Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Fourth Generation (OS4)

Webinar will begin at 2:03 PM EASTERN
There is no call-in for this webinar. Please make sure you have headphones or computer speakers turned up.

August 2019
Agenda

● Overview

● Ordering Procedures

● How to Buy FSSI OS4 Products

● Points of Contact
FSSI OS4 Overview

- Program consists 18 OS4 awards to date

- Enhanced Special Item Numbers (SINs)
  - SIN 75-220: Enhanced SIN For Office Products & Services / Office Supplies 4th Generation (OS4)
  - SIN 75-280: Enhanced SIN For Overseas Office Products & Services / Office Supplies 4th Generation (OS4)
FSSI OS4 Overview

SIN 75-220:

- Offerors may offer their entire commercial catalog, or may offer a select, limited line of office products.
- This SIN also includes all commercially available services related to the support of office products.
- Optional services include, but are not limited to:
  - Desktop Delivery
  - Secure Desktop Delivery
  - On-Site Stores
  - Walk-in Stores
FSSI OS4 Overview

SIN 75-280:

- This SIN covers items for use only in overseas destinations.
- This SIN also includes all commercially available services related to the support of office products.
- Optional services include, but are not limited to:
  - Desktop Delivery
  - Secure Desktop Delivery
  - On-Site Stores
  - Walk-in Stores
*New* OS4 Solution!

OS4, the new Office Supplies solution, has awarded 18 contracts!

Contractors:
- ABM FEDERAL SALES, INC.
- ALL-CITI TONER INC.
- AUTOMATION AIDS, INC.
- CARTRIDGE SAVERS, INC.
- ENTERPRISE TECHNOLOGY SOLUTIONS
- GUERNSEY OFFICE PRODUCTS, INC.
- MINTON-JONES COMPANY
- MJL ENTERPRISES, LLC
- MONO MACHINES LLC
- NEW CENTURY IMAGING, INC.
- PACIFIC INK, INC.
- PACIFIC NORTHWEST BUSINESS PRODUCTS, INC.
- PERFECT OUTPUT, LLC
- SITA BUSINESS SYSTEMS, INC.
- STAPLES, INC.
- STERILE SERVICES CO.
- U S REPROGRAPHICS CORPORATION
- ZAPOPAN BUSINESS GROUP LLC

Major new features:
- Real time order status! – Find out where your order is in real time.
- Convenience fees – No longer be limited by minimum orders – vendors will ship orders below minimum order amount for a shipping fee.
OS4 Features

- Improve pricing and savings
- Enhance vendor requirements
- Capture data (data spending tracking capabilities)
- Vendor accountability
- Provide 4-day direct delivery (CONUS) and 7-day direct delivery (OCONUS)
- Enable achievement of socio-economic goals
- Support nation’s Small Businesses
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use
- Make it easy to purchase green items
- Offer enhanced delivery options including next-day delivery, desktop delivery, and secure desktop delivery
Value to the Customer

- **Government Savings**
  - Total spend in FSSI OS3 since inception is $471 million
  - Cumulative savings average 14.67% ($80.6M total savings)
  - 80% of purchases went to Small Businesses

- Continue to provide Government Savings under OS4

- Enable Agency Socio-economic Goals

- Meet all Procurement Regulations
OS4 Discounts

- Order Volume Discounts
  - Consolidate orders and save as discounts are triggered on individual orders starting at $300 for some vendors
  - Discounts increase at $1,000, $3,000, $5,000, and $10,000 orders depending on the vendor
- Discounts are activated at GSA Advantage checkout.
What if my order doesn’t meet the minimum purchasing requirement?

- The minimum purchasing amount is currently $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.
- Remember, order minimums result in added value: better prices and less shipping waste.
- All OS4 vendors offer a convenience fee to bypass minimum order requirements. If you need to make an order below the minimum order, you may do so for a convenience fee.
Help Meeting Vendor Minimums:
Searching a Single Vendor’s Catalog on GSA eLibrary
Go to GSA eLibrary, www.gsaelibrary.gsa.gov on your internet browser. Type “OS4” into the search bar.
**Instructions:** Click the source number to view a list of categories. Click the category number (i.e. SIN) to view a list of contractors.

### Description matches

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 220</td>
<td><strong>ENHANCED SIN FOR OFFICE SUPPLIES &amp; SERVICES / OFFICE SUPPLIES 4TH GENERATION (054)</strong> - Offerors may offer their entire commercial catalog, or may offer a select, limited line of office products. Office products include, but are not limited to items such as: pens, pencils, markers, xerographic paper, printer paper, fax paper, 3D printing filaments and resins, binders, tape, envelopes, shredders, helical-scan, longitudinally oriented video tapes, video cassettes, reel to reel audio tapes, blank endless loop audio cartridge tapes, magnetic tape audio recording cassette, computer tape, reel, cartridge, cassette, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic workstations products, cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, mini-vacuums, etc.) optical disks, CD-ROMS, DVD-ROMS, flash drives, external hard drives, physical storage, security, protective and related ADP supplies, and toner cartridges. Toner cartridge offerors must provide arrangements for empty toner cartridges to be returned from customers. This may include prepaid shipping labels in the products packaging and/or rebates. This SIN also includes all commercially available services related to the support of office products. Optional services include, but are not limited to: desktop delivery, secure desktop delivery, on-site stores, walk-in stores, customizing and imprinting services.</td>
</tr>
</tbody>
</table>
Choose a vendor an click the GSA Advantage icon under “View Catalog”

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Contract #</th>
<th>Phone</th>
<th>City, State</th>
<th>Socio-Economic</th>
<th>Contractor T&amp;Cs/Pricelist</th>
<th>View Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABM FEDERAL SALES, INC.</td>
<td>47Q6E19D0008</td>
<td>800-522-9226</td>
<td>CHESTERTOWN, MD</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>ALL-CITI TONER INC.</td>
<td>47Q6E19D007N</td>
<td>888-237-6002</td>
<td>BROOKLYN, NY</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>AUTOMATION AIDS, INC.</td>
<td>47Q6E19D0074</td>
<td>8002342790</td>
<td>HORSHAM, PA</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>CARTRIDGE SAVERS, INC.</td>
<td>47Q6E19D0037</td>
<td>608-237-7283</td>
<td>MADISON, WI</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>ENTERPRISE TECHNOLOGY SOLUTIONS, INC.</td>
<td>47Q6E19D001M</td>
<td>925-400-9586</td>
<td>BETHESDA, MD</td>
<td>s/w</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>GUERNSEY OFFICE PRODUCTS, INC.</td>
<td>47Q6E19D004Q</td>
<td>703-968-8200</td>
<td>DULLES, VA</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>MINTON-JONES COMPANY</td>
<td>47Q6E19D007U</td>
<td>(770)440-4787</td>
<td>NORFOLK, VA</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>MIL ENTERPRISES, LLC</td>
<td>47Q6E19D009S</td>
<td>(757)449-3900</td>
<td>VIRGINA BEACH, VA</td>
<td>s/d</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>MONO MACHINES LLC</td>
<td>47Q6E19D0008C</td>
<td>560-592-1306</td>
<td>NEW YORK, NY</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>NEW CENTURY IMAGING, INC.</td>
<td>47Q6E19D008A</td>
<td>(800)313-5157</td>
<td>GOLETA, CA</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>PACIFIC INK, INC.</td>
<td>47Q6E19D006V</td>
<td>877-326-6643</td>
<td>SAN DIEGO, CA</td>
<td>s/w,wo,ew</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>PACIFIC NORTHWEST BUSINESS PRODUCTS, INC.</td>
<td>47Q6E19D0042</td>
<td>800-332-9303 EXT 229</td>
<td>ISSAQUAH, WA</td>
<td>s/v</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>PERFECT OUTPUT, LLC</td>
<td>47Q6E19D000D</td>
<td>1-816-268-2229</td>
<td>OVERLAND PARK, KS</td>
<td>s/d</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>SITA BUSINESS SYSTEMS, INC.</td>
<td>47Q6E19D0065</td>
<td>(512)308-1930</td>
<td>CHANTILLY, VA</td>
<td>s/w,wo</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>STAPLES, INC.</td>
<td>47Q6E19D008T</td>
<td>1-800-999-9077 X 358</td>
<td>ENGLEWOOD, NJ</td>
<td>o</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>STERILE SERVICES CO.</td>
<td>47Q6E19D0002</td>
<td>757-570-2875</td>
<td>ANAHEIM, CA</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>U S REPROGRAPHICS CORPORATION</td>
<td>47Q6E19D00069</td>
<td>(800)300-3038</td>
<td>ANAHEIM, CA</td>
<td>s</td>
<td>GSA Advantage</td>
<td></td>
</tr>
<tr>
<td>ZAPOLAN BUSINESS GROUP LLC</td>
<td>47Q6E19D006Z</td>
<td>210-495-5400</td>
<td>SAN ANTONIO, TX</td>
<td>s/w,wo,ew/d</td>
<td>GSA Advantage</td>
<td></td>
</tr>
</tbody>
</table>
This brings you to that vendor’s catalog on GSA Advantage. Now type the item you need under “Search within results.”
Avoid vendors’ minimum order requirements with Convenience Fees

- If your order is below a vendor’s minimum order requirement, you will receive a prompt in your shopping cart.
Avoid vendors’ minimum order requirements with Convenience Fees

- If your order remains below a vendor’s minimum order requirement, their convenience fee will be added on a checkout.
Ordering Procedure For Orders At Or Below the Micro Purchase Threshold ($10,000)

- Attempt to distribute orders among multiple OS3 contractors.
  - Order minimums are currently $100, but some vendors will accept lower minimums.
  - Smaller orders may be placed with vendors for a convenience fee.
- As part of the government’s sustainable (“green”) mandates, place larger orders to reduce the number of deliveries and transactions.
- Keep in mind Delivery Tier discounts for orders at $300 and above from some vendors.
What If the Office Supply I want to buy is not on OS4?

- In general, the OS4 program includes a wide range of products, brands, and part numbers although not every brand or part number may be included.
- By purchasing office supplies through OS4, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13834).
- We recommend purchasing an item that is a “close second” to the office supply you are intending to buy.
Orders Exceeding Micro-Purchase Threshold but less than the SAT ($10,000 to under $250,000)

- Orders exceeding Micro-Purchase threshold but less than the SAT must follow FAR Part 8.405-1(c).
- Survey at least 3 contractors through GSA Advantage or request quotes from at least 3 OS4 awardees.
Orders equal to or above the SAT ($250,000)

- Must provide fair opportunity to all O4 vendors
- Encouraged to use GSA’s E-Buy system or a reverse auction
- Consult FAR part 8.405-1(d) for more information
I’m outside the Continental US. Can I use FSSI OS3?

- FSSI OS3 Purchasing channel is intended for CONUS purchases only, however, you can use the FSSI OS3 REQUISITION CHANNEL for OCONUS ordering.

- Requisition Channel ordering options:
  - MILSTRIP
  - [www.GSAglobalsupply.gsa.gov](http://www.GSAglobalsupply.gsa.gov)
  - GSA Advantage (look for Global Supply items)
  - FedMall
GSA eBuy Overview

- You can use GSA eBuy to post RFQs (Request for Quotes) for FSSI OS4.
- GSA eBuy is an online Request for Quote (RFQ) tool. Buyers may prepare and post RFQs for specific supplies.
- When searching GSA eBuy, search “OS4” instead of “Office Supplies” to limit the RFQ to FSSI OS4 and receive superb government savings.
GSA eBuy
(for orders over the
micro-purchase threshold)
eBuy Login

Select “Buyer” at the top left.

Welcome to eBuy

GSA eBuy is a powerful and intuitive acquisition tool used by thousands of US federal agencies and military services worldwide to achieve required competition, best pricing and value. GSA eBuy saves you time and money - all while keeping you FAR compliant.

Benefits at a glance

GSA eBuy was designed to bring ease and versatility to online procurement. Here is a sample of what can be done using GSA eBuy:

- Post requirements and receive quotes electronically on millions of products and services
- Find sources of supply
- Seek information
- Procure complex requirements by attaching statements of work
- Request large dollar items
- Establish Blanket Purchase Agreement (BPA) pricing
eBuy Login

Enter your GSA Advantage ID and Password to log in.

GSA eBuy is a powerful and intuitive acquisition tool used by thousands of US federal agencies and military services worldwide to achieve required competition, best pricing and value. GSA eBuy saves you time and money - all while keeping you FAR compliant.

Benefits at a glance

GSA eBuy was designed to bring ease and versatility to online procurement. Here is a sampling of what can be done using GSA eBuy:

- Post requirements and receive quotes electronically on millions of products and services
- Find sources of supply
- Seek information
- Procure complex requirements by attaching statements of work
- Request large dollar items
- Establish Blanket Purchase Agreement (BPA) pricing
Click “Prepare an RFQ now”
Type “OS3” or “OS4” into the eBuy Search Bar
Delivery or Service issues? Send us an email.

fssi.officesupplies@gsa.gov
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 Items

Hover your mouse over **Products**; click on “Office Supplies & Equipment FSSI (BIC)”
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

Click on the item name to select.
Select the product you want to buy

Review the Features, Contractor, Socio-economic labels, and Minimum Order Requirements. Then, select a **radio button**.

See each vendor’s minimum order requirement.
Look for the BLUE “FSSI” Icon

![Image of a website page with product information and pricing options]

<table>
<thead>
<tr>
<th>Price/Unit</th>
<th>Features</th>
<th>Contractor</th>
<th>Socio</th>
<th>Green</th>
<th>Photo</th>
<th>Deliv Days</th>
<th>Min Order</th>
<th>FOR/Shipping</th>
</tr>
</thead>
<tbody>
<tr>
<td>$78.43</td>
<td></td>
<td>GSA Global Supply provided by [PACIFIC INK, INC.] (Gov Requisition)</td>
<td></td>
<td></td>
<td></td>
<td>10 days</td>
<td>$28.75</td>
<td>D</td>
</tr>
<tr>
<td>$33.55</td>
<td></td>
<td>RITAS TAPE MEDIA / COMPUPRO GLOBAL</td>
<td>s d w o w o e w</td>
<td></td>
<td></td>
<td>3 days delivered ARO</td>
<td>$100.00</td>
<td>D-CONUS/O-AK,PR,HI</td>
</tr>
<tr>
<td>$35.08</td>
<td></td>
<td>PREMIER &amp; COMPANIES, INC.</td>
<td>s</td>
<td></td>
<td></td>
<td>3 days shipped ARO</td>
<td>$100.00</td>
<td>D-CONUS RD-AK,PR,HI</td>
</tr>
<tr>
<td>$35.56</td>
<td></td>
<td>DOCUMENT IMAGING DIMENSIONS INC.</td>
<td></td>
<td></td>
<td></td>
<td>3 days shipped ARO</td>
<td>$100.00</td>
<td>D-CONUS/O-AK,PR,HI</td>
</tr>
</tbody>
</table>

Note: The Contractor section indicates the type of supply available. The Socio and Green columns provide additional information about the contractor. The Photo column shows if a picture of the product is available. Deliv Days indicate the delivery time, and Min Order shows the minimum order quantity required. FOR/Shipping details specify the terms of service for shipping and payment.
Select the product you want to buy

Enter your desired quantity 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**.
New Search Option

Change filter on homepage.
New Search Option

Select Office Supplies and Equipment FSSI from the dropdown.
New Feature: Real Time Order Tracking

Once you have made an order, visit GSA Advantage homepage. Under My Account, select Order Status and History.
New Feature: Real Time Order Tracking

Choose “View all your GSA Advantage Orders” and click Search Orders.
New Feature: Real Time Order Tracking

View Order history and select the order you would like to track.
New Feature: Real Time Order Tracking

Order information is available in real time.
Visit the GSA Advantage homepage. Under My Account, select “My Account.”
Make sure you are getting order updates

Under **Email Preferences**, select “**Yes**” and “**Consolidated.**”
Other Purchasing Channels Available

- Agency virtual stores
- Vendors websites
- FedMall
- Phone, fax, or directly with the vendor
- OS3 & OS4 pricing for walk-in customers

*However, GSA Advantage! Is the simplest to use and best for tracking agency spend!*
Can I order directly from OS3 & OS4 vendor?

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

- **GSA.gov Schedule 75 Page**
  - Agency guidance documents
  - How-to videos

- **http://www.gsa.gov/os3** and **http://www.gsa.gov/os4**
  - List of all vendors with information
  - GSA contact information
  - Ordering guide and links to purchasing websites

- **http://www.gsa.gov/csd**
  - Find your local GSA Customer Service Director
Thank You From the GSA OS4 Program Team

Feel free to contact us!

fssi.officesupplies@gsa.gov