

Program No 2520-S Contract Term: January 1, 2021 through December 31, 2022 plus 4 option years

TITLE: New England Veteran (VISN 1)

ITEM	DESCRIPTION	BASIS OF AWARD	American Institute for Preventive Medicine, Farmington Hills, MI		Beaumont Blackman Inc. Dunmore, PA		GPO Estimate		
			UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	
<b>I.</b>	<b>EDITORIAL:</b>								
(a)	Editorial content creation, management and design								
	per 12 page order.....	3	6,335.00	19,005.00	108,000.00	324,000.00	5,304.75	15,914.25	
(b)	Editorial content creation, management and design								
	per additional 24 page signature.....	2	11,045.00	22,090.00	192,000.00	384,000.00	10,609.95	21,219.90	
<b>II.</b>	<b>COMPLETE PRINTED PRODUCT:</b>								
(a)	12 page signature								
(1)	Makeready and/or setup.....per order.....	3	1,001.05	3,003.15	24,000.00	72,000.00	734.75	2,204.25	
(2)	White Litho Coated Stock (60 lbs),								
	Running per 100 copies.....	350	43.97	15,389.50	150.00	52,500.00	43.97	15,389.50	
(b)	24-page pamphlet (saddle-stitch):								
(1)	Makeready and/or setup.....per order.....	1	1,434.35	1,434.35	36,000.00	36,000.00	1,469.50	1,469.50	
(2)	Running per 100 copies.....	150	73.09	10,963.50	225.00	33,750.00	87.94	13,191.00	
(c)	Gate folded center foldout.....per 100 copies.....	300	21.36	6,408.00	95.00	28,500.00	111.00	33,300.00	*estimate prev.
<b>III.</b>	<b>PACKING FOR MAILING AND SHIPPING:</b>								
	<b>Mailed copies:</b>								
(a)	Self-mailers, affix an address label or print address								
	label or print address directly on each copy, prepare								
	mail for automation rates.....per 100 copies....	15	135.88	2,038.20	150.00	2,250.00	9.05	135.75	
(b)	Multiple copies in kraft envelope								
	(up to 200 leaves).....per envelope.....	20	1.88	37.60	3.00	60.00	1.50	30.00	
(c)	Single or multiple copies over 200 leaves, up to (12 lbs)								
	in cushioned shipping bags, or wrapped in shipping								
	bundles.....per bag and bundle...	75	2.50	187.50	5.00	375.00	2.00	150.00	
(d)	Quantities over (12 lbs) up to (24 lbs) wrapped								
	in shipping bundles, or packed in shipping								
	container.....per bundle or container..	75	9.38	703.50	10.00	750.00	7.50	562.50	
(e)	Quantities over (24 lbs) up to (40 lbs) packed in shipping								
	container.....per bundle or container..	40	12.50	500.00	20.00	800.00	10.00	400.00	
<b>IV.</b>	<b>ADDITIONAL OPERATION: Price offered shall include the cost of all required materials and operations necessary for the following service. A charge can be claimed for Photography service only when specifically specified on the individual print order.</b>								
(a)	Photography Service ... per order when specifically required and specified on the print order.....	1		0.00		0.00		0.00	*Estimate previous travel/ time work 150 x 8hr
				\$81,760.30		\$934,985.00		\$103,966.65	
	<b>Discount:</b>		0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	
	<b>Total:</b>			(\$81,760.30)		(\$934,985.00)		(\$103,966.65)	
	GVR 12/ 23/ 2020								
	MS 12/23/20			<b>Awarded</b>					

U.S. GOVERNMENT PUBLISHING OFFICE  
Chicago, IL

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**New England Veteran  
(VISN 1)**

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

VA Medical Center

Single Award

**BID OPENING:** Bids shall not be publicly opened at 2:00 P.M., prevailing Chicago, IL time, on **December 22, 2020**.

**BID SUBMISSION:** Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders MUST submit email bids to [bidschicago@gpo.gov](mailto:bidschicago@gpo.gov) for this solicitation. See also “ADDITIONAL EMAILED BID SUBMISSION PROVISIONS” on bottom of page.

No other method of bid submission will be accepted at this time.

The Program 2520-S and bid opening date “**December 22, 2020**” must be specified in the subject line of the emailed bid submission. Bids received after “**2:00 pm Central**” on the bid opening date specified above will not be considered for award.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 10 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.

**BIDDER'S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2.

When responding by email, fill out and return one copy of all pages in “SECTION 4. – SCHEDULE OF PRICES,” including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

NOTE: Bidder must use the exact bid pages in “SECTION 4. – SCHEDULE OF PRICES,” (pages 17 - 19) and MUST NOT substitute their own bid formatting in their submitted bid. Substitution may result in a determination of the bid as non-responsive.

**CONTRACT TERM:** The term of this contract is for the period beginning **January 1, 2021, and ending December 31, 2021, plus up to four (4) optional 12-month extension period(s)** that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

**NOTE: Major changes from the previous contract are scattered throughout, including Section 4 – Schedule Of Prices. Previous abstract or award information available on-line at: <http://www.gpo.gov/gpo/abstracts/abstract.action?region=Chicago> .**

**INFORMATION:** For questions about these specifications call Gina Reece 312-353-3916, ext. 5. or [greece@gpo.gov](mailto:greece@gpo.gov) Questions about these specifications should be forwarded at least 1 workday before the Bid Deadline, in order to be addressed prior to bid submission.

Email requests for new award information (available approximately 2 weeks after bid opening) to GPO Chicago Front Desk at [kdodson@gpo.gov](mailto:kdodson@gpo.gov)

#### **Doing Business with GPO Customer Services During the Coronavirus Pandemic:**

Contractors should continue performance on contracts. Contractors must continue to fully comply with the terms and conditions of these contracts. Deliveries, proof approvals, and press sheet inspections for agencies may be impacted. It is requested that contractors contact a Government employee at the delivery location to confirm their availability to receive prior to shipping.

Schedules and other adjustments will be made in accordance with GPO Contract Terms. Caution should be used to safeguard all products should any delivery delays be imposed by the Government.

As a reminder, contractors must furnish contract compliance information required in accordance with GPO Contract Terms, Contract Clause 12: Notice of Compliance With Schedules.

Contractors should immediately contact your GPO contract administrator(s) and/or contracting officer(s) to identify impacted orders if any delay is anticipated, including temporarily closure of a production facility or the planned suspension of any services.

If you have any questions on a particular contract, please contact the Customer Services contract administrator and/or contracting officer for your contract (best method of communicating with them is via email). Office team e-mail addresses can be found at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

## SECTION 1- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1987 (Rev. January 2018) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised September 2019).

GPO Contract Terms, (GPO Publication 310.2) <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>

The GPO QATAP (GPO Publication 310.1 - <http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf>

**DOING BUSINESS WITH THE GPO:** Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/how-to-work-with-us/vendors/programs-for-vendors>, where contractors can register as a GPO contractor using the ‘**GPO Contractor Connection**’ link in accordance with the furnished instructions on this page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractors seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: “EIN/TIN #” Employer Identification Number of Taxpayer Identification Number): “Subject to Backup Withholding” (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide this tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing this tax data in GPO Contractor Connection, have been satisfied.

**SUBCONTRACTING:** The contractor may make contracts with any other party for the furnishing of any part of the supplies or work called for, with the exception of the predominant production function. If the predominant production function is other than presswork, it shall be so identified in the specifications.

The predominant function for this procurement is editorial creation, including photography, planning, management in the Healthcare/Wellness field, **this function cannot be subcontracted.** If subcontracting printing. – The subcontractor must be a GPO **approved Quality Level 2** contractor, to **PRINT** on this contract.

NOTE: The contractor shall be responsible for enforcing all contract requirements outsourced to a subcontractor.

Subcontractor(s) must be approved by the Government prior to production starting in that facility. The subcontractor’s information must be provided in conjunction with the “production plans” specified herein.

If the contractor needs to add a subcontractor at any time after award, the subcontractor must be approved by the Government prior to production starting in that facility. If the subcontractor is not approved by the Government, then the contractor must submit new subcontractor’s information to the Government for approval five (5) calendar days prior to the start of production at that facility.

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

**Product Quality Levels:**

- (a) Printing Attributes - Level II.
- (b) Finishing Attributes - Level II.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specification Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7 Type Quality and Uniformity	OK Proofs/Electronic Media
P-8 Halftone Match	OK Proofs
P-9 Solid/Screen Tint Color Match	OK Proofs
P-10 Process Color Match	OK Proofs

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

**OPTION TO EXTEND THE CONTRACT TERM:** 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 as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

**EXTENSION OF CONTRACT TERM:** 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 Government Publishing Office 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 January 1, 2021, and ending December 31, 2021, 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 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 three months prior to the beginning of the contract, 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.

**PERFORMANCE RECORDS:** Verification of Delivery forms will be furnished to the awarded contractor (contractor to make copies as required). GPO program and print-order numbers, and dates mailed and/or delivered must be filled in by the contractor. Email to [verifychicago@gpo.gov](mailto:verifychicago@gpo.gov) or fax to the GPO, (312-886-2057), Attn: Chicago GPO front desk, on the day mailing and delivery was completed.

**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.

**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.

**PREAWARD EVALUATION:** Each contractor must include with their bid a detailed plan to include the following for technical and managerial evaluation which will be factored in the award determination.

- 1) **Quality and demonstrated experience in producing similar health related educational products:** Four or more published samples with a narrative of previous experience, demonstrating the contractor's ability to produce high-quality and well-designed publications. Previous experience working with Veterans Administration Health Care System is desired.
- 2) **Writing, Photography and Editorial Experience:** Describe, with two or more samples the contractor's capability to perform original writing and photography on health-related subjects, and the editorial ability to concisely explain, instruct and direct the publication user as required. This should include how the writing, photography and editorial content will be developed and produced. Describe how the published will assure the accuracy of the magazines content.
- 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 contract. This should include but not be limited to senior editor, editor, etc.
- 4) **Production Schedule:** Outline of schedule, editorial planning meeting, via telephone and e-mails, design approvals, copy writing, proofs and production to meet the specified schedule.

**COURTESY CREDIT LINES:** Courtesy credit lines are permissible only for non-copyrighted materials contributed or loaned by non-governmental parties. They shall be subordinate in size of type to that of both text and legends for illustrations. When all materials have come from a single nongovernmental source, credit lines shall be given only in an undisplayed paragraph.

**COPYRIGHT NOTICES:** Copyright notices shall be subordinated in size of type to that of both text and legends for illustrations. When privately copyrighted material is reprinted in a Government publication, notice of copyright is essential in order that the public not be misled.

**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 from **January 1, 2021 through December 31, 2021** or 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" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise 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 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, 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 within the time specified in the order, and the rights and obligations of the contractor 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 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.

**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.

**PAYMENT:** Submit 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>.

**CONTRACTOR'S INVOICE FOR PAYMENT MUST BE ITEMIZED IN ACCORDANCE WITH THE SCHEDULE OF PRICES. FAILURE TO ITEMIZE IN ACCORDANCE WITH THE SCHEDULE OF PRICES MAY RESULT IN DELAYED PAYMENT. SEE PAGES 17 through 18.**

Contractor is required to furnish a copy of the invoice, including full shipping and postage details, within five (5) workdays of distribution to: U.S. Government Publishing Office, Chicago Regional Office, Chicago, IL, Attn: Gina Reece, email to [greece@gpo.gov](mailto:greece@gpo.gov)

## SECTION 2 - SPECIFICATIONS

**SCOPE:** These specifications cover the production of a self-cover magazine requiring such operations as research, writing, photography, editorial management, design, planning, handling electronic files, printing, binding, packing, mailing and distribution.

**TITLE:** New England Veteran (VISN 1).

**FREQUENCY OF ORDERS:** Approximately 3 - 5 orders per year. It is anticipated that most of the orders will normally be for 12 pages, and 1 or 2 orders per year "Annual Reports" will be for 24 pages.

**QUANTITY:** Approximately 4,500 to 15,000 (see page 15 mock-up) copies per order. It is anticipated that 50% of the orders will be for less than 5,000 copies if placed during the pandemic.

**NUMBER OF PAGES:** 12 or 24 pages.

**TRIM SIZE:** 10 x 12" finished size.

Center spread signature printing face and back and requiring a double gate fold to create 4-panels. Approximately 31-1/4 x 10-7/8" flat with a width of the 4 panels (after folding), from left to right, as follows: 7-3/4", 7-7/8", 7-7/8" and 7-3/4".

### GOVERNMENT TO FURNISH:

Electronic files via email, facsimiles, Form 905 (R. 3/90) with labeling and marking specifications.

**Mailing Addresses:** Contractor must address labels. Mailing addresses will be furnished in mutually agreeable media (disk CD, tape or electronic media) and format. Contractor and any sub-contractors, may not use the mailing list for any other purpose and must maintain the information in accordance with the Privacy Act.

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 print 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. Within 3 workdays after mailing has occurred, contractor is to provide a **508 Compliant PDF of entire magazine** for the ordering agency to place on their website.

**OWNERSHIP OF MATERIALS:** The VA retains the ownership and rights to all original materials, including the design elements, photographs and illustrations may not be used 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.

At the end of the contract period all VA original materials, are to be returned to VISN 1 Communications.

### EDITORIAL PLANNING:

- 1) Contractor to produce production schedule with the VA Editorial Board.
- 2) Contractor must attend a teleconference editorial planning meeting for each publication (order) to be facilitated by the VA.

The contractor will be required to provide **Editorial Content Creation and Management:**

- 1) Contractor to research, write and edit original articles and provide photographs, to include original photography as assigned by VA Editorial Board, in the healthcare and wellness field, as well as edit original text provided by the VA Editorial Board.
- 2) Assist VA Editorial Board in writing headlines, call-out quotes, captions and other display type with a view to maximizing readership.
- 3) Copy edit and proofread all text to industry standards.
- 4) Editing using Associated Press stylebook and VA Style Guide to include checking grammar, spelling, sentence structure, story structure and suggesting revisions to improve “readability” of the story or article and edit article to meet reading level standards as set forth by the VA Editorial Board.
- 5) Photography to include supplying studio-quality and other photographs for a wide variety of situations as assigned by the VA Editorial Board. The contractor will supply high-resolution edited and raw final digital images of VA health activities suitable for the magazine. Photography work will include the ability to extract an image or remove a background of an image. All photographs become the sole property of the U.S. Department of Veterans Affairs without copyright, credit or use restrictions. The VA Editorial Board will provide written or documented release for all shoots assigned. Some travel will be required.

The contractor will be required to provide **Design:**

- 1) Provide original publication design. To include fonts and other elements necessary to create specified publication.
- 2) Provide complete page design. The overall design concept must be approved by the VA Editorial Board prior to beginning work on the first issue.
- 3) Incorporate into publication design any artwork and photography taken by the contractor or provided and approved by the VA Editorial Board, including photographs, slides and illustrations.
- 4) Supplement any supplied artwork or text with illustrations, icons, logos and stock photos, as mutually agreed upon.
- 5) Scale furnished artwork, photographs, slides, illustrations for color separations to areas indicated.
- 6) Pamphlet will have color pictures in each issue.
- 7) Perform color separations on all color photographic and slide images.
- 8) “Fit and Finish” page proofs, eliminating widows, bad breaks, etc.
- 9) Provide VA Editorial Board with up to three rounds of page proofs for review and revision at no additional charge.
- 10) Comply with VA supplied Graphic Style Guide for the correct use of VA seals, brand colors and palettes.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished published files to assure accurate output of the required

reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to GPO. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level. Minimum 175 line screen.

If contractor is required to make revisions, the contractor shall, prior to making revisions, copy the files and make all changes to the copy. No revisions are to be made to furnished files.

**Digital Deliverables:** Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed piece and shall be returned on zip disk(s). The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat, Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**PROOFS (For Each Order):**

**PDF** proof prior to sending hard copy proofs as follows:

2 sets of digital color content proofs, provided direct to plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. At contractor's option, a film-based composite blueline may be submitted. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

2 set of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: If a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specifications. See instructions at: <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d.pdf>.

Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers.

BIDDERS, PLEASE NOTE: GPO has issued a new *Government Paper Specification Standards, No. 13*, dated September 2019. Prospective bidders should carefully read this publication as the applicable standards within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions and any amendments thereto.

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

The following paper will be used on each order.

White No. 1 Gloss-Coated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

NOTE: Exception to Paper Specification Standards No. 13 (dated March 2019), under "Testing" – The acceptance criteria in Part 4 shall apply for opacity only.

**PRINTING:** Print head-to-head in 4-color process. Printing consists of process color illustrations, tints/solids with type and fine detail rules reversing to white, and type & line matter throughout. Some orders may require illustrations that print and align across the bind.

When required, the center spread foldout prints face and back in 4-color process.

Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**MARGINS:** Margins will be as indicated on the print furnished material. Bleeds are anticipated throughout.

**BINDING:** Saddle-wire stitch in two places along the 12" dimension and trim three sides. Each product must contain complete 4-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Foldout center spread will be gate folded to create 4-panels, when required.

Magazines will have a foldout in the center that will be gate folded as requested.

After stitching and trimming, apply wafer seal to all self-mailer copies (approximately 300 - 500 copies per order) with two non-perforated wafer seals on the 10" dimension in compliance with all applicable USPS regulations.

**PACKING:**

**Mailed Shipments:**

Self-mailer copies.

Multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 12 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 14 pounds).

Quantities over 12 pounds, up to 24 pounds, must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 27 pounds).

Quantities over 24 pounds, up to 36 pounds, must be packed in shipping containers (maximum gross weight 40 pounds).

**LABELING AND MARKING:** Each package must be clearly labeled with the GPO jacket, purchase order, and print order number, and the number or title of the product. At the contractor's option, when multi-page products are packaged, a sample copy of the first page of the product may be attached to

identify the contents. When multiple containers are required to package the same product, they must be identified (i.e. 1 of 3, 2 of 3, etc.). Contractor to reproduce shipping container labels, fill in appropriate blanks and attach to shipping containers. Labels must include the title with the SOD and RPI numbers, quantity, unit quantity, and number of units (inner wraps), program number and requisition number.

**QUALITY ASSURANCE (QARC) SAMPLES:** Contractor must submit 32 QARC sample copies for each order to the U.S. Government Publishing Office, Washington, DC (See address in “Distribution” section). These copies will be inspected and tested for conformance to the product specifications. The following sampling plan will be employed for selecting the samples contractor must furnish for inspection.

1. Divide the entire lot into 32 sublots.
2. Select one copy from each subplot. Do not choose from the same general area in each subplot.
3. Sign and date the selection certificate and pack it with the inspection samples and a copy of the print order. Samples are to be mailed at the same time as the first scheduled shipment.

QARC sample quantities are not included in the total quantity ordered. No additional charge will be allowed for QARC samples.

**GPO QARC and Inspection Samples:** Mark package with Program number and Print Order number. GPO samples are to be shipped at the same time as the scheduled shipment/delivery and cannot be deducted from the total quantity ordered. Deliver sample copies by the most economical method. No additional charge will be allowed for GPO samples.

**GPO “VERIFICATION OF DELIVERY”:** Contractor MUST email delivery/shipping/ mailing verification information to [VerifyChicago@gpo.gov](mailto:VerifyChicago@gpo.gov) WITHIN 24 HOURS OF DELIVERY/SHIPPING/MAILING. Enter Program and Print Order numbers in the subject line, and in the body of the message indicate the method of shipment and the delivery date. If a contract specifies a shipping method of **F.O.B. Contractor City** (at government’s expense), enter the date of shipment. If a contract specifies **F.O.B. Destination** (at contractor’s expense), enter the date of delivery. If a contract specifies a combination of both methods, include all shipping and delivery dates. **Failure to provide this information for each print order may result in delayed payment of invoices.**

**DISTRIBUTION: F.O.B. Contractor’s City (At Government’s Expense) and F.O.B. Destination:**

**F.O.B. Contractor’s City:**

**Mailing:** The contractor must affix an address label to approximately 300-500 copies per order, or print address directly on required copies. In addition, contractor must package up to 8,500 multiple copies per order for mailing. Contractor will be required to pay postage for each mailing. Contractor will be **Reimbursed** for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing. Contractor must obtain all permits to enter pamphlet into the postal system. All mailing shall be made at the nonautomated Standard Mail A bulk rate. The contractor to verify 5-Digit ZIP Code Accuracy and the Postal Service requirements of move updates (ACS, NCOA, and *FASTforward*). All mailed copies must be sorted and prepared in packages and sacks as prescribed in the U.S. Postal Service Domestic Mail Manual for nonautomation Standard Mail A rates. The contractor does have the option to mail at the automation rate and meet all the U.S. Postal requirements.

**Bulk Ship:** It is anticipated that up to approximately 6,000 copies per order (several shipments totaling less than 120 pounds) will require shipping via **Reimbursable** parcel post or small parcel carrier, via traceable means, whichever method is most economical to the Government, unless otherwise instructed.

It is anticipated that copies per destination will range from 25 to 500 copies to be shipped within the following states: Maine, New Hampshire, Vermont, Massachusetts, Connecticut, and Rhode Island.

It is anticipated that the heaviest shipments will be for addresses within the states of Connecticut and Maine. Shipping destinations and their quantities will be indicated on the furnished address disk and/or on the Print Order.

**F.O.B. Destination (at contractor’s expense):**

**Upon completion of each order, all furnished materials and small balance after distribution must be returned to the following:**

VISN 1 Communication, Department of Veterans Affairs, 200 Spring Rd., Bldg. 61, Bedford, MA 01730, Attn: John Paradis.

**GPO QARC (32 Copies):** U.S. Government Publishing Office, Printing Procurement – Stop PPSQ, Quality Assurance Section, 732 North Capitol St., NW, Rm. A843, Washington, DC 20401. These 32 copies will be inspected and tested for conformance to the product specifications. Mark package with Program number and Print Order number.

GPO Chicago Inspection Copies (2 Copies). Two samples per order must be sent for local inspection to the U.S. Government Publishing Office, Regional Printing Procurement Office, 200 N. LaSalle Street, Suite 810, Chicago, IL 60601, Attn: Program 2520-S Inspection Samples – Gina Reece. Mark package with Program number and Print Order number.

**RECEIPTS 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 these receipts or other acceptable proof must accompany the contractor's voucher (invoice) for payment.

**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).

No definite schedule for receipt of material can be predetermined. The majority of material will be sent electronically to the contractor. The Government will notify the contractor when electronic files will be sent or furnished materials and print order are available for pickup in Bedford, MA.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The numbers under the column headed “WD After” represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

	WD After
Content development (PDF proofs process).....	36
VA approves final PDF of content.....	5
Contractor delivers hard copy proofs (two-step process)...	4
VA approves hard copy proofs (OK to print).....	9
Complete production and distribution .....	10

### 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 one 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 during a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices."

I.(a)	3
(b)	2

II.(a) (1)	3
(2)	350

(b) (1)	1
(2)	150

(c) (1)	300
---------	-----

III.	
(a)	15
(b)	20
(c)	75
(d)	75
(e)	40

IV.	
(a)	1



**SECTION 4 - SCHEDULE OF PRICES**

Bids offered are f.o.b. Contractor’s City and f.o.b. destination for small quantity.

**SUBMISSION OF OFFERS AND EVALUATION:** 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 non-responsive.

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 100 will be prorated at the per 100 rate.

**I. EDITORIAL (except for item II. “COMPLETE PRINTED PRODUCT and III. “PACKING FOR MAILING AND SHIPPING”).** Prices offered shall include the cost of all required materials and operations necessary for the complete production listed in accordance with these specifications.

- a. Editorial content creation, management and design .....per 12 page order .....\$ \_\_\_\_\_
- b. Editorial content creation, management and design .....per 24 page order.....\$ \_\_\_\_\_

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

**II. COMPLETE PRINTED PRODUCT (except for item I. "EDITORIA" III. "PACKING FOR MAILING AND SHIPPING" and IV ADDITIONAL OPERATION:** Prices offered shall include the cost of all required materials and operations necessary for the complete production, including 508 Compliant, Proofs, Paper, etc. listed in accordance with these specifications.

- (a) 12 page signature:
  - (1) Makeready and/or Setup..... per order .....\$ \_\_\_\_\_
  - (2) Running per 100 copies .....\$ \_\_\_\_\_
- (b) 24-page pamphlet (saddle-stitch):
  - (1) Makeready and/or Setup..... per order ..... \$ \_\_\_\_\_
  - (2) Running per 100 copies .....per order ..... \$ \_\_\_\_\_
- (c) Gate folded center foldout ..... **per 100 copies**..... \$ \_\_\_\_\_

**III. PACKING FOR MAILING AND SHIPPING:**

- (a) Self-mailers, affix an address label or print address directly, prepare mail for automation rates..... per 100 copies..... \$ \_\_\_\_\_
- (b) Multiple copies in kraft envelope (up to 200 leaves) ..... per envelope..... \$ \_\_\_\_\_
- (c) Multiple copies over 200 leaves, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles ..... per bag or bundle. .... \$ \_\_\_\_\_
- (d) Quantities over 12 lbs., up to 24 lbs., wrapped in shipping bundles, or packed in shipping containers ..... per bundle or container..... \$ \_\_\_\_\_
- (e) Quantities over 24 lbs., up to 40 lbs., packed in shipping containers ..... per container.....\$ \_\_\_\_\_

**IV. ADDITIONAL OPERATION:** Price offered shall include the cost of all required materials and operations necessary for the following service.

A charge can be claimed for Photography service only when specifically specified on the individual print order.

- (a) Photography Service ... per order... when specifically required and specified on the print order ..... \$ \_\_\_\_\_

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

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

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

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

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of bid prior to award.

**CONTRACTOR'S NAME AND SIGNATURE:** Fill out and return one copy of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided. Additionally, see Page 1.

Contractor \_\_\_\_\_

\_\_\_\_\_  
(Street Address) (City – State – Zip)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid) (Date)

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

\_\_\_\_\_  
(Email Address) (Contractor's Code No.)



**THIS SECTION FOR GPO USE ONLY**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_ Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_



be Contacted) (Telephone Number)

\_\_\_\_\_  
(Email Address) (Contractor's Code No.)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

# Contract Modification

U S. Government Publishing Office  
Chicago Regional Office  
200 North LaSalle Street, Suite 810  
Chicago, IL 60601-1055

gmr

Date
November 16, 2021
Modification Number
1
Object Class
24.35
Purchase Order Number
G 0167
Dated
January 12, 2021
Jacket Number
Various
Program
2520-S

TO: American Inst. For Preventive Medicine  
30445 Northwest Highway  
Farmington Hills, MI 48334

This Change Order is issued pursuant to Contract Clauses. Contractor's acknowledgment is requested. An acknowledgment may be sent by email [greece@gpo.gov](mailto:greece@gpo.gov)

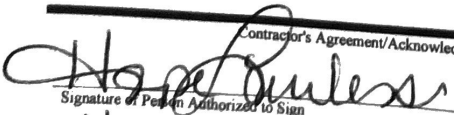
Contractor code number: 210 04955  
Contractor point of contact: Ms. Lawless  
Contractor facsimile number: 248-539-1808

In accordance with the provisions of Program 2520-S, Purchase Order G0167, the Government Publishing Office will take the option to extend the contract, for the period beginning January 1, 2022, and ending December 31, 2022.

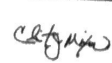
The contract price of orders during this extended period shall be **INCREASED** by 5.8 percent (.058) as prescribed by the "Economic Price Adjustment" provision in the contract. The adjustment factor should be applied to the balance of each invoice for each print order placed during the extended period. This increase is not applicable to any reimbursable postage or transportation charges.

Any prior price adjustments will no longer apply to this contract. All other specifications remain the same.

Contractor's Agreement/Acknowledgment

  
Signature of Person Authorized to Sign  
11/16/21  
(Date)  
Hope Lawless  
(Name of Person Authorized to Sign) (Type or Print)

For The PUBLIC PRINTER

BY   
Digitally signed by Clint J. Mixon  
Date: 2021.11.16 12:31:15 -0500  
11/16/21  
(Date)  
CLINT J. MIXON  
Contracting Officer