FSSI Second Generation Blanket Purchase Agreements for Office Supplies

July 2013
Course Agenda

• Office Supply BPAs Overview
• Ordering Procedures
• Accessing BPAs
• Points of Contact
FSSI Office Supply BPAs Overview

• Awarded June 1, 2010
• FSSI BPAs are agreements with vendors that provide discounts
  • Increased discounts triggered at $25M, $50M, $75M, & $100M tiers
• 2 large and 13 small businesses
• 3 distinct vendor Pools
<table>
<thead>
<tr>
<th>Pool</th>
<th>Vendor Name</th>
<th>BPA #</th>
<th>Socio</th>
<th>Website</th>
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<tr>
<td>1</td>
<td>Capitol Supply Inc.</td>
<td>GS-02F-XA001</td>
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<td><a href="http://www.capitolsupply.com/gov">www.capitolsupply.com/gov</a></td>
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<td>business.officedepot.com</td>
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Value to the Customer

• Government Savings
  • Total spend from June 2010 to April 2013 = $607.9M
  • Current savings average 12.7% ($88.7M), up to 32%

• Data Collection
  • Identified top 1,000 office supplies purchased by government; leveraged buying power for those items

• Enable Agency Socio-economic Goals
  • 76% of FSSI OS2 spend goes to small businesses
Value to USDA

• Government Savings
  • Total spend from June 2010 to June 2013 = $32.7M
  • Current savings average 14.2% ($5.4M), 15.7% in June

• Level III Transparency
  • Vendor reported transactional data allows GSA to monitor compliance and ensure all products are within the OS2 PMO determined F&R range.

• Enable Agency Socio-economic Goals
  • 75% of FSSI OS2 spend goes to small businesses
Dynamic Market Pricing Strategy

• Brand new in FY13
  • Uses OS2 data to ensure lower prices and customer savings
• Tightens the competitive range on vendor prices
  • Vendors must charge within 10% of the LOWEST price available for an item available on the OS2 BPA
• This will help to guarantee that you get the lowest price on your items and that the lowest price is easy to find in GSA Advantage!
FSSI OS2 FY12 Data

• Savings through FSSI = $40.7M
• Spend through FSSI = $268.4M
• Small Business Utilization = 75.4%
• AbilityOne Utilization = 20.1%
• Green Items (EPP or CPG) = 23.8%
FSSI OS2 FY12 USDA Data

- Savings through FSSI = $2.22M
- Spend through FSSI = $13.22M
- Small Business Utilization = 74.0%
- AbilityOne Utilization = 19.86%
- Green Items (EPP or CPG) = 18.83%
OS2 Goals

- Achieve savings
- Capture data
- Enable achievement of socio-economic goals
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use
What if the product I want to buy is not on the FSSI BPA?

• In general, the OS2 program examines products by specification rather than by brand or part number.

• By purchasing office supplies through the BPAs, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13514).

• We recommend purchasing an item that is a “close second” to the office supply you are intending to buy.
Ordering procedure for orders at or below the micro purchase threshold ($3,000)

- Attempt to distribute orders among all BPA holders
  - Most vendors have an order minimum of $100
  - Smaller orders may be placed with some vendors, but a small fee may be incurred
- As part of the government’s sustainable (“green”) mandates, place larger orders to reduce the number of deliveries and transactions
Orders exceeding micro-purchase threshold ($3,000) but below the maximum order threshold

- Employee with appropriate purchasing authority must execute the order
- Must evaluate at least 3 vendors – survey GSA Advantage!, vendor catalogs, or vendor pricelists
  - Don’t need to survey vendors outside the FSSI BPAs
Orders exceeding the maximum order threshold ($150,000)

• The schedule contract maximum order threshold for office supplies is $150,000

• Although a price reduction may be sought at any time, this threshold represents the point at which, given the dollar value of the potential order, the ordering activity shall seek a price reduction
Evaluate by best value

• Some factors other than price
  • Special features of the supply or service required for effective program performance
  • Environmental and energy efficiency considerations
  • Delivery terms
  • Probable life of the item and maintenance availability
  • Trade-in and warranty considerations
  • Socio-economic status
What else to keep in mind

• Review the pricelists of additional BPA-holders
• Seek price reductions from the BPA-holder(s) considered to offer the best value (see 8.404(d)); and
• After seeking price reductions (see 8.405-4), 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
What if my order doesn’t meet the minimum purchasing requirement?

- The minimum purchasing amounts vary from $25-$100 depending on vendors.
- We recommend that you pool together other purchases in your office using the "Park Cart" feature on GSA Advantage.
- Develop a strategy to purchase more items less frequently, planning ahead, so that you are making larger purchases.
Why order through GSA Advantage!

• Step-by-step ordering guide available
• Multiple ways to evaluate vendors, products, and pricing
• Filters to limit results to green items, small business vendors, toner, and AbilityOne products
• Quantity discount pricing
• Park Cart feature
• Varied shipping options
GSA Advantage!
Access GSA Advantage! Online
https://www.gsaadvantage.gov

Select Login, or Register if you have not yet done so.
Log in to GSA Advantage!
Access the FSSI Office Supply BPAs
Hover your mouse over Products; click on Office Equipment & Supplies – FSSI.
Find your desired product within the FSSI store

Option 1: Search for your product by typing it into the FSSI search bar
Find your desired product within the FSSI store

Option 2: Search for your product by clicking Select this filter in at least one category and selecting Search.
Browse the search results to find what you want

Review the Search Results by the most important criteria to you: by Most Relevant (default option), Product Name, NSN/mfr. Part number, Manufacturer Name, Price – High to Low, or Price – Low to High
Browse the search results to find what you want

Select **Buy/Compare** to buy the product and compare prices.
Select the product you want to buy

Review the Features, Contractor, Socio-economic labels, and Minimum Order Requirements. Then, select a radio button.
Select the product you want to buy

Enter your desired quality and select Add to Cart.
Review your order

Option 1: Select **Checkout** to finalize your order.
Review your order

Option 2: Take advantage of FSSI’s economies-of-scale pricing system by selecting **Park Cart** to allow your colleagues to access your account and add items to your cart, or to return at a later date to consolidate your order.
Pay for your order

Select your **Shipping Time** and **Additional Shipping Options**.
Pay for your order

Select **Continue** to enter your payment information.
Pay for your order

Select your **payment method**, then enter your credit card information.
Pay for your order

Select Submit-continue.
Confirm and process your order

Review your order and select **Process Order**.
Other Purchasing Channels Available

- Agency virtual stores
- Vendors websites
- Phone, fax, or directly with the vendor
- BPA pricing for walk-in customers

*However, GSA Advantage! Is the simplest to use and best for tracking agency spend!*
Can I order directly from a BPA holder?

- You are encouraged to order from the FSSI BPAs on GSA Advantage.
- You may order directly from the vendors. Please first ensure that an item is on the FSSI BPA before ordering.
- If you order an FSSI item directly from the vendor with your purchase card, you will get the FSSI pricing.
Information sources

- [http://strategicsourcing.gov](http://strategicsourcing.gov)
  - List of all FSSI BPAs with vendor information
  - Links to ordering portals
  - Ordering guides, FAQs and slip-sheet
- Find your local GSA Customer Service Director
  - [http://www.gsa.gov/csd](http://www.gsa.gov/csd)
- FSSI Office Supplies Ordering Guide pdf file
  - Distributed after this webinar via e-mail
FSSI Office Supplies Program Team

FSSI.officesupplies@gsa.gov
Thank You!
+ Questions