



U.S. General Services Administration

# **Purchasing Guide For the Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Third Generation (OS3)**

August, 2017



## Document Overview

- Overview
- Ordering Procedures
- How to Buy FSSI OS3 Products
- Points of Contact



## FSSI OS3 Overview

- Twenty-three FSSI OS3 IDIQ (Indefinite Delivery Indefinite Quantity) contracts have been awarded
- Same scope as OS2, but since OS3 is an IDIQ, it does not use Schedule Item Numbers (SINs) but instead uses Contract Line Items (CLINs)
- Twenty-two of the twenty-three awards to small businesses
  - Vendors divided into 4 groups servicing the following categories: full catalog, paper, toner/ink, and full catalog with additional features (including in-store and express delivery)
  - Leveraging “dynamic pricing” and a tier discount structure, OS3 offers competitive pricing across the entire OS space
- On-ramping opportunities for small businesses during specified open seasons to maintain competition



## OS3 Vendors

### CLIN 0001 Full Catalog

- Capitol Supply
- Crimson Imaging
- Noble Supply & Logistics
- TSRC
- Document Imaging Dimensions
- BahFed Corp
- MyOfficeProducts
- Premier & Companies
- EZ Print Supplies
- Jacobs Gardner Supply Co
- Capstone Office Products
- MJL Enterprises
- Pacific Ink, Inc.
- Shelby Distributions, Inc.

### CLIN 0002 Paper

- Metro Office Products
- CompuPro Global
- Point Nationwide, LLC

### CLIN 0003 Toner

- Access Products
- New Century Imaging
- ABM Federal Sales
- ASE Direct
- Alliance Micro

### CLIN 0004 On The Go (Full Catalog)

- Office Depot



## OS3 Goals

- Achieve savings (tier discount structure)
- Capture data
- Enable achievement of socio-economic goals
  - Approximately 90% of Government spend is projected to go to SB in OS3
- Drive compliance with mandates, acts, orders
- Make green products available and easy to purchase
- Conform with Agency business practices
- Be easy to use



## OS3 Discounts

- OS3 Cumulative Volume Discount Tiers
  - Price variance reductions are triggered based on Contractor's cumulative OS3 volume
    - Price variance reductions are triggered at \$10M, \$25M, \$50M, \$75M, and \$100M
- OS3 Delivery Order size 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 contractor



## **Ordering Procedure For Orders At Or Below the Micro Purchase Threshold (\$3,000)**

- Attempt to distribute orders among multiple OS3 contractors
  - Order minimums are currently \$100, but some vendors may have lower minimums
  - Smaller orders may be placed with some vendors by contacting the vendor directly, but a small fee may be incurred
- As part of the government's sustainable ("green") mandates, place larger orders to reduce the number of deliveries and transactions



## **What If the Office Supply I want to buy is not on OS3?**

- In general, the OS3 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 OS3, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13514)
- We recommend purchasing an item that is a “close second” to the office supply you are intending to buy





## **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



## Orders Exceeding Micro-Purchase Threshold (\$3,500 to \$150,000)

- Orders exceeding Micro-Purchase threshold must offer fair opportunity: Consider using GSA Reverse Auction. Reference FAR 16.505(b)
    - (b) Orders under multiple-award contracts—
      - (1) Fair opportunity.
        - (i) The contracting officer must provide each awardee a fair opportunity to be considered for each order exceeding \$3,000 issued under multiple delivery-order contracts or multiple task-order contracts, except as provided for in paragraph (b)(2) of this section.
- \*See FAR 16.505(b) for further guidance regarding the fair opportunity process, including exception to the fair opportunity process.



## **Orders exceeding Maximum order threshold over \$150,000**

- Must provide fair opportunity to all OS3 vendors
- Encouraged to use GSA's E-Buy system or a reverse auction
- Consult FAR part 16.505(b) for more information



## Orders exceeding \$5 million

- Must provide fair opportunity to all OS3 vendors
- Encouraged to use GSA's E-Buy system or a reverse auction
- Consult FAR part 16.505(b) for more information



## ReverseAuctions<sup>SM</sup> through GSA eBuy

- With ReverseAuctions<sup>SM</sup>, OS vendors compete one-on-one for agency business. Through [www.reverseauctions.gsa.gov](http://www.reverseauctions.gsa.gov), authorized ordering activity personnel submit a solicitation, then contractors under OS3 can submit bids that compete off of each other's submitted pricing.
- An award can then be made to the lowest bidder if it meets the solicitation's terms and conditions and is technically acceptable. Ordering activity personnel will need a valid GSA eBuy user name and password to use this site.
- Training is available



## Tax Exemption

- Purchases on behalf of the Federal Government are exempt from most taxes
- In accordance with FAR 52.212-4, Taxes, the contract price includes all applicable Federal, State and local taxes



## **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!***





## Steps to Ordering From GSA Advantage!

1. Go to <https://www.gsaadvantage.gov>
2. Log in using your username and password
3. Back at the home page click on “Office Supplies & Equipment FSSI” in the left hand column under “Products”
4. Locate the OS3 search bar in the middle of the OS3 page
5. Begin search!
6. Add items to your cart and check out with your appropriate method of payment

\*For additional information please see the GSA Advantage Purchasing Guide for OS3



## **Delivery or Service Issues? Contact National Customer Service Centers (NCSC)**

1. Phone: (800) 488-3111
2. Email: [mashelpdesk@gsa.gov](mailto:mashelpdesk@gsa.gov)



## Other Purchasing Channels Available

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

*However, GSA Advantage! Is the simplest to use and best for tracking agency spend!*



## Information Sources

- <http://www.strategicsourcing.gov>
  - Agency guidance documents
  - How-to videos (coming soon)
  - OS3 and agency performance reports (ETA Q2 2015)
- <http://www.gsa.gov/os3>
  - 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 OS3 Program Team**

Feel free to contact us!

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