

FSSI OS4: Best-in-Class Solution for Office Products and Services



Introduction to the OS4 Solution

GSA's latest solution for office supplies and services, Office Supplies Fourth Generation (OS4), is available through the Multiple Award Schedules (MAS) program under two Special Item Numbers (SINs):

- ❖ SIN 339940OS4 (formerly SIN 75 220) – Enhanced SIN for Office Products and Services
- ❖ SIN 339940OVER (formerly SIN 75 280) – Enhanced SIN for Overseas Office Products and Services

As the newest generation of the Federal Strategic Sourcing Initiative (FSSI) OS solution, OS4 incorporates all of the features of Best-in-Class FSSI OS3 while integrating the robust structure of the MAS. All of the lessons we learned from OS3 have contributed to the creation of OS4. This fresh solution, which was designed to benefit our customers and industry partners, combines the attributes of MAS and OS3 into a single acquisition solution that reduces contract duplication and improves efficiencies. We believe this single acquisition solution will result in increased market share, reduced spend outside of the program, and improved customer satisfaction.

OS4 aims to:

- ❖ Create opportunities for small businesses
- ❖ Enhance controls against gray- and black-market abuses
- ❖ Improve compliance with Trade Agreements Act and other regulations
- ❖ Establish a trusted marketplace with good pricing and strong oversight
- ❖ Maximize efficiencies and effectiveness in contract administration
- ❖ Support agencies in meeting socioeconomic goals
- ❖ Increase the competitive marketplace to drive cost savings

Visit [GSAAdvantage!](#)® or FedMall online to find and compare a wide array of products at discounted prices. Order directly from the contractors or via [GSAAdvantage!](#) or FedMall, using a GSA SmartPay® card, and obtain point-of-sale discounts automatically.



Benefits of the OS4 Solution

On September 3, 2019, the Office of Management and Budget, with the support of the Government-wide Category Management Program Management Office, announced the designation of OS4 as “Best-in-Class” (BIC). This designation is a critical part of the Office Management Category Plan, which focuses on customer-centric tools, efficient supplier relationships, attention to socioeconomic goals, and best practices in governmentwide category management.



The OS4 contracts are a streamlined, seamless way to purchase office supplies while fully complying with the Trade Agreements Act. The OS4 solution also provides environmentally sustainable purchasing options, is friendly to small businesses, and offers flexible delivery, product variety, and significant savings. The collective ongoing purchasing by customer agencies continually drives down prices, truly leveraging the government’s buying power.

OS4 cuts costs, reduces price variability, and increases efficiencies by buying everyday supplies such as pens, paper, and printing items from a list of contractors with negotiated low prices. In fact, OS4 builds on the success of OS3 by delivering even lower prices – on average, 15 percent!

OS4 benefits include:

- ❖ Ensuring compliance with applicable regulations, including the AbilityOne Program, sustainable purchasing requirements, and the Trade Agreements Act
- ❖ Fostering markets for environmentally sustainable products by offering items with various sustainable attributes
- ❖ Simplifying data collection and enhancing transparency by enabling agencies to better manage spend and measure cost avoidance
- ❖ Hosting a wide variety of contractors in all socioeconomic representations
- ❖ Providing ease of ordering with multiple options: GSAAdvantage!, FedMall, or direct from the contractor

Ordering Is Simple

To access OS4 products, go to www.gsaadvantage.gov and select the “Office Supplies & Equipment – FSSI” link on the left side of the page. If you want environmentally sustainable office supplies, you can find all available items under various environmental attributes within this aisle. You can also select a contractor according to small-business preference group. Simply select the products and quantities you want, add them to your cart, and proceed to checkout. For orders under the micropurchase threshold, you can choose to order from one company and get all your supplies in one shipment or order from a variety of companies and get multiple shipments – it’s totally up to you. For orders above the micropurchase threshold, please follow the procedures in FAR 8.405-1(c). Also, during checkout, choose from a variety of delivery options – delivery within four business days is standard.

For More Information

To find current OS4 awardees, visit <https://www.gsa.gov/os4>.

For more-detailed information on the MAS and OS4, please visit <https://www.gsa.gov/buying-selling/purchasing-programs/federal-strategic-sourcing-initiative/federal-strategic-sourcing-initiative-for-office-supplies-fourth-generation-fssi-os4> or contact any of the following:

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FSSI OS4 program

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