provided to Federal employees or members of the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency. This policy supports one of the goals of VA’s Strategic Plan: *“Veterans should have convenient access to information about VA health benefits, their medical records, health information, expert advice, and the ongoing support needed to make informed decisions and successfully implement their personal health plans.”*

7. **PRINT PRODUCTION:** Once the Design File, Soft Proof, and Hard Proof have been approved by the Government, the press-ready PDF is to be used by the contractor to complete the production of the publication.
8. **MAILING/DISTRIBUTION LIST MANAGEMENT:** The contractor shall provide mailing list management services including the ability to receive multiple sources of information in different formats (e.g. Excel files, magnetic tapes, etc.) and consolidate them into one mailing list, eliminating duplicates. Contractor will maintain the mailing list until the mailing list for the next edition is created.

PRINTING AND DISTRIBUTION SPECIFICATIONS:

REPRODUCIBLES: The contractor must make all reproducibles required. The contractor is responsible for determining what type reproducibles will be used but must maintain the quality level specified in the contract. No separate charges will be allowed for the various types of reproducibles that may be used.

Further, the contractor is responsible for outputting all images contained on furnished material, regardless of the production process, at the highest effective resolution possible. The contractor is responsible for determining the appropriate output resolution to achieve optimal results for such design elements as blends, gradients, halftones, type and other images. This determination should be made using factors such as stock, imaging device (or press) being used, and other factors unique to the contractors production environment.

PROOFS: All orders require proofs. Proofing will be done in two stages. First stage will be soft proofs and the second stage will be hard proofs.

Soft Proof (press-ready PDF): Contractor to submit one “Press Quality” PDF “soft” proof 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. The PDF proof shall be expected to reasonably predict accuracy of color to the final printed product and the contractor generated “Color Proofs”.

Hard Proofs: Each order requires two sets of proofs. The make and model number of the proofing system utilized shall be furnished with the proofs.

Inkjet proofs to be G7 profiled and use pigment-based inks. The proofing system RIP to provide high quality color matching via Device Links Technology and/or ICC Profiles Technology, and/or meets or exceeds industry tolerance to ISO 12647-2 standard for Graphic Technology (as of 12/15/2013 and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain one of the following color control strips to be evaluated for accuracy: IDEAlliance ISO 12647-7 (2013 or later) 3-Row Digital Control 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. 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 GPO Contracting Officer 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.

Author's alterations (refer to page 10 (item 16) of GPO Contract Terms 310.2) and revised proofs may be required. Author's alterations and revised proofs will only be paid for when errors are caused by the Government and the Government deems it necessary to require revised proofs or make author's alterations.

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

STOCK/PAPER: The specifications of all stock/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. 12" dated March 2011. All paper used in each copy must be of a uniform shade.

All cover paper must have the grain parallel to the spine.

Health Magazine:

Text: White No. 2 Coated Text, Gloss Finish, basis size 25 x 38", 70 lbs. per 500 sheets equal to JCP Code A182. Note: Exception to Paper Specification Standards (March 2011 No. 12), under "Testing"- The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

Annual Report:

Cover: White Litho (Gloss) Coated Cover, basis weight: 60 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

Text: White No. 2 Coated Text, Gloss Finish, basis size 25 x 38", 70 lbs. per 500 sheets equal to JCP Code A182. Note: Exception to Paper Specification Standards (March 2011 No. 12), under "Testing"- The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

Calendar:

Cover: White Litho (Gloss) Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

Text: White No. 2 Coated Text, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A182. Note: Exception to Paper Specification Standards (March 2011 No. 12), under "Testing"- The acceptance criteria in Part 4 SHALL apply for Opacity ONLY.

PRINTING: CLOSE REGISTRATION REQUIRED.

Health Magazine: Print head-to-head.

Text pages (self-cover) print 4-color process throughout, heavy ink coverage. Text consists of line copy, screens, and photos.

Annual Report: Print head-to-head.

Cover: Print covers 1 through 4 in 4-color process, heavy ink coverage. After printing, flood coat covers 1 and 4, with scuff resistant, clear, non-yellowing gloss varnish, or at contractor's option, aqueous clear coat.

Text Pages: Print 4-color process throughout with heavy ink coverage. Text pages consist of type, fine line matter, screens and photos.

Calendar: Print head-to-foot.

Cover: Print covers 1 through 6 in 4-color process, heavy ink coverage. After printing, flood coat outside covers with scuff resistant, clear, non-yellowing gloss varnish, or at contractor's option, aqueous clear coat.

Text Pages: Print 4-color process throughout with heavy ink coverage. Text pages consist of type, fine line matter, screens and photos.

MARGINS: To be determined from layout and design provided by contractor. Anticipate bleeds on all sides and print to and align across the bind.

BINDING:

Health Magazine and Annual Report: Saddle-wire stitch in two places along the 10-7/8" dimension, and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Calendar:

Calendar 6-Panel Cover: Flat size 11 x 25" score and fold two parallel folds (Saddle stitch fold and fold-in) to a finish size 11 x 8-1/2", title out and back cover has 4-panels. Fold-in panel is 11 x 8".

Saddle-wire stitch in two places (landscape). Front Cover and Text Pages trim flush three sides. Back cover and fold-in panel to trim flush two sides left/right with the fold to be flush with the bottom side of front cover and text leaves.

Front Cover and all text leaves: Drill one 1/8" - 3/16" diameter hole, center in the bottom 11" dimension, center of hole is 5/16" from bottom edge. The back cover and fold-in panel does not drill.

LABELING AND MARKING: Refer to Contract Terms and furnished Form 905.

PACKING:

Mailed Shipments: f.o.b. contractor’s city. Pack in one of the following methods, suitable for safe transportation by mail:

- **Health Magazine:** Self-Mailers.
- **Annual Report and Calendars:** Insert single copies into kraft envelope and must be protected by cardboard or other means to guarantee safe delivery.

Bulk Shipments: f.o.b. destination.

Insert multiple copies weighing up to 6.8 kg (15 lbs.) into kraft envelopes, cushioned shipping bags, or cartons.

Quantities weighing greater than 6.8 kg (15 lbs.) are to be packed in shipping containers not to exceed 13.6 kg (30 lbs.) gross weight.

Pack in shipping containers not to exceed 36 pounds when fully packed. Shipping containers shall have a minimum bursting strength of 275 lbs. per sq. in. or a minimum edge crush test (ECT) of 44 lbs. per inch width.

INSPECTION SAMPLES: When indicated on the print order or otherwise requested, two samples shall be sent for inspection to the U.S. Government Publishing Office, Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, Ohio 43215, Attn: Inspection Samples.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number, program number, print order number, title, and include a facsimile of the print order on which they were ordered. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

- (a) A random copy must be selected from each subplot. Copies must not be chosen from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Quantity Ordered	Number of Sublots
3,201 – 10,000	80
10,001 – 35,000	125
35,001 and over	200

- (b) These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to the address indicated under “Distribution”.
- (c) A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, shall be included.
- (d) A copy of the Government furnished certificate must accompany the voucher sent to GPO for payment. Failure to furnish the certificate may result in delay in processing voucher.

DISTRIBUTION:

MAIL F.O.B. CONTRACTOR'S CITY AS FOLLOWS:

Health Magazine: Approximately 4,000 copies will be self-mailers. Single copies (self-mailers) require the contractor to affix labels (or at contractor's option inkjet addresses) in proper location on last page, sort, and package in zip code sequence.

Annual Report and Calendar: Single copies in envelopes require the contractor to affix labels (or at contractor's option inkjet addresses), seal, sort, and package in zip code sequence.

- **Annual Report:** Approximately 1,000 copies.
- **Calendar:** Approximately 1,000 copies.

Intelligent Mail Barcode (IMb): Self-mailers and single copy envelopes will be required to meet USPS requirements for using **Intelligent Mail** barcodes to access automation postal rates for presort Standard Rate mail. **Full Service IMb will be required for Domestic Mail only.**

The contractor **must** understand and be able to implement all mail preparation requirements enacted by the Postal Service related to using full-service **Intelligent Mail**. The requirements include, but are not limited to, preparing Intelligent Mail barcodes for the mail, trays and containers meeting USPS quality acceptance standards. Submitting postage statements and mailing documentation electronically, making electronic appointments, producing revised tray/pallet label formats and other similarly-detailed IMb requirements as mandated by the Postal Service is essential.

Upon receipt of distribution list(s) and before production print of publication, contractor to generate Zip + 4 barcode and perform PAVE, CASS/MASS, and NCOA certifications of the distribution list(s) in accordance with USPS regulations. Addresses to print in standardized format to meet USPS regulations.

NOTE: After completion of PAVE, CASS/MASS, and NCOA certifications, contractor is to immediately notify VA and GPO of any changes to quantity. Once the final quantity is determined by the Government, contractor may begin print production.

All mailings are to be made at presort standard rate. Contractor to prepare mailing to maximize presort discounts and comply with USPS mailing requirements for automation compatible mailing in effect at the time of mailing.

Contractor will be required to pay postage/shipping for each mailing. Contractor will be reimbursed for postage/shipping by submitting a properly completed Postal Service form(s) with the voucher for billing. Contractor must obtain all permits to enter the pamphlet into the postal system.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "*Domestic Mail*". It is the contractor's responsibility to keep up to date on all USPS requirements.

The ship/deliver date indicated on the print order is the date products must be received at the VISN 10 addresses listed as f.o.b. destination and a ship date for all mailed shipments.

F.O.B. DESTINATION: Deliver at destination. The table below is representative of a typical VISN 10 distribution. It is anticipated that these quantities and number of destinations may fluctuate plus or minus 20%. The bulk destinations will only be in the following states: Ohio, Michigan and Indiana.

Health Magazine	Annual Report	Calendar				
Approx Qty	Approx Qty	Approx Qty	SITE	CITY	STATE	ZIP CODE
50	50	50	VA VISN 10 Network Office - Cincinnati	Cincinnati	OH	45247
50	50	50	VA VISN 10 Network Office - Ann Arbor	Ann Arbor	MI	48113
8,000	1,250	50,000	Wade Park Cleveland VA Medical Center	Cleveland	OH	44106
2,000	600	14,500	Chillicothe VA Medical Center	Chillicothe	OH	45601
3,950	800	24,000	Cincinnati VA Medical Center	Cincinnati	OH	45220
2,500	700	14,500	Columbus VA Ambulatory Care Center	Columbus	OH	43219
2,500	700	24,000	Dayton VA Medical Center	Dayton	OH	45428
2,500	425	9,000	VA North Indiana Health Care System- Fort Wayne Campus	Fort Wayne	IN	46805
2,500	425	9,000	VA Northern Indiana Health Care System- Marion Campus	Marion	IN	46953
6,000	900	22,000	Richard L. Roudebush VA Medical Center	Indianapolis	IN	46202
2,000	600	12,900	Aleda E. Lutz VA Medical Ctr.	Saginaw	MI	48602
3,950	800	18,000	Battle Creek VA Medical Center	Battle Creek	MI	49037
5,000	800	20,000	John D. Dingell VA Medical Ctr.	Detroit	MI	48201
6,000	900	23,000	VA Ann Arbor Healthcare Sys	Ann Arbor	MI	48105
47,000	9,000	241,000	Total Bulk			

Digital Deliverable of Accessibility PDF on DVD delivered to: Operations Manager, VA Healthcare System of Ohio, 8600 Governor’s Hill Dr., Suite 115, Cincinnati, OH 45220 unless otherwise stated on print order.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511)

The Schedule is broken into four phases. The numbers under the column headed “*WD After*” represent the maximum number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

- Phase One schedule begins the workday after notification of the availability of print order; the workday after notification will be the first workday of the schedule.
- After Phase One has been approved by the Government. Then schedule for Phase Two and Three begin. Phase Two and Three schedules are independent of each other.
- After Phase Three has been approved by the Government. Then the schedule for Phase Four begins.

Phase One

Publication Content Creation	
Task/Event	WD After
Content Creation Planning	5
Editorial Content and Management	15
Contractor to electronically transfer Article Drafts	5
Contractor to receive approval or disapproval of Article Drafts *	5
Contractor to electronically transfer Native Design File	2
Contractor to receive approval or disapproval of Native Design File*	2

*If disapproved, the Government will state the reason for the disapproval, contractor will be required to make revisions to the Article Drafts/Native Design File, and resubmit Article Drafts/Native Design File within the time frame determined by the Government. The above “WD After” schedule will be adjusted accordingly.

After Phase One has been approved by the Government. Then schedule for Phase Two and Three begin. Phase Two and Three schedules are independent of each other.

Phase Two

Phase Three

Accessibility PDF		Proofing for Print Production	
Task	WD After	Task	WD After
After Approval of Native Design File. Contractor to send electronic transfer Accessibility PDF with Verification Report	10	After Approval of Native Design File. Contractor to send Soft Proof	2
Contractor to receive approval or disapproval of Accessibility PDF**.	4	Contractor to receive approval or disapproval of Soft Proof ***	2
Note: Copy of the signed Approval Form of Accessibility PDF to be included with Invoice for billing.		After Soft Proof Approval. Contractor to send Hard Proof	2
		Contractor to receive approval or disapproval of Hard Proof ***	2

Hard Proofs delivery and picked-up location: Operations Manager, VA Healthcare System of Ohio, 8600 Governor’s Hill Dr., Suite 115, Cincinnati, OH 45220 unless otherwise stated on print order.

**If disapproved, the Government will state the reason for the disapproval, contractor will be required to make revisions to the Accessibility PDF (Section 508 compliant web-quality PDF, PDF/UA), and resubmit Accessibility PDF within the time frame determined by the Government. The above “WD After” schedule will be adjusted accordingly.

***Revised Proofs: When revised proofs are required by the Government due to Government errors, 2 additional workdays will be allowed.

After Phase Three has been approved by the Government. Then the schedule for Phase Four begins.

Phase Four

Print Production			
Health Magazine and Annual Report Publications		Calendar	
Task	WD After	Task	WD After
After Hard Proof Approval. Contractor to completed printed product and delivered f.o.b. destination and entered into the Postal System for f.o.b. contractor's city addresses	10	After Hard Proof Approval. Contractor to completed printed product and delivered f.o.b. destination and entered into the Postal System for f.o.b. contractor's city addresses	17

Note: The Phase Four ship/deliver date indicated on the print order is the date printed products ordered for delivery f.o.b. destination must be delivered to the destinations specified and entered into the U.S. Post Office for mailing.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

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.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all material furnished by the Government with one printed sample of each job to Operations Manager, VA Healthcare System of Ohio, 8600 Governor’s Hill Dr., Suite 115, Cincinnati, OH 45220 unless otherwise stated on the print order.

These materials must be packaged, properly labeled, and returned separate from the entire job. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.

All expenses incidental to pickup/return of materials/proofs, and furnishing sample copies must be borne by the contractor.

SECTION 3. – DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the “*Schedule of Prices*” to the following units of production which are the estimated requirements to produce 1 year’s orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the “*Schedule of Prices*”.

- I. A. (a) (1) 1
(2) 3
(b) 1
(c) 1

- B. (a) (1) 1
(2) 3
(b) 1
(c) 1

- II. (a) (1) 1
(2) 51

- (b) (1) 3
(2) 153

- (c) (1) 1
(2) 10

- (d) (1) 1
(2) 242

- (e) 16
(f) 2

- III. (a) 51
(b) 153
(c) 10
(d) 242

SECTION 4. – SCHEDULE OF PRICES

Bids offered are f.o.b. contractor’s city for mailed copies and f.o.b. destination to bulk destinations.

Prices must be submitted for the entire term of the contract and bids qualified for a lesser period will not be considered.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided.

Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

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

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. CONTENT CREATION:

A. Editorial Content and Design Process:

- (a) Health Magazine:
 - (1) 12-page issue.....per order.....\$ _____
 - (2) 16-page issue.....per order.....\$ _____
- (b) Annual Report.....per order.....\$ _____
- (c) Calendar.....per order.....\$ _____

B. Web Accessibility PDF:

- (a) Health Magazine:
 - (1) 12-page issue.....per order.....\$ _____
 - (2) 16-page issue.....per order.....\$ _____
- (b) Annual Report.....per order.....\$ _____
- (c) Calendar.....per order.....\$ _____

SCHEDULE OF PRICES

II. PRINTING, BINDING AND MAILING PREPARATION: Prices offered shall include the cost of all required materials and operations necessary including the cost of all required materials and operations necessary for printing, binding and distribution of the product(s) listed in accordance with these specifications. See Item III STOCK/PAPER for additional charges.

- (a) Health Magazine 12-page issue:
 - (1) Makeready and/or setup chargeper order.....\$ _____
 - (2) Running per 1,000 copiesper order.....\$ _____

- (b) Health Magazine 16-page issue:
 - (1) Makeready and/or setup chargeper order.....\$ _____
 - (2) Running per 1,000 copiesper order.....\$ _____

- (c) Annual Report 16-page plus Cover issue:
 - (1) Makeready and/or setup chargeper order.....\$ _____
 - (2) Running per 1,000 copiesper order.....\$ _____

- (d) Calendar 28-page plus 6-Panel Cover issue:
 - (1) Makeready and/or setup chargeper order.....\$ _____
 - (2) Running per 1,000 copiesper order.....\$ _____

- (e) Preparing Self-Mailer Copies for mailing including generate/affix labels (or inkjet addresses) and deliver to post office.....per 1,000 addresses\$ _____

- (f) Preparing Single Copy Envelopes for mailing including Envelopes, generate/affix labels (or inkjet addresses) and deliver to post office.....per 1,000 addresses\$ _____

III. STOCK/PAPER: Payment for all stock/paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on complete covers and the net number of leaves for the text pages furnished for the product(s) ordered. The cost of any paper required for make-ready or running spoilage must be included in the prices offered.

- (a) Health Magazine 12-page issue.....per 1,000 copies\$ _____

- (b) Health Magazine 16-page issueper 1,000 copies\$ _____

- (c) Annual Report 16-page plus Cover issueper 1,000 copies\$ _____

- (d) Calendar 28-page plus 6-Panel Cover issue.....per 1,000 copies\$ _____

Will the contractor subcontract the printing? ____ yes or ____ no

If yes, name of subcontractor(s)

Subcontractor Company Name: _____

(City - State)

LOCATION OF POST OFFICE: All mailing will be made from the Post Office located at

City _____, State _____, Zip Code _____

BIDDERS NAME AND SIGNATURE: Fill out and return two copies of all pages in “*Section 4. - Schedule of Prices*”, initial or sign each in the space provided and submit with two copies of GPO Form 910, “*Bid*”. Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

GPO Form 910 is available on GPO web site at <http://www.gpo.gov/printforms/index.html>

Bidder _____

(Street Address)

(City)

(State)

(Zip Code)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be Contacted)

(Telephone Number)

(Fax Number)

(GPO Contractor Code Number if Known)

(e-mail address)

SHIPMENT(S) WILL BE MADE FROM: City _____, State _____

RETURN THIS PAGE TO GPO COLUMBUS REGIONAL OFFICE