

Please see the message below being sent on behalf of Dorothy Lilly (formerly Lay), Chief of PPD.

Thank you.

To The Procurement Council:

The United States Department of Agriculture will participate as an authorized user of the second generation General Services Administration (GSA) Blanket Purchase Agreement (BPA) Number GS-33F-BQV08 for Express and Ground Domestic Delivery Services (DDS2) in the continental United States, Alaska, Hawaii, and Puerto Rico. The deadline for this transition is **March 1, 2011**.

DDS2 is an Office of Management and Budget (OMB) initiative for strategic procurement to facilitate cost savings for Federal agencies by using a single vendor. DDS2 was awarded to UPS; UPS covers 99.5% of the United States addresses. To date, 71 government agencies are using DDS2 and since its inception, more than 400 accounts have been opened by USDA. UPS accepts Government Purchase Cards and has the capacity to create accounts for electronic billing. The DDS2 program offers rates that are significantly discounted over GSA's Multiple Award Schedules (MAS) and there will be considerable savings by taking advantage of alternative delivery options; i.e., sometimes 3 day delivery is more expensive than 2 day delivery. There are other methods of saving money, including establishing "Pick-up Centers" instead of individual pick-ups to avoid fees, which will be determined by each agency that transitions to DDS2.

The DDS2 program offered by UPS does not handle HAZMAT, life control substance, infectious substance, Yellow II Radioactive labels, etc. Attachment 1 is a list of HAZMAT materials that UPS does not ship. For a more specific list, please go to the following UPS website: <http://www.ups.com/content/us/en/resources/ship/hazardous/download/index.html?WT.svl=SubNav>. The Office of Procurement and Property Management (OPPM) recommend a separate BPA with FedEx using the GSA schedule for HAZMAT/restricted materials. USDA agencies must submit a waiver to OPPM to go with another provider for HAZMAT materials. The document required to submit a waiver is attached, as Attachment 2. This waiver must be submitted to OPPM by **February 4, 2011**.

OPPM is requesting that all agencies provide an agency point of contact and identify their agency mail manager. Please provide the two names, email addresses and telephone numbers to Genevieve Lucas via email at Genevieve.Lucas@dm.usda.gov by **February 4, 2011**.

Attachment 3 is an excel spreadsheet that all USDA agencies must complete and submit to OPPM by **February 4, 2011**. This spreadsheet will be sent to UPS to set up the initial UPS agency accounts.

Additional policies, training, and operating procedures are forthcoming.

Attachments:

Attachment 1 is a list of HAZMAT/restricted materials UPS does not handle.

Attachment 2 is a waiver from DDS2 Participation.

Attachment 3 is a spreadsheet that must be filled out and submitted to OPPM.

If you have any questions or concerns please contact Genevieve Lucas by phone at 202-690-0015 or email at Genevieve.Lucas@dm.usda.gov .

Thank you.