

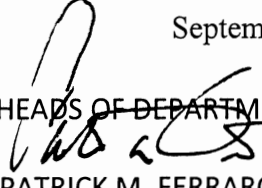


## Department of Energy

Washington, DC 20585

September 9, 2011

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

  
FROM: PATRICK M. FERRARO  
ACTING DIRECTOR  
OFFICE OF PROCUREMENT AND  
ASSISTANCE MANAGEMENT

SUBJECT: Sources for Office Supplies

Recent activities concerning the Federal budget and deficit make it clear the government must reduce costs. Consistent with the Office of Management and Budget's (OMB) savings mandates and Deputy Secretary Daniel B. Poneman's August 27, 2010, memorandum entitled, "Strategic Business Initiatives," the Department strongly supports utilization of: (1) the General Service Administration's (GSA) Blanket Purchase Agreements (BPA), under the Federal Strategic Sourcing Initiative for Office Supplies Second Generation (FSSI OS2); and/or (2) the DOE's AbilityOne Supply Stores, Paperclips, Etc. (Forrestal Building and Germantown). More information on the FSSI can be found at <http://www.gsa.gov/fssi>.

The FSSI OS2 vehicle offers savings opportunities and leverages Federal spending for office supplies to obtain best value and better pricing. There are 15 companies that are directly enrolled as part of the OS2 program and 13 are small businesses. Two of these businesses have agreements with companies outside of the sourcing initiative that will allow OS2 purchases to reach an additional 140 small businesses while still meeting the intended savings. In its first year, FSSI OS2 saved agencies an average of 9%, and some agencies saved as much as 24%. In addition, these savings were achieved while 73% of the awards were made to small businesses!

To help meet the DOE Strategic sourcing and sustainability goals, the purchase and use of remanufactured/recycled printer and copier toner cartridges is to be given preference over the use of new, which should result in 50% cost savings.

Please note that utilization of FSSI OS2 BPAs does not include the acquisition of furniture, electronics, furnishings or equipment (except shredders) or carpet.

For your information, an FSSI OS2 BPA Fact Sheet (Attachment 1) and Ordering Guide (Attachment 2) are attached to this memorandum. Questions concerning this memorandum should be directed to Scott Clemons, Strategic Programs Division, at (202) 287-1554 or [Scott.Clemons@hq.doe.gov](mailto:Scott.Clemons@hq.doe.gov).

Attachments



Printed with soy ink on recycled paper

**FACT SHEET**  
**FEDERAL STRATEGIC SOURCING INITIATIVE**  
**OFFICE SUPPLIES**  
**BLANKET PURCHASE AGREEMENTS**

The Federal Strategic Sourcing Initiative (FSSI) was launched in November 2005 as a result of a joint partnership between the General Services Administration (GSA) and the US Department of Treasury. The partnership was formed in response to a request from the Office of Management and Budget (OMB) and the Office of Federal Procurement Policy (OFPPP) requiring all agencies to identify commodities to be purchased more efficiently through strategic sourcing. Today, more than 14 federal agencies, both military and civilian, are active participants in the FSSI Office Supplies Commodity Initiative.

Recently, OMB mandated that all federal agencies cut their procurement expenditures by 3.5 percent for both Fiscal Years 2010 and 2011, for a total reduction of 7 percent. Federal agencies submitted Acquisition Savings Plans in response to this mandate and projected significant savings from the use of agency-wide and government-wide strategic sourcing initiatives. GSA is continuing its strategic sourcing efforts on a government-wide basis through its Chief Acquisition Officer Council (CAOC) and anticipates assisting the Administration in achieving its goal of cutting procurement spending by \$40 billion annually.

In June 2010, GSA successfully awarded 12 Blanket Purchase Agreements (BPAs) and then in July 2010 made 3 additional BPA awards in support of the second generation of the FSSI Office Supplies. The BPAs are broken down into three distinct pools; a direct result of feedback provided by participating agencies. Through these pools, GSA is able to provide both small and large businesses to the federal customer agencies.

- Pool One: Full Office Supply Catalog with an emphasis on socioeconomic concerns and price. The Government had a preference for Pool One BPA holders to be comprised of small businesses with a greater preference for at least one being a Service Disabled Veteran Owned Small Business (SDVOSB) Concern. GSA established *nine* BPAs for this pool.
- Pool Two: Full Office Supply Catalog with emphasis on price. GSA established *three* BPAs for this pool.
- Pool Three: Toner Catalog only with emphasis on socioeconomic concerns and price. The Government had a preference for Pool Three BPA holders to be comprised of small businesses with a greater preference for two awards to SDVOSB Concerns. GSA established *three* BPAs for this pool.

The period of performance for these BPAs is:

Base Year	June 1, 2010 to May 31, 2010
Option Period 1	(One year)
Option Period 2	(One year)
Option Period 3	(One year)

Currently, the roll out strategy and implementation process is underway. Since the BPAs were established, eight federal agencies have already committed to utilizing the FSSI BPAs.

The BPAs provide additional discounts to the negotiated discounted prices already available on GSA's Schedule 75 for office supplies. The overall goal is to give the Government a fast and effective way to order office supplies and commodities at even greater discounted prices with prompt, cost-effective delivery and quality customer service.

Additional benefits include:

- Customer friendly and ease of ordering
- Capturing economies of scale
- Ensuring compliance with applicable regulations to include the AbilityOne Program, sustainable purchase requirements, and the Trade Agreements Act (TAA)
- Fostering markets for sustainable technologies and environmentally preferable products
- Simplifying data collection and enhancing transparency by enabling agencies to better manage spend and measure cost savings for office supplies
- Align purchasing with existing agency procurement practices
- Enable achievement of socioeconomic goals

The BPAs can be accessed via GSA Advantage and DoD e-Mall. Additionally, starting in December and January, customers using the SMARTPay card can *automatically* obtain BPA pricing from any method of purchase including GSA Advantage, DoD eMail, retail locations and direct to vendor. Ordering information can be found: [www.gsa.gov/fssiofficesupplies](http://www.gsa.gov/fssiofficesupplies)

Visit [www.gsa.gov/fssiofficesupplies](http://www.gsa.gov/fssiofficesupplies) to learn more.

GSA Contact: Hassan Harris, 212-264-4784  
e-mail: [Hassan.harris@gsa.gov](mailto:Hassan.harris@gsa.gov)



# FSSI OFFICE SUPPLY GENERATION II BLANKET PURCHASE AGREEMENTS

## ORDERING GUIDE



Federal Supply Schedule 75

One Government ■ One Mission ■ One Source

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## 1.0 Background

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The Federal Strategic Sourcing Initiative (FSSI), chartered under the purview of the Federal Government's Chief Acquisition Officers Council (CAOC), is governed by the Strategic Sourcing Working Group (SSWG). The Office of Federal Procurement Policy (OFPP) oversees the SSWG. Many agencies actively participate in FSSI through the Community of Practice (COP) and the Commodity Council providing user input to various FSSI procurement activities. Office products are one of several commodities for which the FSSI is seeking a more effective government-wide acquisition approach.

A recent memo from the Office of Management and Budget (OMB) mandated that all Federal Agencies cut their procurement expenditures by 3.5 percent for both Fiscal Years 2010 and 2011 for a total reduction of 7 percent. In the acquisition savings plans the agencies submitted in response to this memo, many projected savings from the use of agency-wide and government-wide strategic sourcing initiatives. The government-wide strategic sourcing of office supply products and commodities under FSSI is anticipated to assist the Administration in achieving its goal of cutting \$40 billion a year from procurement spending.

### 1.1. Objective

In partnership with more than 14 Federal Agencies both military and civilian, GSA has established Blanket Purchase Agreements (BPAs), as a multiple-award under the GSA Federal Supply Schedule 75 with 15 vendors. The BPAs are broken down into three distinct pools. GSA established nine vendors in Pool One providing a Full Office Supply Catalog with an emphasis on socioeconomic concerns and price. Three vendors were established in Pool Two providing a Full Office Supply Catalog with an emphasis on price and next date delivery, desktop delivery, secure desktop delivery, fill/kill and international shipping options. Three vendors were established in Pool Three providing only ink and toner products.

- Paper – copy, printer and fax;
- Ink/toner;
- Pens, pencils and markers;
- Binders;
- Tape;
- Envelopes;
- Shredders;
- Computer media (including diskettes, disk cartridges and packs, optical disks and CDs);
- Anti-glare/anti-radiation screens (VDT);
- Ergonomic products (including wrist and foot rests);
- Cleaning equipment and supplies (such as head cleaners, disk drive cleaners, monitor
- Cleaners, toner wipes, mini-vacuums and more);
- Physical storage, as well as security, protective and related ADP supplies; and
- Much, much more...

## 2.0 Scope

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### 2.1 Scope

This is a Blanket Purchase Agreement (BPA) for all Federal agency use, bound by GSA Federal Supply Schedule 75, for the full range of office supply products. Orders will be placed under the BPAs using the GSA Smartpay Government Purchase Card (GPC), and all other methods of payment under the MAS Schedule 75 contract for orders through GSA Advantage, DOD EMail, or directly with the vendor.

The BPA period of performance cannot exceed the period of performance of the vendor's GSA Federal Supply Service (FSS) 75 Contract. Therefore, the BPAs will expire on the expiration of the vendor's FSSI contract against which the BPA is written for four years after award, or whichever occurs first. The BPA period of performance is provided below:

- Base Year June 1, 2010 – May 31, 2011
- Option Year 1 June 1, 2011 – May 31, 2012
- Option Year 2 June 1, 2012 – May 31, 2013
- Option Year 3 June 1, 2013 – May 31, 2014

### 2.2 Contracting Officer

The Contracting Officer is the only person authorized to make or approve any changes to any of the requirements of these BPAs and notwithstanding any clauses contained elsewhere in these BPAs. This authority remains solely with the Contracting Officer.

The assigned Contracting Officer from GSA is:

**GSA Contracting Officer:**

**Hassan Harris (FSSI OS II BPAs)**

U.S. General Services Administration  
26 Federal Plaza, Room 21-110  
New York-Manhattan, NY 10278-0000

**E-mail Address:** [hassan.harris@gsa.gov](mailto:hassan.harris@gsa.gov)

**Phone:** (212) 264-4784

**GSA Contracting Officer:**

**Prince Choudhury (FSSI OS II BPAs)**

U.S. General Services Administration  
26 Federal Plaza, Room 21-110  
New York-Manhattan, NY 10278-0000

**E-mail Address:** [prince.choudhury@gsa.gov](mailto:prince.choudhury@gsa.gov)

**Phone:** (212) 264-4784

### 2.3 FSSI Program Manager

The FSSI Office Supplies Program Manager will represent the Contracting Officer in the administration of technical matters within the scope of these BPAs. The Program Manager is also responsible for final inspection and acceptance of all reports and such other responsibilities as may be specified in these BPAs. The Program Manager is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or government. The Program Manager does not have authority to alter the vendor's obligations or to change the BPA specifications, pricing, terms or conditions. If, as a result of technical discussions, it is desirable to modify the BPA requirements or the Statement of Work, changes will be issued in writing and signed by the Contracting Officer.

The FSSI Program Manager assigned to the FSSI OS II BPAs is:

**Judy Poskanzer**

General Services Administration  
FSSI Office Supplies Program Manager  
26 Federal Plaza RM 20-100  
New York, NY 10278

**Phone:** (212) 264-0305

**E-mail:** [judy.poskanzer@gsa.gov](mailto:judy.poskanzer@gsa.gov)

### 3.0 BPA Vendors Information

Vendor contact information is provided below should you have any questions or would like to contact the vendor regarding their capabilities.

**Pool One:** Full Office Supply Catalog with an emphasis on socioeconomic concerns and price. *Nine* BPAs are established for this pool as follows:

<p>Capitol Supply Inc.  <b>BPA No.:</b> GSA-GS-02F-XA001  <b>Web:</b> <a href="http://www.capitolsupply.com/gov">www.capitolsupply.com/gov</a>  <b>Vendor Rep:</b> Krystaal Chin  <b>Phone:</b> (888) 485-5001  <b>Fax:</b> (954) 485-0407  <b>Email:</b> <a href="mailto:sales@capitolsupply.com">sales@capitolsupply.com</a></p>	<p>Document Imaging Dimensions, Inc.  <b>BPA No.</b> GSA-GS-02F-XA002  <b>Web:</b> <a href="http://www.fssibpa.com">www.fssibpa.com</a>  <b>Vendor Rep:</b> Don Hamilton  <b>Phone:</b> (877) 934-3462  <b>Fax:</b> (630) 553-3877  <b>Email:</b> <a href="mailto:fedsales@did-inc.com">fedsales@did-inc.com</a></p>	<p>Independent Stationers, Inc (dba: IS Group)  <b>BPA No.:</b> GSA-GS-02F-XA003  <b>Web:</b> <a href="http://www.isgroup.org">www.isgroup.org</a>  <b>Vendor Rep:</b> Angie Fenoglio  <b>Phone:</b> (317) 579-1127  <b>Fax:</b> (317) 585-8762  <b>Email:</b> <a href="mailto:gsa@isgroup.org">gsa@isgroup.org</a></p>
<p>Metro Office Products LLC  <b>BPA No.:</b> GSA-GS-02F-XA004  <b>Web:</b> <a href="http://www.mymetroofficeproducts.net/fssi">www.mymetroofficeproducts.net/fssi</a>  <b>Vendor Rep:</b> Minh Tri V Dang  <b>Phone:</b> (877) 638-7641  <b>Fax:</b> (877) 859-1875  <b>Email:</b> <a href="mailto:fssi@mymetroofficeproducts.net">fssi@mymetroofficeproducts.net</a></p>	<p>Shelby Distributions, Inc  <b>BPA No.:</b> GSA-GS-02F-XA005  <b>Web:</b> <a href="http://www.expressop.com">www.expressop.com</a>  <b>Vendor Rep:</b> Joe Bradford  <b>Phone:</b> (915) 590-3050  <b>Fax:</b> (915) 590-3080  <b>Email:</b> <a href="mailto:customerservice@expressop.com">customerservice@expressop.com</a></p>	<p>Sita Business Systems  <b>BPA No.:</b> GSA-GS-02F-XA006  <b>Web:</b> <a href="http://www.sitabs.com">www.sitabs.com</a>  <b>Vendor Rep:</b> Liesha Mehra  <b>Phone:</b> (703) 222-7272  <b>Fax:</b> (703) 263-0732  <b>Email:</b> <a href="mailto:fssisales@sitabs.com">fssisales@sitabs.com</a></p>
<p>WESCSYS LLC  <b>BPA No.:</b> GSA-GS-02F-XA007  <b>Web:</b> <a href="http://www.wecsysllc.com">www.wecsysllc.com</a>  <b>Vendor Rep:</b> Ajayi F. Akinkuotu  <b>Phone:</b> (763) 504-1069 X205  <b>Fax:</b> (763) 504-1062  <b>Email:</b> <a href="mailto:customerservice@wecsysllc.com">customerservice@wecsysllc.com</a></p>	<p>New York Inkjet, LLC  <b>BPA No.:</b> GSA-GS-02F-0119S  <b>Web:</b> <a href="http://www.newyorkinkjet.com/government">www.newyorkinkjet.com/government</a>  <b>Vendor Rep:</b> Corey R. Pettway  <b>Phone:</b> (800) 699-6292  <b>Fax:</b> (516) 223-1188  <b>Email:</b> <a href="mailto:sales@newyorkinkjet.com">sales@newyorkinkjet.com</a></p>	<p>The Office Group dba Stephens Office Supply  <b>BPA No.:</b> GSA-GS-02F-XA014  <b>Web:</b> <a href="http://www.theofficestore.com">www.theofficestore.com</a>  <b>Vendor Rep:</b> Gail Wojciechowski  <b>Phone:</b> (757) 868-0914  <b>Fax:</b> (757) 868-0507  <b>Email:</b> <a href="mailto:gwojo@theofficestore.com">gwojo@theofficestore.com</a></p>

**Pool Two:** Full Office Supply Catalog next day delivery, secure desktop delivery, fill/kill and international shipping:

<p>EZ Print Supplies Inc.  <b>BPA No.:</b> GSA-GS-02F-XA008  <b>Web:</b> <a href="http://www.ezprintsupplies.com">www.ezprintsupplies.com</a>  <b>Vendor Rep:</b> Toria Meadors  <b>Phone:</b> (818) 360-3310  <b>Fax:</b> (818) 360-3339  <b>Email:</b> <a href="mailto:toria@ezprintsupplies.com">toria@ezprintsupplies.com</a></p>	<p>Office Depot  <b>BPA No.:</b> GSA-GS-02F-XA009  <b>Web:</b> <a href="http://www.business.officedepot.com">www.business.officedepot.com</a>  <b>Vendor Rep:</b> John Travers  <b>Phone:</b> (888) 263-9586  <b>Fax:</b> (888) 263-9587  <b>Email:</b> <a href="mailto:fssi@officedepot.com">fssi@officedepot.com</a></p>	<p>Staples, Inc.  <b>BPA No.:</b> GSA-GS-02F-XA013  <b>Web:</b> <a href="http://www.staples4government.com">www.staples4government.com</a>  <b>Vendor Rep:</b> Joseph Nagel  <b>Phone:</b> (888) 212-7219  <b>Fax:</b> (888) 222-8618  <b>Email:</b> <a href="mailto:governmentteam@staples.com">governmentteam@staples.com</a></p>
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**Pool Three:** Toner Catalogs Only with emphasis on socioeconomic concerns and price:

<p>ASE Direct Inc.  <b>BPA No.:</b> GSA-GS-02F-XA010  <b>Web:</b> <a href="http://www.govtoner.com">www.govtoner.com</a>  <b>Vendor Rep:</b> Bo D. Clift  <b>Phone:</b> (888) 204-1938  <b>Fax:</b> (888) 802-5651  <b>Email:</b> <a href="mailto:orders@asedirect.com">orders@asedirect.com</a></p>	<p>Cartridge Savers Inc..  <b>BPA No.:</b> GSA-GS-02F-XA011  <b>Web:</b> <a href="http://www.cartridgesavers.com">www.cartridgesavers.com</a>  <b>Vendor Rep:</b> Robert Wangard  <b>Phone:</b> (608) 227-7283  <b>Fax:</b> (608) 227-7285  <b>Email:</b> <a href="mailto:sales@cartridgesavers.com">sales@cartridgesavers.com</a></p>	<p>Imaging Systems LLC, (dba: Access Systems)  <b>BPA No.:</b> GSA-GS-02F-XA015  <b>Web:</b> <a href="http://www.fssitoner.com">www.fssitoner.com</a>  <b>Vendor Rep:</b> Robert Roth  <b>Phone:</b> (719) 573-0800  <b>Fax:</b> (719) 573-0899  <b>Email:</b> <a href="mailto:sales@imagingsystemsllc.com">sales@imagingsystemsllc.com</a></p>
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## 4.0 Ordering Procedures

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### 4.1 Ordering Options

Multiple options are available for placing orders against these BPAs: online via GSA Advantage!, DOD EMALL, or via the vendor's corporate Web sites. Ordering activities may also contact the vendor directly via phone, e-mail or fax to place orders, and, where applicable, make in-store purchases. Whatever method chosen, it is easy to get desired office supplies at a reasonable price and time

### 4.2 Orders at or below the micro-purchase threshold

An ordering agency may place orders at or below the micro-purchase threshold (\$3,000) with any Pool One Full Catalog BPA holders, Pool Two Full Catalog BPA holders which include next day delivery, desktop delivery, secure desktop delivery, fill or kill and international shipping, and Pool Three Toner Only BPA holders. An ordering agency should attempt to distribute orders at or below the micro-purchase threshold among all BPA holders via any ordering medium: (1) GSA Advantage! (2) DOD EMALL; or (3) orders directly with the vendors (including in-store purchases) using a Government Purchase Card (GPC).

### 4.3 Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold (\$150,000 for SIN 200)

*An ordering agency shall place orders with the BPA vendor that can provide the supply or service that represents the best value. Before placing an order, an ordering agency shall consider reasonably available information about the item(s) by reviewing the catalogs or price lists of at least three BPA vendors, or if less than three are available, the maximum available for the required item. Purchases above the micro-purchase threshold shall comply with all applicable maximum practicable competition per FAR 8.405-1 (c).*

When an order contains brand-name specifications, the Contracting Officer shall provide a Request for Quote (RFQ) to the BPA vendors along with the justification or documentation as required by FAR 8.405-6. When determining best value, the ordering activity may also consider factors other than price, such as:

- Past performance;
- Special features of the supply or service required for effective program performance;
- Trade-in considerations;
- Probable life of the item selected, as compared with that of a comparable item;
- Warranty considerations;
- Maintenance availability;
- Environmental and energy-efficiency considerations; and/or
- Delivery terms.

## 4.4 Orders exceeding the maximum order threshold (\$150,000 for SIN 200)

Each Schedule contract has a maximum order threshold established on a SIN-by-SIN basis. Although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. Before placing an order that exceeds the maximum order threshold, ordering activities shall:

- Review the price lists of BPA vendors;
- Seek price reductions from the BPA vendor(s) considered to offer the best value; and
- Place the order with the BPA holder that provides the best value – if further price reductions are not offered, an order may still be placed.

## 5.0 Ordering Guides

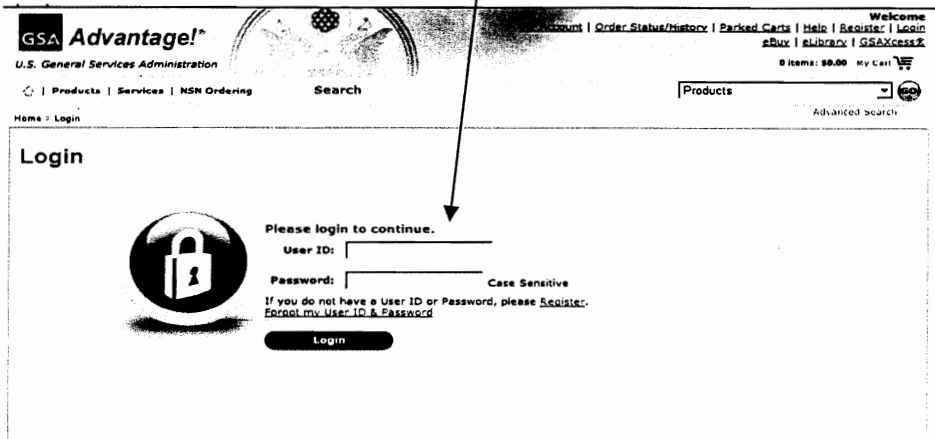
Steps for ordering office supplies through the FSSI BPA's are identified below:

### GSA Advantage!

Step 1: Visit <http://www.gsaadvantage.gsa.gov> click on log In



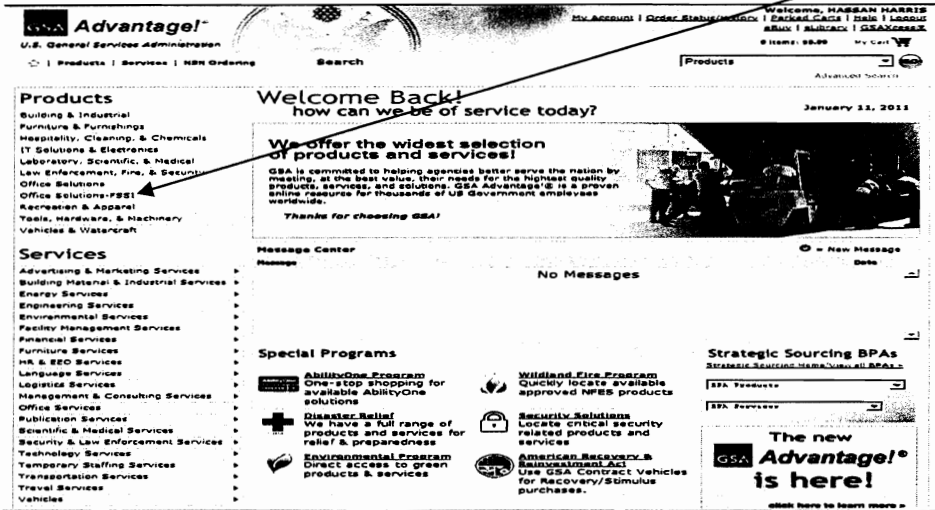
Step 2: Enter your user name and password



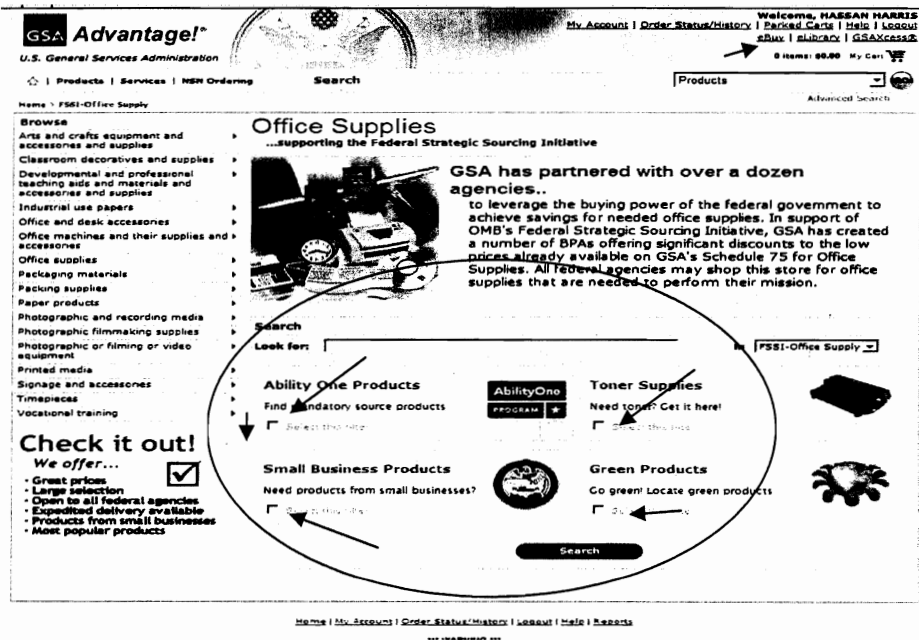
Home | My Account | Order Status/History | Login | Help | Register

\*\*\* WARNING \*\*\*  
This is a U.S. General Services Administration computer system that is FOR OFFICIAL USE ONLY. This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.  
Privacy and Security

Step 3: To access the FSSI Office Supplies BPA's you click on office solutions FSSI below.

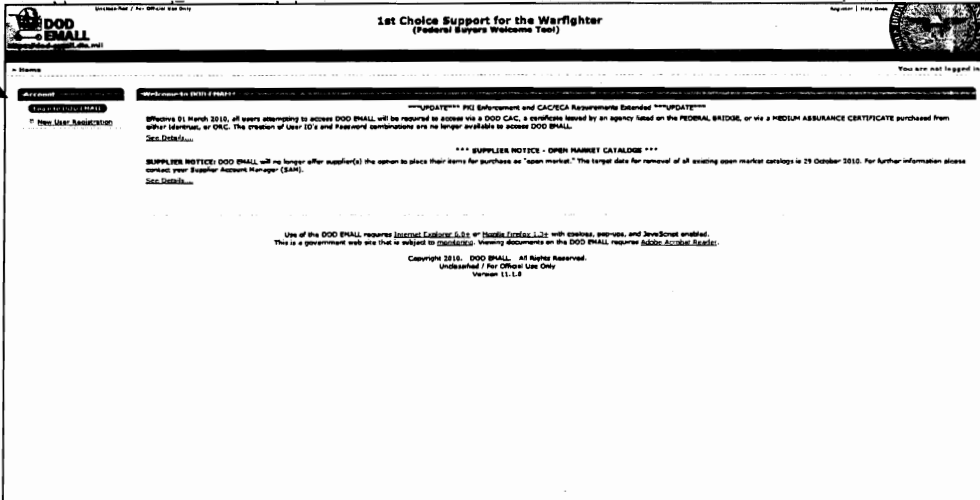


Step 4: You are in the FSSI Office Supplies Ordering Store you can Search by BPA contract number, Manufacture Part number or item description. In addition you can also filter by AbilityOne, Toner Supplies, Small Business Products, Green Products and for larger orders you can compete among the FSSI BPA orders only you can click on the eBuy link above

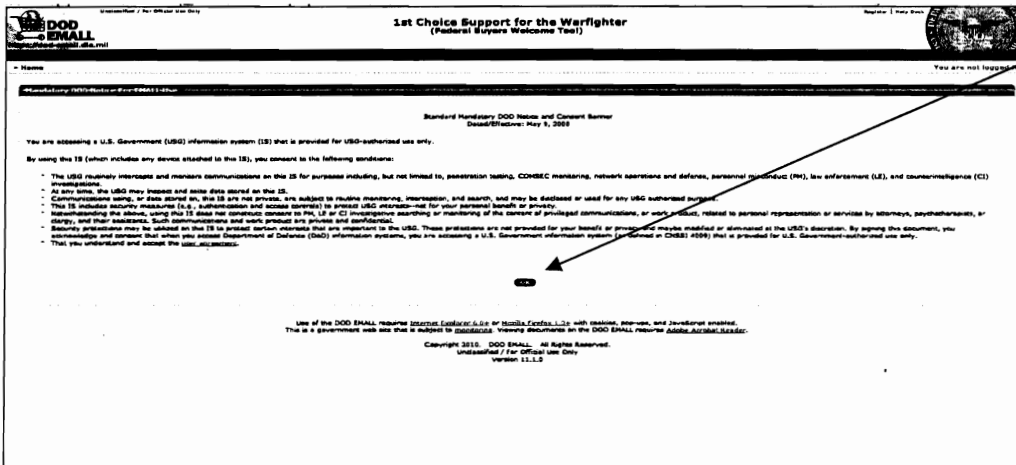


# DOD EMALL !

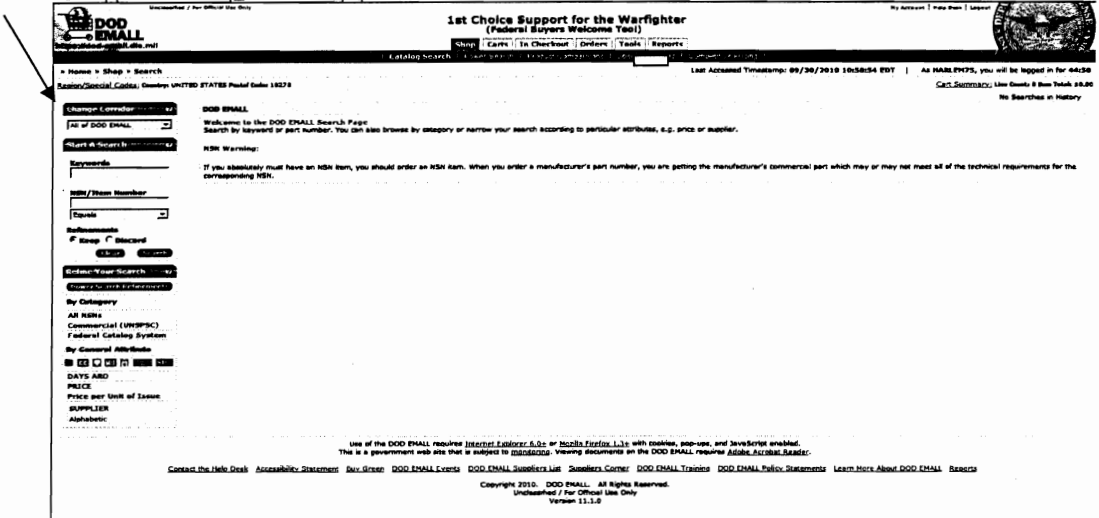
Step 1: Click on the Log In to DOD EMALL under Account



Step 2: Click on Okay and you will be prompted to the next screen where you must have your Certificate Authentication will exist on your Common Access Cards (CACs)



Step 3: Ensure that you are in the Federal Strategic Sourcing Corridor before searching for your desired office supply products



## 5.1 Directly with BPA Vendors

### 5.1.1 BPA Vendors In Store Purchases

Purchases made in store using government purchase card will automatically receive the FSSI BPA negotiated pricing.

### 5.1.2. Fax Purchases

The BPA Vendors have streamlined the fax ordering process to its maximum efficiency.

For pre-approved, most frequently ordered products, use vendors standard fax form. Write in the quantities and fax the form. For infrequently ordered items, fill out the Non-Core Requisition Form. Write in the quantity, manufacture part number, unit of measure, description and fax the form.

A vendor's rapid turnaround time on faxed orders dictates that all orders are received within 3-4 business days. Please use vendor fax number for faxing orders. (See Section 3.0 Vendor Information)

## 5.2 Vendor Website Purchases

See Section 3.0 BPA for Vendor Information for vendor direct purchases.