



Ordering Furniture through GSA Global Supply

GSA Integrated Workplace Acquisition Center (IWAC)

June 20, 2019

A 3D rendering of an office environment with various furniture items including a desk, chair, sofa, and lockers. A semi-transparent grey box with a world map background is overlaid on the left side of the image, containing the text 'IWAC'.

IWAC



GSA Integrated Workplace Acquisition Center (IWAC)

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Background

- GSA and the National Supply System
- GSA Furniture Buying Programs

Ordering Furniture through GSA Global Supply™

- Basics – When & Why Requisition Furniture
- Product Availability
- Order Placement and Delivery
- Next Steps/Customer Service

GSA Global Supply™

BACKGROUND



General Services Administration (GSA)

- **Creation:** Established by President Truman on **July 1, 1949**, to streamline the administrative work of the federal government. GSA consolidated the National Archives and multiple supply and facility functions.
- **Original Mission:** In addition to creating a national supply system and rationalize real estate holdings, GSA was to dispose of war surplus goods, manage and store government records, manage emergency preparedness, and stockpile strategic supplies for wartime.
- **An Evolving Mission:** Through its two largest offices – the Public Buildings Service and the Federal Acquisition Service - and various staff offices, GSA provides workspace to more than 1 million federal civilian workers, oversees more than 480 historic buildings, and facilitates the purchase of goods and services from quality commercial vendors.



GSA and the National Supply System

- The Federal Acquisition Service was established to provide an economical and efficient system for the procurement, supply, and eventual disposal of property. Intent was to eliminate duplication and maximize the government's leverage.
- On July 1, 1952, the Defense Cataloging and Standardization Act was approved, establishing a single catalog system leading to the **National Supply System**. Section 11 includes: ***The Administrator of General Services and the Secretary of Defense shall coordinate the cataloging and standardization activities of the General Services Administration and the Department of Defense so as to avoid unnecessary duplication.***
- DoD designed its "National Supply System" (aka MILSTRIP) in early 1960s. **It was and is focused on National Stock Numbers (NSNs).**

- In 1971, GSA and DoD entered into an agreement to eliminate avoidable overlap between their respective supply systems. This agreement divided the management of consumable items between GSA and the Defense Supply Agency (DSA, now Defense Logistics Agency). **It assigned to GSA those Federal Supply Classes (FSCs), or commodities commonly used by federal agencies, which are commercially available and not predominantly of a military nature.**
- **GSA Global Supply™** is a part of the Federal Acquisition Service and is the Government to Government Supply source for commodities that GSA is assigned under the 1971 Agreement. GSA Global Supply™ is now a strategic partner with DoD on full-service supply solutions in CONUS and OCONUS environments.
- **GSA FAS Integrated Workplace Acquisition Center (IWAC)** Is one of multiple GSA Acquisition Centers which manages multiple purchasing channels for furniture and furnishings, including National Stock Numbers (NSNs) available through Global Supply..



National Stock Numbers (NSN)

Ordering furniture through **GSA Global Supply™**

Multiple Award Schedules (MAS)

Pre-negotiated IDIQ contracts available for use include Schedules 71 (Furniture), 71 II K (Furniture Related Services Including Design, and 72 (Floor Coverings, Window Treatments, and more)

Assisted Acquisition Services

Full service acquisition support when contracting resources are needed for large complex furniture projects

No Cost Advising Services

Acquisition Gateway hallways.cap.gsa.gov



Who Manages NSNs?

- Management of consumable items is split between GSA and DLA.
- GSA manages ~ 50,000 NSNs
- DLA manages ~ 3.9 Million NSNs

What is an NSN?

- An NSN is a 13-digit numeric code identifying a standardized supply item (i.e 7110-01-555-8494).
- The first 4 digits of the NSN number identify the classes within each group called the Federal Supply Class (FSC)
- FSCs assigned to GSA include:
 - Office Products
 - Tools and Hardware
 - Shipping and Packaging Supplies
 - Housewares, Food Service, Cleaning
 - Furniture, Furnishings and Floor Coverings
- To learn more about the NSN creation process, visit <http://www.dlis.dla.mil>, and click on Cataloging. The Supply Support Request (SSR) process is contained in DOD 4140.26-M (vol. 6).

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BASICS and BENEFITS



FAR 8.002 Priorities for use of Government supply sources.

(a) Except as required by 8.003, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority—

- i. Agency inventories
- ii. Excess from other agencies
- iii. Federal Prison Industries, Inc. (UNICOR)
- iv. Supplies which are on the Procurement List maintained by the Committee for Purchase from People who are Blind or Severely Disabled
- v. **Wholesale supply sources, such as stock programs of the GSA (GSA Global Supply™), DLA or VA**

Note: Please see FAR 8.402 (c) FAR Subpart 8.4 is not applicable to orders placed through the GSA Global Supply System.



- GSA Global Supply™ has already procured the most in-demand products on the government's behalf, meaning that **your order is a simple requisition between agencies.**
- Requisitions satisfy all Federal Acquisition Regulation (FAR) requirements, including trade agreement policies, socioeconomic goals, AbilityOne mandates, and executive orders.
- Place a requisition via Activity Address Code (Civilian or DoD) or Government Purchase Card.
- GSA is integrated with Department of Defense (DoD) and other agency financial systems.



Reduces acquisition workload

- Not limited to any dollar value
- Eliminates transmittal of RWA or MIPR because requisitions with GSA Global Supply are Government-to-Government transactions, not acquisitions.

Reduces agency risk – GSA ensures compliance

- Supports small business
- AbilityOne Products
- “Green” Product Offering

Quick delivery timeframes (5 – 90 days)

Most furniture ships fully assembled.

GSA Global Supply™

PRODUCT AVAILABILITY

- Seating (*Ergonomic, Executive Office & Lounge*) ~ 360 NSNs
- Workstations and Desks (*New Sit-To-Stand*) ~ 100 NSNs
- Executive Wood and Laminate Casegoods ~ 200 NSNs
- Dormitory and Quarters ~ 50 NSNs
- Filing and Storage ~ 250 NSNs
- Conference , Training Room, Folding Tables, Picture Frames, Glass Marker Boards and more ~ 400 NSNs
- Healthcare Furniture ~ 220 NSNs coming soon
- Metal Barracks Furniture ~ 30 NSNs coming soon

- High Back, Mid Back, Stools, 24/7, Side & Nesting Chairs.
- Offered in Black, Gray, Blue and Red.
- Ship within 30 days with instruction guides.



Wood Casegoods for the Traditional Executive



- Mahogany or Walnut Finish
- Ship fully assembled within 40 days.
- Manufactured in Jasper, IA by Indiana Furniture
- Installation available.

- Leather, Vinyl, Fabric in 4 Color Options (Black, Navy Blue, Burgundy and Brown)
- Mahogany or Walnut Finish Options.
- Intended to coordinate with Wood Casegoods NSNs.



- Cherry Woodgrain, Maple Woodgrain, Designer White
- Multiple Configurations available
- Coordinating Conference and Lounge
- Height Adjustable Options



- Leather, Vinyl, Fabric in 4 Color Options (White, Tan, Black, Patterned)
- Silver powder coated bases
- Intended to coordinate with Laminate Casegoods NSNs



- Retrofit existing workstations to allow for standing.
- 4 styles shown available in black or white for delivery in 14 days.
- Made in USA, Lifetime Warranty, Small Business Manufacturers (Versa/Innovative)



- Complete sit-stand workstation NSNs include seating and a variety of finish, color and seating options.
- Awarded to Neutral Posture, Economically Disadvantaged Women-Owned Small Business (EDWOSB) USA Manufacturer.



7110-01-668-1130



7110-01-668-1133

- Metal Desks available in variety of styles and 3 color options.
- Products are made in USA and ship fully assembled within 30 days from Small Women Owned Dealer, Metro Office Solutions.



Metal Modular Workstations

6 x 6 L-shape, 6 x 8 L-shape with overhead storage, and 6 x 7.5 U-Shape with overhead storage.



- Steel workstations, laminate tops, fabric privacy screens.
- 4 finish/color combination options
- Manufactured in USA.



Dormitory and Quarters Wood Furniture – *Metal Barracks Furniture is coming soon!*

Single Beds, Bunk Beds, Captain's
Beds, Nightstands, Underbed
Storage, Chests, and more...



- Solid Wood
- 25 Year Warranty
- Small Disadvantaged USA
Manufacturer:
Sustainable Furniture.

- Ship fully assembled – Ship within 40 days
- Small, women-owned business
- Made in the USA
- Wardrobe & Towers, Pedestal, Lateral, Vertical Files, Storage Cabinets, Bookcases, Industrial Shelving and Lockers





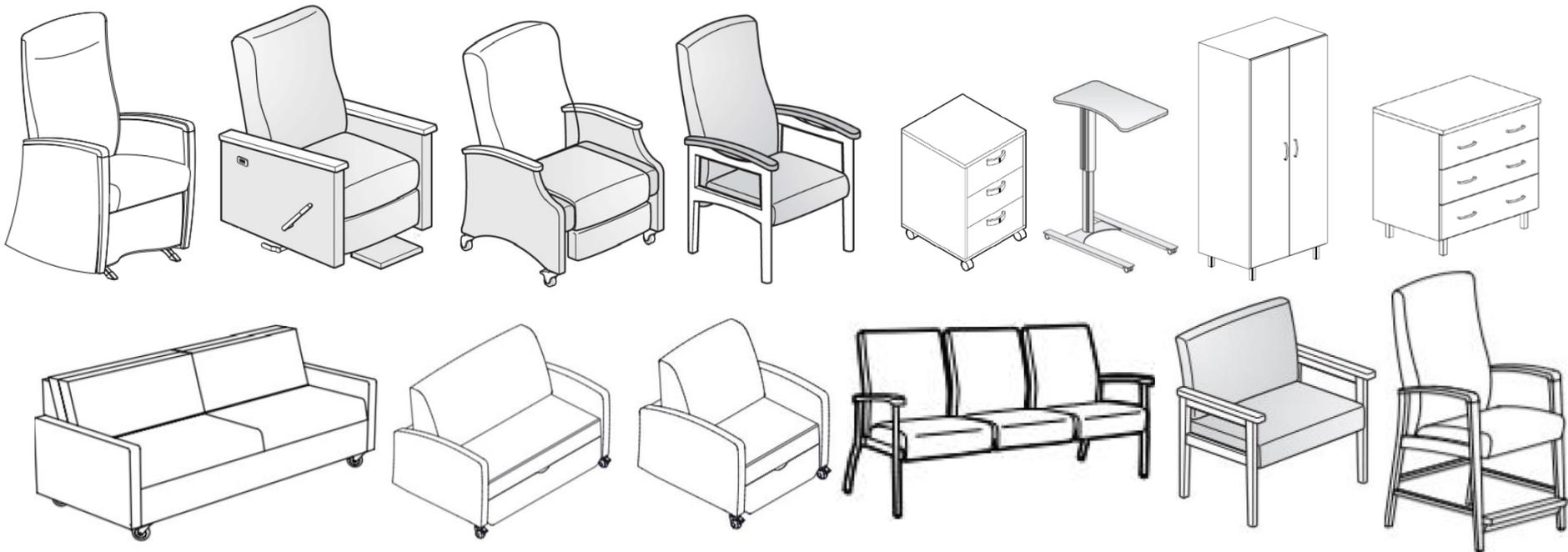
Marker Boards, Bulletin Boards, Glass Marker Boards



- 1/4" Tempered Glass with White Background
- Frameless with Square Edges
- Round Stand-offs with Satin Finish
- Magnetic Surface
- Accessory Tray

Coming Soon - Healthcare Furniture

- Patient Room (Chairs, Sleepers, Overbed Tables, Bedside Tables, Wardrobes and Dressers)
- Trendelenburg, Recliners, Gliders
- Waiting Room Seating and Tables
- Finishes/Fabrics - warm and cool tones, metal and wood



FURNITURE

Overview

Environmentally-Friendly Prods & Srvcs

For Customers

For Vendors

> Furniture NSNs

Contemporary Oak Furniture

Ergonomic Office Seating

Executive Wood Furniture

Furniture Schedules

Furniture Standards

GSA Technical Documents

Procurement Opportunities

National Stock Numbers for Furniture

The National Stock Number (NSN) Program is a requisitioning solution under GSA Global Supply. Requisition is a simple method for agencies to acquire products directly from GSA. Agencies submit a requisition/order to GSA for a simple government-to-government transfer that is quick, safe and compliant.

GSA has already conducted a competitive procurement, and complies with Federal Acquisition Regulations (FAR) and other relevant regulations. Therefore, requisitions, regardless of size, satisfy all Federal Acquisition Regulation (FAR) requirements, including environmental initiatives, trade agreement policies, socioeconomic goals, AbilityOne mandates, and executive orders.

Customers place orders using a SmartPay® purchase card or arrange direct billing using their Activity Address Code (AAC/DoDAAC) or the equivalent. Product fulfillment, order status, billing support and comprehensive customer service for agencies using the requisition method is provided by GSA.

View the NSNs available for each product line below:

- [Sit-to-Stand Work Surfaces](#) **New!**
- [Seating](#)
- [Workstations and Desks](#)
- [Filing and Storage](#)
- [Tables](#)
- [Dormitory and Quarters](#)

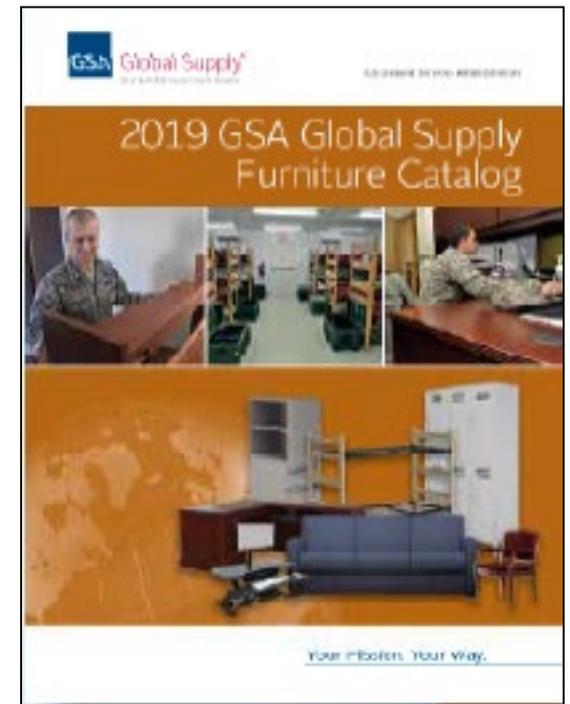
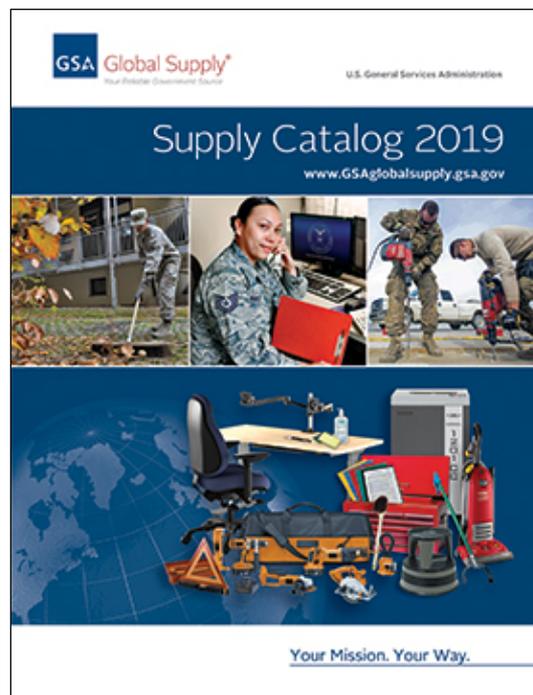
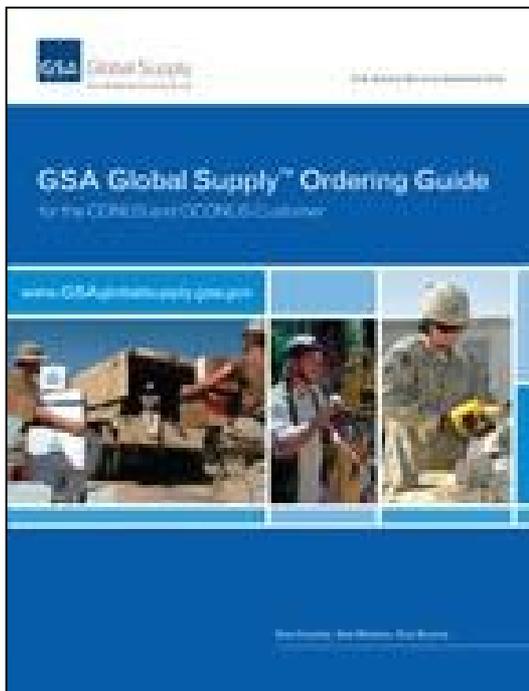
CONTACTS

National Customer Service Center
(800) 488-3111

- [View Contact Details](#)

GSA Global Supply™ - Publications

Visit www.gsa.gov/cmls to download or request FREE product brochures and reference guides.



GSA Global Supply™

ORDER PLACEMENT and DELIVERY



Order Placement – DoD Internal Supply Systems

- GSA-managed National Stock Numbers are available directly through DoD, service-specific internal supply systems for requisitioning.
 - Air Force, Army, Navy, USMC
- As requisitions are placed via internal supply systems for GSA managed items, orders route through DLA Transaction Services to GSA for fulfillment
- Status updates on your requisition route back to internal supply systems.
- GSA transactions conform to specified format and performance criteria (i.e., packing, marking).
- Military regulations cite GSA policy & procedures as a part of DOD logistics guidance.
- *Reference DOD 4140.1 –R, DoD Supply Chain Materiel Management Regulation. [C3.4.2.1 – Procedures. The 1971 Agreement on Supply Management Relationships (Appendix 7) between the Department of Defense and the GSA serves as the basic authority for implementing Integrated Materiel Management.]*



- MILSTRIP
 - Internal Supply System
 - Manual Transmission via DD1348-6
- Web:
 - <http://www.GSAGlobalsupply.gsa.gov>
 - <http://www.gsaAdvantage.gov>
 - <https://FedMall.mil>
- Phone: 800-488-3111
- Fax: 800-856-7057



OPTION 1 Government Purchase Card/SmartPay

OPTION 2 DoD Activity Address Code (DODAAC) or Civilian Activity Address Code (AAC)

- Integration with your Agency's financial systems
- Inter-fund billing via AAC
 - Internal billing cycle 1st & 15th of each month, customers billed monthly
- Reduced risk of misuse and reduced administrative burden associated with purchase card reconciliation
- It can also help manage agency spend -- AACs can only be used in government-to-government requisitions



All items on GSA Global Supply website can be ordered using an AAC

Virtually all federal agency locations have an established AAC.

If you need help finding your AAC and related shipping or billing info, contact your agency leads.

[Link for DoDAAC Points of Contact](#)

[Link for AAC Points of Contacts](#)

In a rare case where no AAC exists, your agency lead can contact GSA Order Management, (800) 927-7622 or ordermgmt@gsa.gov

- Shipped to you directly from our vendor partners.
- Delivery times vary by product line. The applicable delivery time for each NSN can be found by searching for the NSN at www.gsaglobalsupply.gsa.gov or at www.gsaadvantage.gov.
- Items will take longer to reach overseas locations.
- To expedite delivery, please contact the National Customer Service Center (NCSC), NCSCcustomer.service@gsa.gov

- Most of the furniture and furnishing items are priced as **FOB Destination** so there will be no additional freight charges.
- If the NSN is listed as **FOB Origin**, a transportation surcharge will be added to the bill you receive from GSA (5% if the order total is over \$35,000, otherwise 10%).
- For export orders, an export surcharge of 3% of the product total will also be added to your bill.

Tip: Delivery issues can arise, so please provide point of contact and phone numbers for both the BUYER and the RECEIVER at the delivery location.

- **Basic freight is dock-to-dock.** GSA prices do not include liftgate service or physically carrying freight up or down stairs (where delivery is to a floor other than that of the loading dock, and there is not an available elevator).
- **Inside delivery or additional services** can be requested when you need freight delivered beyond your loading dock, for an added fee. These fees may be based on established contract pricing or negotiated on a case-by-case basis.
- Always contact our National Customer Service Center (NCSC) with any special requests prior to placing your NSN Furniture order. NCSCcustomer.service@gsa.gov

Orders whose ultimate destination is overseas will normally route through one of the DLA Consolidation Points (New Cumberland, PA or Tracy, CA) where they will be put on containers for ocean movement based on delivery location.

Since furniture tends to be large in heavy, in some cases, your order could be flagged for GSA Transportation instead.

- All orders/shipments over 10,000 Lbs or over 800 cu.ft. get automatically routed to GSA transportation for container booking for ocean movement.
- GSA Transportation maintains booking system information used to track your shipment including the selected carrier, the container number, all items in container, what ship it will sail on, the sail date, the ship schedule etc.

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CUSTOMER SERVICE/ NEXT STEPS



- Our National Customer Service Center is available at 800-488-3111 from Sunday at 9 p.m. ET until Friday at 9:30 p.m. ET or via email at NCSCcustomer.service@gsa.gov.
- The full-service NCSC provides assistance and information to help make your requisitions simple and efficient. Check on current pricing, order status, billing information, tracking of shipments and more.
- If a particular situation warrants a need to contact a vendor or transportation company about your furniture delivery or installation request, please contact the NCSC.



GSA has staff in forward-deployed environments to support your needs at locations that include:

- Europe/Africa/Middle East
- Japan & Okinawa
- Korea
- Guam
- Also onsite with DLA Joint Logistics Operations Center

For the most up-to-date contact details:

<http://www.gsa.gov/globalsupplyoconus>

- GSA Global Supply www.gsaglobalsupply.gsa.gov or GSAAdvantage! www.gsaadvantage.gov ordering sites
- Color brochures of every NSN furniture product line with ordering information - www.gsa.gov/furniturensn
- Email furniture@gsa.gov with questions about any of GSA's furniture buying programs, including the NSN Program.
- Check out the Furniture hallway under Office Management in the Acquisition Gateway (<https://hallways.cap.gsa.gov>).
 - *Connect with furniture buying community members and access expert articles, the solution finder, and other helpful tools and resources online*
- Contact the National Customer Service Center (NCSC) [ncsccustomer.service@gsa.gov](mailto:ncscustomer.service@gsa.gov) or Phone 800-488-3111