Ordering Furniture through GSA Global Supply

GSA Integrated Workplace Acquisition Center (IWAC)

July 26, 2018
Today’s Speakers

GSA Integrated Workplace Acquisition Center (IWAC)

- Kristine Stein, Business Development Analyst
- Ivana Henry, Business Development Director
- Trista Silver, Supervisory Contracting Officer

furniture@gsa.gov
• 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
  • Getting Started
BACKGROUND
• **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.
Procuring Products and Services for the Government

- 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 “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)
- one of multiple GSA Acquisition Centers
- responsible for the furniture and workplace furnishings items
Management of Consumable items within the National Supply System are split between DLA and GSA

- GSA manages ~ 50,000 National Stock Numbers – appx. 2,000 are items managed by IWAC.
- DLA manages ~ 3.9 Million National Stock Numbers

**National Stock Numbers**

- An NSN is a 13-digit numeric code identifying a standardized supply item (i.e. 7110-01-555-8494).
- 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](http://www.dlis.dla.mil), and click on Cataloging. The Supply Support Request (SSR) process is contained in DOD 4140.26-M (vol. 6).
• 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 other furnishings items)

• Assisted Acquisition Services
  — Full service acquisition support when contracting resources are needed for large complex furniture projects

• Complimentary Client Advisory Services

• Acquisition Gateway -> Office Management -> Furniture
  hallways.cap.gsa.gov  Furniture Buying Tools and Resources
GSA Global Supply™

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 & socio-economic goals
  • AbilityOne Products
  • “Green” Product Offering

• Quick delivery timeframes (5 – 90 days)
• Most furniture ships fully assembled.
Furniture Product Availability

- Seating (Ergonomic, Executive Office & Lounge) 840 NSNs
- Workstations and Desks (*New Sit-To-Stand*) 117 NSNs
- Executive Wood Casegoods & Conference – 92 NSNs
- Dormitory and Quarters – 47 NSNs
- Filing and Storage – 247 NSNs
- Conference, Training Room, Folding Tables, Picture Frames and more... - 371 NSNs
- *More coming soon...*
Seating – Ergonomic Office Seating

- High Back, Mid Back, Stools, 24/7, Side & Nesting Chairs.
- Offered in Black, Gray, Blue and Red.
- Ship within 30 days with instruction guides.
- 48 NSNs currently
Seating – Executive Office and Lounge

- Appx. 800 NSNs in this category!
- Leather, Vinyl, Fabric in 7 Color Options
- Mahogany, Walnut and Oak Finish Options.
- Can be coordinated with Wood Casegoods NSNs.
- Trinity, Small USA Manufacturer.
Executive Wood Furniture

- Ship fully assembled within 40 days.
- Manufactured in Jasper, IA by Indiana Furniture
- Installation available.
Sit-To-Stand Work Surfaces

- 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

• 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

- Metal Modular Workstations are pending award to a new 8(a) small business – August 13, 2018.
- L-shape, L-shape with overhead storage, and U-Shape with overhead storage
  - Steel workstations, laminate tops, fabric privacy screens.
  - 4 finish/color options
  - Manufactured in USA.
Dormitory and Quarters Furniture

SINGLE BEDS, BUNK BEDS, CAPTAIN’S BEDS
NIGHTSTANDS, UNDERBEDS, CHESTS, MIRROR
LOUNGE CHAIR, 2 SEAT SOFA, 3 SEAT SOFA
TABLES, WARDROBES & MEDIA UNIT
BOOKCASES, DESK, CHAIRS

TWIN XL BUNK BED
WITH MATTRESSES & BED-IN-BAGS
7105-01-663-0788

• Solid Wood
• 25 Year Warranty
• Small Disadvantaged USA Manufacturer: Sustainable Furniture.
Metal Storage

Wardrobe & Towers, Pedestal, Lateral, Vertical Files, Storage Cabinets, Bookcases, Industrial Shelving and Lockers

• 285 NSNs – 3 color options, many sizes to choose from – Made in USA.
• Ship fully assembled – Ship within 40 days
• Small Women owned Business
Coming Soon – High Pressure Laminate Casegoods

- Laminate Casegoods (over 100 NSNs)
- Figures below are for reference only – not actual NSNs.
- Award expected in Early FY19.
• Market Research with intent to add Healthcare Furniture:
  o *Waiting Room Chairs and Lounge Furniture*
  o *Healthcare Recliners*
  o *Sleeper Chairs (for patient rooms)*
  o *Overbed Table (NSN already assigned)*
  o *Bedside Cabinet (NSN already assigned)*

• If you are interested in requisitioning these type of items reach out to furniture@gsa.gov
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
GSA Global Supply™ - Publications

Visit www.gsa.gov/cmls to download or request FREE product brochures and reference guides.
ORDER PLACEMENT and DELIVERY
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.]
Order Placement – Ordering Options

- MILSTRIP
  - Internal Supply System
  - Manual Transmission via DD1348-6

- Web:
  - http://www.gsaAdvantage.gov
  - https://FedMall.mil

- Phone: 800-488-3111

- Email: ncsorders@gsa.gov

- Fax: 800-856-7057
1. Government Purchase Card/SmartPay
2. Payment vis DoD Activity Address Code (DODAAC) or Civilian Activity Address Code (AAC) using the following ordering options: MILSTRIP/FEDSTRIP, Online, Phone, and Fax
   - Integration with your Agency’s financial systems
   - Inter-fund billing via AAC
     - Internal billing cycle 1\textsuperscript{st} and 15\textsuperscript{th} of each month, customers billed monthly
     - Tens of thousands of AAC transactions processed per month
   - 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
• Note that virtually all Federal agency locations already have an established AAC, even if it has seldom been used.

• If you need help confirming AAC and related shipping or billing info, contact your agency leads.
  o Link for DoDAAC Points of Contact
  o Link for AAC Points of Contacts

• In a rare case where no AAC exists, your agency leads will contact GSA Order Management team and resolve any questions
  o (800) 927-7622 or ordermgmt@gsa.gov

• **All** items on GSA Global Supply website can be ordered using an AAC
• 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 http://www.gsaadvantage.gov.

• Items will take longer to reach overseas locations.

• If you need delivery sooner, please contact the National Customer Service Center (NCSC)
• Most of the furniture and furnishing items are priced as **FOB Destination** so there will be no additional freight charges.

• However, 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 $5.00 per line item will also be added to your bill.

*Tip: Because some furniture items are very heavy, providing point of contact and phone numbers for both the buyer and at delivery location will help prevent costly delivery issues.*
• **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).

• Customers may arrange for inside delivery or additional services when they need freight delivered beyond their loading docks, at an extra cost.

• These rates may be predicated on established contract pricing or may need to be 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.
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.
GSA Global Supply™

GETTING STARTED
• 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 Staff in forward deployed environments to support your needs:

- Europe/Africa/Middle East (3)
- Japan & Okinawa (1 each)
- Korea
- Guam

- Also onsite with DLA Joint Logistics Operations Center

For the most up-to-date contact details:
http://www.gsa.gov/globalsupplyoconus
Getting Started

• Select from color brochures of every NSN furniture product line with ordering information - www.gsa.gov/furnitureensn

• Obtain pricing and complete your order on GSA Global Supply www.gsaglobalsupply.gsa.gov or GSAAAdvantage! www.gsaadvantage.gov ordering sites

• Contact the National Customer Service Center (NCSC) ncsccustomer.service@gsa.gov or Phone 800-488-3111 for any requisition related matter.

• Need hands-on assistance navigating GSA’s ordering sites? Find your local Customer Service Director.