



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



SEP 29 2010

Memorandum

To: Heads of Bureau and Offices
Director, National Business Center

From: Debra E. Sonderman *Debra E. Sonderman*
Director, Office of Acquisition and Property Management
and Senior Procurement Executive

Subject: Federal Strategic Sourcing Initiative Mandatory Blanket Purchase Orders for Office Supplies

The General Services Administration, through the Federal Strategic Sourcing Initiative (FSSI), recently awarded 15 Blanket Purchase Agreements (BPA) for office supplies. Thirteen of these BPAs were awarded to small business entities. This provides a great opportunity to achieve significant savings and meet Department-wide socioeconomic goals. **Effective October 1, 2010, all Department of the Interior office supply purchases must be made through the FSSI BPAs.**

Under the BPAs, discounts increase as the collective purchases expand across the Federal Government. Through this pricing structure, the BPAs leverage the government's buying power. Additional benefits include:

- Customer-friendly process and ease of ordering;
- Capturing economies of scale;
- Ensuring compliance with applicable regulations, including the AbilityOne Program;
- Fostering markets for sustainable technologies and environmentally preferable products;
- Simplifying data collection and enhancing transparency by enabling agencies to better manage spending and cost savings for office supplies; and
- Aligning purchasing with existing agency procurement practices.

The FSSI Office Supply BPAs are divided into three pools:

- POOL ONE - comprised of nine companies that provide full office supply catalogs.
- POOL TWO - comprised of three companies that provide full office supply catalogs, next day delivery, secure desktop delivery, fill/kill and international shipping.
- POOL THREE - comprised of three companies that provide toner catalogs.

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The BPAs can be accessed via GSA Advantage (www.gsaadvantage.gov) and DoD eMall (<https://dod-emaill.dla.mil>). Additionally, starting in the December/January timeframe, DOI government charge card holders will be able to automatically obtain the already negotiated BPA pricing from any method of purchase including GSA Advantage, DoD eMall, retail locations and direct to vendor. Ordering information can be found at www.gsa.gov/fssi/officesupplies.

Questions about the FSSI should be directed to Melodee Stith at (202) 208-5830, or by e-mail at Melodee_Stith@ios.doi.gov.

Attachment

cc: Deputy Assistant Secretary—Budget, Finance, Performance and Acquisition
Bureau Assistant Directors – Administration
Bureau Procurement Chiefs

**Federal Strategic Sourcing Initiative
Office Supplies
BPA Pools**

POOL ONE - comprised of nine companies that provide **full office supply** catalogs:

Vendor	BPA Number	Socioeconomic Status
Capitol Supply, Inc.	GS-02F-XA001	SB
Document Imaging Dimensions	GS-02F-XA002	WOSB
Independent Stationers, Inc.	GS-02F-XA003	SB
Metro Office Products LLC	GS-02F-XA004	SDB
New York Inkjet LLC	GS-02F-XA012	WOSB
Shelby Distribution, Inc.	GS-02F-XA005	SDVOSB
SITA Business Systems, Inc.	GS-02F-XA006	SDB/WOSB
Stephens Office Supply	GS-02F-XA014	WOSB
WECSYS LLC	GS-02F-XA007	SDB

POOL TWO - comprised of three companies that provide **full office supply catalogs, next day delivery, secure desktop delivery, fill/kill and international shipping**:

Vendor	BPA Number	Socioeconomic Status
EZ Print Supplies, Inc.	GS-02F-XA008	WOSB
Office Depot	GS-02F-XA009	L
Staples, Inc.	GS-02F-XA013	L

POOL THREE - comprised of three companies that provide **toner catalogs**:

Vendor	BPA Number	Socioeconomic Status
ASE Direct, Inc.	GS-02F-XA010	SDVOSB
Cartridge Savers, Inc.	GS-02F-XA011	SDB
Imaging Systems LLC	GS-02F-XA015	SDVOSB

*Key for Socioeconomic status:

L = Large Business
 SB = Small Business
 SDB = Small Disadvantage Business
 SDB/WOSB = Small Disadvantaged/Women-Owned Business
 SDVOSB = Service-Disabled Veteran-Owned Small Business
 WOSB = Women-Owned Small Business