

Specifications by: JH

Jacket 546-520 R1

Reviewed by: JB

BID OPENING: Bids shall be opened at **1:00 p.m.**, prevailing Dallas, TX time, on **December 4, 2023**.

ISSUE DATE: November 20, 2023.

ANY QUESTIONS BEFORE OR AFTER AWARD CONCERNING THESE SPECIFICATIONS CALL JIM HUNT AT (214) 767-0451, EXT. 5. NO COLLECT CALLS.

SPECIFICATIONS

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

R1: THIS ORDER IS RE-ADVERTISED WITH AN EXTENDED SCHEDULE, ADDITIONAL CHANGES TO ALLOW SUBCONTRACTING FOR SEVERAL ITEMS. VENDORS ARE ENCOURAGED TO READ SPECIFICATION IN ENTIRETY PRIOR TO SUBMITTING BID.

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

GPO Contract Terms (GPO Publication 310.2) –

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

GPO QATAP (GPO Publication 310.1) –

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

PRODUCT: These specifications cover the production of six different items, packing and mailing to various government addresses. The items are various quantities of Item 1: 3-panel display board image, Item 2: Bookmark, Item 3: Banner stand kit, Item 4: Trifold form, Item 5: QR Code form and Item 6: Sidewalk A-Frame. All Items print 4-color process.

SUBCONTRACTING: The predominate function for this contract is the printing of Item 2: Bookmarks, Item 4: Trifold forms and Item 5: QR code forms.

Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)), is modified to permit subcontracting of the complete product for Item 1: 3-panel display board, Item 3: banner stand and Item 6: sidewalk A-frame. See Atch 9-11. Must be equal to items found at: <https://globalpromotionalsales.com/>

WARRANTY: The provisions of article 15, "Warranty", of Contract Clauses in GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) are amended for orders placed under this section to the effect that the warranty period is extended from 120 days to ONE (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

TITLE: Harassment Prevention Program

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

QUANTITY: 335,731 total pieces of 6 different items

PAGES: See Description

TRIM SIZE: See Description

DESCRIPTION:

Item 1: 3-Panel Display Board (See Atch 9)

- Frameless display made of sturdy gray plastic with rounded corners, display face is covered in loop fabric that is compatible with hook (hook-and-loop-style) fasteners.
- Panels are connected with double-acting fabric hinges to allow it to fold for transport.
- Stock: White, Gloss Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.
 - o After printing, laminate both sides with a 1-3 mil satin finish laminate, trim flush.
- Each laminated graphic is attached to each panel using the hook and loop fasteners. See Atch 9.
- Must be equal to item found at: <https://globalpromotionalsales.com/4859.html>
 - o Product Dimensions
- Product Size: 54" W x 24" H
- Collapsible dimensions: 18" W x 24" H
- Product Weight: approximately 5 lbs.
- Includes
 - o Hardware with soft case and three installed graphics.
 - o Soft case is gray, made of 600 denier polyester with handles suitable sized to carry display boards and graphics.

Quantity: Varies per 198 addresses = 342 total

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

Panels print face only, four color process and permanently mounted to display board.

Copy is text, line art illustrations, solids and reverses.

Item 2: Bookmarks

Quantity: Varies per 198 addresses = 18,000 total

Trim Size: 2 x 7"

Stock: White, Gloss Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

Bookmarks print face and back in 4-color process, bleeds all sides.

Copy is text, reverses, color logos and line art illustrations.

Shrink-wrap in units of 50 or suitable for quantities less than 50.

Item 3: Banner Stands (See Atch 10)

Quantity: Varies 198 addresses = 630 total

Product: 83 x 15 x 32", Trim Size: 83 x 32"

Stock: White, Gloss, Smooth Vinyl, 13-15 mil

Banners print face only in 4-color process, bleeding left edge using UV inks.

Copy is text, reverses, color logos and line art illustrations.

After printing install into banner stands, pack in carry case along with all hardware.

Banner stand includes banner, stand and carry case.

Item 4: Trifolds

Quantity: Varies per 198 addresses = 60,000 total

Trim Size: 8-1/2 x 11", folds to 8-1/2 x 3-2/3" title out

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

Forms print face and back in 4-color process, bleeds all sides, both pages.

Copy is text, reverses, color logos and line art illustrations.

After printing fold from 8-1/2 x 11" to 3-2/3 x 8-1/2", title out. Score folds if required.

Shrink-wrap in units of 50 or suitable for quantities not divisible by 50.

Item 5: QR Code

Quantity: Varies per 198 addresses = 256,425 total

Trim Size: 3-1/3 x 2"

Stock: White, Gloss Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

Form prints face and back in 4-color process, face bleeds all sides. No bleeds on back.

Copy is text, line art illustrations, solids and reverses.

Shrink-wrap in units of 50 or suitable for quantities less than 50.

Item 6: Sidewalk signs - A-frame (See Atch 11)

Quantity: Varies per 198 addresses = 334 total

Product size: 27 x 38-1/2 x 19", PDF trim size: 24 x 36"

Stock: White, adhesive-backed white 3-5 mil vinyl.

Posters print in four color process using UV inks.

Copy is text, line art illustrations, solids and reverses.

After printing, permanently install on both sides of the A-frame.

PACKING and SHIPPING: Shrink wrap each item as required per description. Box suitably to protect against shipping damage. Use GPO Form 905 to mark the shipping container. Inside delivery required.

The items ship in various quantities to multiple addresses per furnished Excel file. Items 2, 4 & 5 will be shrink-wrapped in sets of 50, marked and placed in cartons not to exceed 40 lbs. Marked items be packaged together in a single shipping container to ship to required addresses. Items 1, 3 & 6 will box and ship individually in quantities required to multiple addresses per furnished Excel file. See Atch 1-8 for quantities. The shipping quantities and addressed for all items are available in advance by contacting Jim Hunt at jhunt@gpo.gov. Complete shipping/quantity list will be provided upon award.

GOVERNMENT TO FURNISH: Electronic Media Adobe Acrobat PDF Print Files (6) and an Excel file for mailing provided upon award. Contractor to adjust the image size of files to suitably fit the trim size specified. See description.

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

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

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

All paper used in each copy must be of a uniform shade and all paper must have the grain parallel to the fold.

Item 1: Stock must be equal to: White, Gloss Coated Cover, basis weight: 80 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10 with 1-3 mil satin finish laminate.

Item 2: White, Gloss Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

Item 3: Stock must be equal to: White, Gloss, Smooth Vinyl, 13-15 mil.

Item 4: White, No. 1 Gloss Coated Text, basis weight: 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A181.

Item 5: White, Gloss Coated Cover, basis weight: 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L10.

Item 6: adhesive-backed white 3-5 mil vinyl.

NOTE: Contractor may substitute a thin plastic substrate, such as coroplast, styrene, sintra, PVC or for item 6. Printed substrate must be weather resistant and fit snugly into the A-frame.

INK: See each item description.

MARGINS: See each item description.

PROOFS:

Contractor to submit one Press Quality PDF soft proof of EACH ITEM using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Contractor to e-mail a suitable page proof of each item to: Penny.Woods2@va.gov and jhunt@gpo.gov by **December 8, 2023**.

Proofs will be OK'd within TWO workdays from date of receipt to date proof status is made available to the contractor by e-mail, contractor must provide contact name and phone number. Do not print prior to receipt of proof approval. The date of receipt is not the first workday.

Proofs must have all elements in proper position with trim size noted.

PREPRODUCTION SAMPLES:

Prior to the commencement of production of the contract production quantity, the contractor must provide ONE prior-to-production sample of ITEM 1, 3 & 6 no later than **December 27, 2023**. Each prior-to-production sample must be constructed as specified using the form, ink, equipment, and methods of production which will be used in producing the finished product. Paper used for samples must be of the size, kind, and quality the contractor will furnish.

The Government will approve, conditionally approve, or disapprove the samples within FIVE workdays of the receipt thereof. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reasons therefor.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)).

Manufacture of the final product prior to approval of the sample submitted is at the contractor's risk. Samples will not be returned to the contractor. All costs, including the costs of all samples shall be included in the contract price for the production quantity.

All samples shall be manufactured at the facilities in which the contract production quantities are to be manufactured.

The prior-to-production samples must be delivered by the date specified above to:

Denene Burnette (202-760-0629)
1790 Parker Lane,
Twinsburg, OH 44087

NOTES: This is a residential address, inside delivery and tracking is required. Samples will not be returned, nor count against totals requested.

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

SCHEDULE: Adherence to this schedule must be maintained. See "Notice of Compliance with Schedules", in GPO Pub. 310.2.

- Purchase Order and Government furnished material will be available on **December 6, 2023**.
- Deliver soft proof (PDF) of all items on or before **December 8, 2023**.
- Prior to production samples for Items 1, 3 & 6 on or before **December 27, 2023**.
- Deliver Items 2, 4 & 5 on or before **December 29, 2023**.
- Deliver Items 3 & 6 on or before **January 26, 2024**.
- Deliver Item 1 on or before **March 1, 2024**.

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.

DISTRIBUTION: F.O.B. Contractor City (Reimbursable postage/shipping). See attachments 1 thru 8.

All shipments to be sent by traceable means and contractor shall provide tracking numbers within two days after shipping to the following email addresses: Penny.Woods2@va.gov and cc to: jhunt@gpo.gov.

NOTE: Contractor to provide the original distribution list back with the tracking numbers added.

Deliver all items to multiple addresses, inside delivery required. See attachments 1-8 for distribution list. Contractors are encouraged to request address list(s) prior to submitting bid(s).

ALL SHIPMENTS MUST BE MADE REIMBURSABLE VIA TRACEABLE MEANS. Ship by traceable means: Registered Mail or Signature Service if by freight. No deviations from shipping instructions will be permitted. Contractor MUST list city or cities specific product will ship from. See page 9. Awarded contractor will provide an estimate of all shipping within five days of award.

COMPLIANCE REPORTING: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Penny.Woods2@va.gov and jhunt@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 546-520, Req 4-24002. The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

NOTIFICATION OF SHIPMENT: Contractor must notify the ordering agency within TWO (2) days that the product ships/delivers via e-mail sent to Penny.Woods2@va.gov and jhunt@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 546-520. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

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

Product Quality Levels:

- (a) Printing Attributes -- Level 3
- (b) Finishing Attributes -- Level 3

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

- (a) Non-destructive Tests - General Inspection Level 1.
- (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	Electronic Media
P-10. Process Color Match	Electronic Media (Items 2, 4 & 5)
P-10. Process Color Match	Prior to production samples (Items 1, 3 & 6)

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

BID SUBMISSION: Bidders MUST submit email bids to: bidssouthcentral@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time. The jacket number and bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 1:00 p.m. prevailing Dallas, TX time 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 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

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

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

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

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional number of copies as specified on page 8. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

PAYMENT:

Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

To check on the status of a payment e mail to invoice-inquiry@gpo.gov.

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

CONTRACTOR NAME: _____

SHIPMENT(S):

ITEMS 2, 4 & 6 will ship from: City _____, State _____

ITEM 1 will ship from: City _____, State _____

ITEM 3 will ship from: City _____, State _____

ITEM 6 will ship from: City _____, State _____

BID AMOUNT: _____

ADDITIONAL RATES:

\$ _____ PER EACH 3-PANEL DISPLAY BOARD

\$ _____ PER 1,000 BOOKMARKS

\$ _____ PER COMPLETE BANNER STAND ASSEMBLY

\$ _____ PER 1,000 BROCHURES

\$ _____ PER 1,000 QR CODE FORMS

\$ _____ PER COMPLETE A-FRAME

NOTE: Additional rates, when multiplied by total quantity cannot exceed bid amount.

(Contractor's Initials)

(COMPLETE AND SUBMIT THIS PAGE WITH YOUR BID)

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

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

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

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Bidder _____
(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

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

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

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

	3-Panel Display Board	Bookmark	HPP Banner	HPP Trifold	QR Code	Sidewalk sign	# of Locations
VHA Total	141	15300	435	50400	245200	163	141
VBA Total	39	1820	27	5382	2330	15	38
NCA Total	156	415	157	2040	3140	156	6
Staff Offices Total	6	465	11	2178	5755	0	13
Total kits							198
Order Totals	342	18000	630	60000	256425	334	335731 Total Items

Facility Name	Facility Zip	3-Panel Display Board	Bookmark	HPP Banner	HPP Trifold Brochure	QR Code	Sidewalk Sign
Edith Nourse Rogers Memorial Veterans Hospital (Bedford VA)	01730	1	100	3	400	1500	1
Manchester VA Medical Center	03104	1	100	3	400	1500	1
Providence VA Medical Center	02908	1	100	3	400	1500	1
VA Boston Healthcare System, Brockton Campus	02301	1	300	6	900	4500	3
VA Central Western Massachusetts Healthcare System	01053	1	100	3	400	1500	1
VA Connecticut Healthcare System	06516	1	100	3	400	1500	1
VA Maine Healthcare System - Togus	04330	1	100	3	400	1500	1
White River Junction VA Medical Center	05009	1	100	3	400	1500	1
Albany VA Medical Center: Samuel S. Stratton	12208	1	100	3	400	1500	1
Brooklyn Campus of the VA NY Harbor Healthcare System	11209	1	100	3	400	1500	1
Canandaigua VA Medical Center	14424	1	200	3	600	3000	2
East Orange Campus of the VA New Jersey Health Care System	07018	1	100	3	400	1500	1
Franklin Delano Roosevelt Campus of the VA Hudson Valley Health Care System (Montross)	10548	1	100	3	400	1500	1
James J. Peters VA Medical Center (Bronx, NY)	10468	1	100	3	400	1500	1
Northport VA Medical Center	11768	1	100	3	400	1500	1
Syracuse VA Medical Center	13210	1	100	3	400	1500	1
VA Hudson Valley Health Care System	10548	1	100	3	400	1500	1
VA New Jersey Health Care System	07018	1	100	3	400	1500	1
VA Western New York Healthcare System	14215	1	200	3	600	3000	2
Altoona - James E. Van Zandt VA Medical Center	16602	1	100	3	400	1500	1
Coatesville VA Medical Center	19320	1	100	3	400	1500	1
Erie VA Medical Center	16504	1	100	3	400	1500	1
Lebanon VA Medical Center	17042	1	100	3	400	1500	1
Philadelphia VA Medical Center	19104	1	100	3	400	1500	1
VA Butler Health Care Center	16001	1	100	3	400	1500	1
VA Pittsburgh Healthcare System, H.J. Heinz Campus	15215	1	100	3	400	1500	1
Wilkes-Barre VA Medical Center	18711	1	100	3	400	1500	1
Wilmingon VA Medical Center	19805	1	100	3	400	1500	1
Clarksburg - Louis A. Johnson VA Medical Center	26301	1	100	3	400	1500	1
Huntington VA Medical Center	25704	1	100	3	400	1500	1
Martinsburg VA Medical Center	25405	1	100	3	400	1500	1
Perry Point VA Medical Center - VA Maryland Health Care System	21902	1	100	3	400	1500	1
Washington DC VA Medical Center	20422	1	100	3	400	1500	1
Ashville VA Medical Center	28805	1	100	3	400	1500	1
Durham VA Medical Center	27705	1	100	3	400	1500	1
Fayetteville VA Medical Center	28301	1	100	3	400	1500	1
Hampton VA Medical Center	23667	1	100	3	400	1500	1
Hunter Holmes McGuire VA Medical Center	23249	1	100	3	400	1500	1
Salem VA Medical Center	24153	1	100	3	400	1500	1

Salisbury - W.G. (Bill) Heffner VA Medical Center	28144	1	200	3	400	3000	2
Atlanta VA Health Care System	30033	1	100	3	400	1500	1
Birmingham VA Medical Center	35233	1	100	3	400	1500	1
Carl Vinson VA Medical Center	31021	1	100	3	400	1500	1
Central Alabama Veterans Health Care System West Campus	36109	1	100	3	400	1500	1
Charlie Norwood VA Medical Center	30904	1	100	3	400	1500	1
Ralph H. Johnson VA Medical Center	29401	1	100	3	400	1500	1
Tuscaloosa VA Medical Center	35404	1	100	3	400	1500	1
Wm. Jennings Bryan Dorn VA Medical Center	29209	1	100	3	300	1500	1
Bay Pines VA Healthcare System	33744	1	100	3	300	1500	1
James A. Haley Veterans' Hospital	33612	1	100	3	300	1500	1
Malcom Randall VAMC, NF/SGVHS	32608	1	200	3	300	3000	2
Miami VA Healthcare System	33125	1	100	3	300	1500	1
Orlando VA Medical Center	32827	1	100	3	300	1500	1
VA Caribbean Healthcare System	00921	1	100	3	300	1500	1
West Palm Beach VAMC	33410	1	100	3	300	1500	1
Lexington VAMC: Leestown Division	40511	1	100	3	300	1500	1
Memphis VA Medical Center	38104	1	100	3	300	1500	1
Mountain Home VAMC/Johnson City	37684	1	100	3	300	1500	1
Robley Rex VA Medical Center	40206	1	100	3	300	1500	1
Tennessee Valley Healthcare System	37212	1	100	3	300	1500	1
Alveda E. Lutz VA Medical Center	45040	1	100	3	300	1500	1
Battle Creek VA Medical Center	49037	1	100	3	300	1500	1
Chalmers P. Wylie Ambulatory Care Center	43219	1	100	3	300	1500	1
Chillicothe VA Medical Center	45601	1	100	3	300	1500	1
Cincinnati VA Medical Center	45220	1	100	3	300	1500	1
Dayton VA Medical Center	45428	1	100	3	300	1500	1
John D. Dingell VA Medical Center	48201	1	100	3	300	1500	1
Richard L. Roudebush VA Medical Center (Indianapolis VA Medical Center)	46202	1	100	3	300	1500	1
VA Ann Arbor Healthcare System	48105	1	100	3	300	1500	1
VA Northern Indiana Health Care System	46805	1	100	3	300	1500	1
Captain James A. Lovell Federal Health Care Center	60064	1	100	3	300	1500	1
Clement J. Zablocki Veterans Affairs Medical Center	53295	1	100	3	300	1500	1
Edward Hines Jr. VA Hospital	60141	1	100	3	300	1500	1
Jesse Brown VA Medical Center	60612	1	100	3	300	1500	1
Oscar G. Johnson VA Medical Center	49801	1	100	3	300	1500	1
Tomah VA Medical Center	54660	1	100	3	300	1500	1
VA Illiana Health Care System	61832	1	100	3	300	1500	1
Harry S. Truman Memorial	65201	1	100	3	300	1500	1
John J. Pershing VA Medical Center	63901	1	100	3	300	1500	1
Kansas City VA Medical Center	64128	1	100	3	300	1500	1
Marion VA Medical Center	62959	1	100	3	300	1500	1
Robert J. Dole VA Medical Center	67218	1	100	3	300	1500	1

VA Eastern Kansas Health Care System - Dwight D. Eisenhower VA Medical Center	66048	1	100	3	300	1500	1
VA St. Louis Health Care System - John Cochran Division	63106	1	100	3	300	1500	1
Alexandria VA Health Care System	71360	1	100	3	300	1500	1
Central Arkansas Veterans Healthcare System John L. McClellan Memorial Veterans Hospital	72205	1	100	3	300	1500	1
G. V. (Sonny) Montgomery VA Medical Center	39216	1	100	3	300	1500	1
Gulf Coast Veterans Health Care System	39531	1	100	3	300	1500	1
Michael E. DeBakey VA Medical Center	77030	1	100	3	300	1500	1
Overton Brooks VA Medical Center	71101	1	100	3	300	1500	1
Southeast Louisiana Veterans Health Care System	70119	1	100	3	300	1500	1
Veterans Health Care System of the Ozarks	72703	1	100	3	300	1500	1
Amarillo VA Health Care System	79106	1	100	3	300	1500	1
Central Texas Veterans Health Care System	76504	1	100	3	300	1500	1
Dallas VA Medical Center	75216	1	100	3	300	1500	1
El Paso VA Health Care System	79930	1	100	3	300	1500	1
South Texas Veterans Health Care System	78229	1	100	3	300	1500	1
VA Texas Valley Coastal Bend Health Care System	78550	1	100	3	300	1500	1
West Texas VA Health Care System	79720	1	100	3	300	1500	1
Cheyenne VA Medical	82001	1	100	3	300	1500	1
Eastern Oklahoma VA Health Care System (Jack C. Montgomery VAMC)	74401	1	100	3	300	1500	1
Grand Junction VA Medical Center	80246	1	300	6	900	4500	3
Oklahoma City VA Health Care System	73104	1	100	3	300	1500	1
Sheridan VA Medical Center	82801	1	100	3	300	1500	1
VA Eastern Colorado Health Care System(ECHCS)	80220	1	100	3	300	1500	1
VA Montana Health Care System	59636	1	100	3	300	1500	1
VA Salt Lake City Health Care System	80246	1	100	3	300	1500	1
Alaska VA Healthcare System	99504	1	100	3	300	1500	1
Boise VA Medical Center	83702	1	100	3	300	1500	1
Jonathan M. Wainwright Memorial VA Medical Center	99362	1	100	3	300	1500	1
Mann-Grandstaff VA Medical Center	99205	1	100	3	300	1500	1
Portland VA Medical Center	97239	1	100	3	300	1500	1
Roseburg VA Health Care System	97471	1	100	3	300	1500	1
VA Portland Health Care System - Vancouver Campus	98661	1	100	3	300	1500	1
VA Puget Sound Health Care System	98108	1	100	3	300	1500	1
VA Puget Sound Health Care System - American Lake Division	98493	1	100	3	300	1500	1
White City or VA Southern Oregon Rehabilitation Center	97503	1	100	3	300	1500	1
Central California VA Health Care System	93703	1	100	3	300	1500	1
San Francisco VA Health Care System	94121	1	100	3	300	1500	1
VA Northern California Health Care System	95655	1	100	3	300	1500	1
VA Pacific Islands Health Care System	96819	1	200	6	900	19500	13
VA Palo Alto Health Care System	94304	1	300	6	900	4500	3
VA Sierra Nevada Health Care System	89502	1	100	3	300	1500	1
VA Southern Nevada Healthcare System	89086	1	100	3	300	1500	1
New Mexico VA Health Care System	87108	1	100	3	300	1500	1

Facility Name	Facility Zip	3-Panel Display Board	Bookmark	HPP Banner	HPP Trifold Brochures	QR Code	Sidewalk Sign
Department of Veterans' Affairs	94612-5209	25	75	25	400	500	25
Department of Veterans' Affairs	80228	24	75	24	400	480	24
Department of Veterans' Affairs	46204	32	75	32	400	640	32
Department of Veterans' Affairs	30033-4032	33	75	33	400	660	33
Department of Veterans' Affairs	19177-4867	41	75	41	400	820	41
Department of Veterans' Affairs	21114	1	40	2	40	40	1
Totals		156	415	157	2040	3140	156

REPORT ANY RETALIATION SURROUNDING SEXUAL ASSAULT.

SEEK ASSISTANCE ON HOW TO REPORT ALL ALLEGATIONS FROM YOUR SARC/ SAPR VA OR SW/MC.



AT ANY TIME, THE VICTIM MAY SWITCH A RESTRICTED REPORT TO AN UNRESTRICTED REPORT.

RESTRICTED

AVAILABLE FOR:

- SERVICE MEMBERS
- MILITARY DEPENDENTS (18+)

DOD CIVILIAN EMPLOYEES SEE SAPR OR VA FOR REPORTING OPTIONS

REPORT TO:

- SARC
- VICTIM ADVOCATE
- HEALTH CARE PERSONNEL

SERVICES:

- VICTIM ADVOCACY
- HEALTH CARE
- FORENSIC EXAM
- COUNSELING
- LEGAL ASSISTANCE

REPORTING ASSAULT

RESTRICTED

- CAN CHANGE YOUR REPORT TO UNRESTRICTED AT ANY TIME
- CONFIDENTIAL
- NOT ALWAYS AVAILABLE

UNRESTRICTED

- CANNOT CHANGE TO A RESTRICTED REPORT
- CAN RECEIVE A MILITARY PROTECTIVE ORDER (MPO) OR REASSIGNMENT

MANDATORY

- CHAIN OF COMMAND, BFS & OSI ARE DEEMED MANDATORY REPORTERS
- REMEMBER, TELLING A MANDATORY REPORTER OR EVEN A FRIEND WHO THEN TELLS A MANDATORY REPORTER WILL INITIATE AN INVESTIGATION

WHAT ARE THE OPTIONS?

All victims are affected by sexual assault differently, it is important to seek help from trained professionals whatever the circumstances.

The DoD recognizes that while some victims may want to openly report sexual assault, others desire only healthcare and advocacy services.

The first priority of the DoD is for victims to be treated with dignity and respect, and to receive the medical care, behavioral health care, and advocacy services that they deserve.



SEXUAL ASSAULT IS NEVER THE FAULT OF THE VICTIM. THERE IS ALWAYS HELP AVAILABLE.

UNRESTRICTED

AVAILABLE FOR:

- SERVICE MEMBERS
- MILITARY DEPENDENTS (18+)

DOD CIVILIAN EMPLOYEES SEE SAPR OR VA FOR REPORTING OPTIONS

REPORT TO:

- SARC
- VICTIM ADVOCATE
- HEALTH CARE PERSONNEL
- CHAIN OF COMMAND
- LAW ENFORCEMENT

SERVICES:

- VICTIM ADVOCACY
- HEALTH CARE
- FORENSIC EXAM
- COUNSELING
- LEGAL ASSISTANCE

Safe Helpline

SafeHelpline.org
for confidential online help and info.

Call 877.562.5247
to talk with a trained medical professional.

Text 800-947 to your
cell phone to get help
and support.

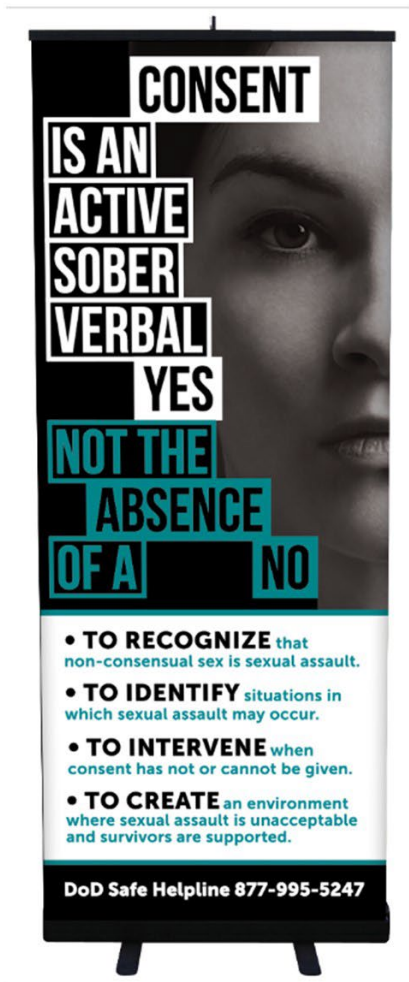
SafeHelpline.org
to group chat with
other survivors.

DoD Safe Helpline App
downloads the text to text
service, text, email, and chat.

1.800.555.5855
Customer Support

WebChat.com
Customer Support

Educational tri-panel board example



546-520—Banner Stand kit sample



A-Frame sample