Federal Strategic Sourcing Initiative (FSSI) for Office Supplies Fourth Generation (OS4) 
We will begin at 2:05pm. 

January 2022
Meeting Agenda

• GSA /OS4 Overview
• Ordering Procedures
• Setting up a BPA
• GSAAAdvantage & Ebuy
• Points of Contact
General Services Administration

- **Public Buildings Service (PBS)** - Responsible for the construction and maintenance of federal buildings. Secures office space for federal agencies in government-owned or commercial buildings.

- **Federal Acquisition Service (FAS)** - Responsible for providing logistical, travel, vehicle leasing and acquisition solutions to government entities.
We are located in GSA’s Region 2 Northeast and Caribbean Region.

This webinar provides detailed information and training on how to order supplies through the FSSI OS4 Purchase Channel.

*For more information please contact: fssi.officesupplies@gsa.gov.
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GSA Region 2
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212-264-0359 (office)

(for CLPs (certificates), FSSI Presentation)
GSA Vision (FAS)

To operate a customer-focused enterprise dedicated to achieving acquisition effectiveness, efficiency and compliance, resulting in significant financial benefit for taxpayers through reduced costs of acquiring goods and service.
What We Do

Provide Customer Relationship and Marketing support to internal and external customers, build brand recognition and increase visibility.
How We Get the Word Out

- Training Sessions
- Virtual Meetings
- Office Hours
Why We Do What We Do

CASE (Office of Customer and Stakeholder Engagement) is responsible for providing a “human touch” to the acquisition process, working in cooperation with all of the other GSA Divisions to promote customer loyalty and increase utilization.
FSSI OVERVIEW
FSSI OS4 Overview

- OS4 consists of two SINs: 339940OS4 and 339940OVER.
  - 339940OS4 is an Office Supplies and Services solution.
  - 339940OVER is an Overseas solution with direct delivery.
- Both SINs are continuously open to new offers.
- A list of current contractors can be found at [www.gsa.gov/os4](http://www.gsa.gov/os4).
<table>
<thead>
<tr>
<th>Vendors</th>
<th>Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>10GFEDSUPPLY, LLC</td>
<td>MYRIAD GREEYN LLC</td>
</tr>
<tr>
<td>ACCESS PRODUCTS, INC</td>
<td>NEW CENTURY IMAGING, INC.</td>
</tr>
<tr>
<td>ALL-CITI TONER INC.</td>
<td>NORTHEAST OFFICE SUPPLY COMPANY, LLC</td>
</tr>
<tr>
<td>AMERISYS, INC.</td>
<td>OFFICE DEPOT INC.</td>
</tr>
<tr>
<td>ASE DIRECT, INC.</td>
<td>PACIFIC INK, INC.</td>
</tr>
<tr>
<td>AUTOMATION AIDS, INC.</td>
<td>PACIFIC NORTHWEST BUSINESS PRODUCTS, INC.</td>
</tr>
<tr>
<td>BALL OFFICE PRODUCTS, LLC</td>
<td>PACIFIC OFFICE SOLUTIONS, LLC</td>
</tr>
<tr>
<td>BLUEBAY OFFICE INC</td>
<td>PASHUPATI, LTD.</td>
</tr>
<tr>
<td>CAPSTONE OFFICE PRODUCTS, LLC</td>
<td>PERFECT OUTPUT, LLC</td>
</tr>
<tr>
<td>CARTRIDGE SAVERS, INC.</td>
<td>SHELBY DISTRIBUTIONS INC.</td>
</tr>
<tr>
<td>DOCUMENT IMAGING DIMENSIONS INC.</td>
<td>SITA BUSINESS SYSTEMS, INC.</td>
</tr>
<tr>
<td>EME SOLUTIONS, INC</td>
<td>STAPLES, INC.</td>
</tr>
<tr>
<td>ENTERPRISE TECHNOLOGY SOLUTIONS, INC.</td>
<td>STERILE SERVICES CO.</td>
</tr>
<tr>
<td>GOVERNMENT OFFICE TECHNOLOGIES LLC</td>
<td>STERLING BUSINESS MACHINES, INC.</td>
</tr>
<tr>
<td>JACOBS GARDNER SUPPLY CO., INC.</td>
<td>TERA CONSULTING INC.</td>
</tr>
<tr>
<td>L C INDUSTRIES INC.</td>
<td>THE OFFICE GROUP INC.</td>
</tr>
<tr>
<td>MINTON-JONES COMPANY</td>
<td>WEC SYS LLC</td>
</tr>
<tr>
<td>MONO MACHINES LLC</td>
<td>ZAPOPAN BUSINESS GROUP LLC</td>
</tr>
</tbody>
</table>
OS4 Solution Vendors

The list is updated frequently. For the updated list of vendors, please see GSA eLibrary.

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.
- **Max order amount increased from $150k to $250k per order** (for new SINs)
OS4 Goals

- Achieve savings Capture data
- Enable achievement of socio-economic goals
  - Increase SB usage by 5%
- Drive compliance with mandates & regulations
- Make green products available and easy to purchase
- Conform with Agency business practices
- Be easy to use
OS4 Discounts

- OS4 Delivery Order size discounts
  - Consolidate orders and save as discounts are triggered on individual orders starting at $25.00 for some vendors
  - Discounts for some vendors start at $300
  - 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

• Attempt to distribute orders among multiple OS4 contractors
  • Order minimums are currently up to $100, but some vendors may have lower minimums
  • Smaller orders may be placed, but a small convenience 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 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 a similar item to the office supply you are intending to buy
Can I order directly from an OS4 vendor?

- You are encouraged to use GSA Advantage.
- You may order direct from vendors, but ensure that it is the same item on the OS4 contract prior to ordering.
- If you order an OS4 item directly from the vendor with your purchase card, you will get the OS4 pricing.
Order Using GSA Global Supply Website

The overall goal is to provide Government with a fast and efficient way for Federal agencies to requisition for Office Supplies and commodities at discounted prices with prompt, cost effective delivery and effective customer service.
Search Results

Found 1 product for 7510015104866

SUGGESTED CATEGORIES

- Green items (1)
- Binders - Ring (1)

SEARCH RESULTS

<table>
<thead>
<tr>
<th>NSN/Mfr Part #/Product</th>
<th>Price/Delivery</th>
<th>Qty</th>
<th>Photo</th>
</tr>
</thead>
<tbody>
<tr>
<td>7510-01-510-4866</td>
<td>$7.23 EA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Ring View Binder</td>
<td>7 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White, Capacity: 3&quot;</td>
<td>GSA Global Supply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard rigid three-ring binder with clear overlay for insert on front cover to customize binder. Accommodates 8-1/2 x 11&quot; sheets.</td>
<td>NIB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

More "Refine" Options
FSSI OS4 Requisition Channel

- BPAs Awarded to 6 Small Businesses to include SDVOSB and Women Own Small Business

- Broken down into 3 categories/CLINs - General Office Supplies, Paper Products, and Toner Cartridges
FSSI OS4 Requisition Channel

- East Coast/West Coast Fulfillment for NSNs and Part Number Requisitions
- 3-4 days ARO; No minimum order amount
What if my order doesn’t meet the minimum purchasing requirement?

- The minimum purchasing amount is currently up to $100 (may be lower depending on vendor)
- We recommend that you pool together other purchases in your office using the "Park Cart" feature on GSA Advantage
What if my order doesn’t meet the minimum purchasing requirement?

- 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

- Orders exceeding Micro-Purchase threshold must be placed with the schedule contractor that can provide the supply or service that represents the best value. Reference FAR 8.405-1(c)
Orders Exceeding Micro-Purchase Threshold

(1) Consider reasonably available information about the supply or service offered under MAS contracts by surveying at least three schedule contractors through the GSA Advantage! online shopping service, by reviewing the catalogs or price lists of at least three schedule contractors, or by requesting quotations from at least three schedule contractors (see 8.405-5)
Orders Exceeding Micro-Purchase Threshold

(2) Document the circumstances for restricting consideration to fewer than Three Schedule Contractors based on one of the reasons at 8.405-6(a)
Orders exceeding the Simplified Acquisition Threshold

- Must be placed on a competitive basis (unless waiver applies)
- Issue RFQ with description of the supplies and basis the selection will be made
- Post the RFQ on e-Buy
- Consult FAR 8.405-1 for more information
Establishing BPAs on OS4

- In accordance with Federal Acquisition Regulation (FAR) 8.405-3, ordering activities may establish Blanket Purchase Agreements (BPAs) under any GSA Schedule contract. GSA Schedules simplify the filling of recurring needs for supplies and services, while leveraging ordering activities’ buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.
Establishing BPAs on OS4

- To establish BPAs, ordering activities evaluate different contractors on Schedule for a particular category of supply or service, then establish an ongoing agreement for repetitive orders from the selected contractor.
Benefits of BPAs

- Convenience, efficiency, and reduced costs
- Eliminate contracting and open market costs including the search for sources, the need to prepare solicitations, and the requirement to synopsize the acquisition
Benefits of BPAs

- Provide opportunities to negotiate improved discounts
- Satisfy recurring requirements
Benefits of BPAs

- **Reduce** administrative costs by eliminating repetitive acquisition efforts
- **Permit** ordering activities to leverage buying power through volume purchasing
- **Enable** ordering activities streamlined ordering procedures
- **Reduce** procurement lead time
Tax Exemption

- Purchases on behalf of the Federal Government are exempt from most taxes
- In accordance with clause 552.212-4(k), 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
Why order through GSA Advantage!

- Quantity discount pricing
- Park Cart feature
- Varied shipping options
Access GSA Advantage! Online
https://www.gsaadvantage.gov

Select Login, or Register if you have not yet done so.
Login to GSA Advantage!

Sign In

**Email Address**
Please enter your Email Address

**Password**

Remember me

Sign In

Need help signing in?
Access the FSSI Office Supply Items

Browse Categories

**PRODUCTS**
- Building & Industrial
- Electronics & Technology
- Facilities & Supplies
- Furniture & Furnishings
- Janitorial & Sanitation Supplies FSSI (BIC)
- Law Enforcement, Fire & Security
- Maintenance, Repair & Operations FSSI (BIC)
- Office Equipment
- Office Supplies
- Office Supplies & Equipment FSSI (BIC)
- Scientific & Medical
- Tools, Paint & Recreational
- Vehicles & Equipment

**SERVICES**
- About Buying Services
- Energy Services
- Environmental Services

Categories appear on the left hand side of the main page. 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 typing it into the FSSI search bar and clicking **Select this filter** for one or more categories and selecting **Search**.
Browse the search results to find what you want

Review the Search Results by your most important criteria: Most Relevant (default option), Product Name, NSN/mfr. Part number, Manufacturer Name, Price – High to Low, or Price – Low to High. Or use Refine By drop-downs in the left column to filter by Sources, Socio-economic, Green, etc.
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.
Select the product you want to buy

Enter your desired quantity and select **Add to Cart**.
Review your order + Checkout

Option 1: Select **Checkout** to finalize your order.
Pay for your order

Select your **Shipping Time** and, if desired, **Additional Shipping Options**.
Pay for your order

Select **Continue** to enter your payment information.
Pay for your order

If you need to add/change your payment method, click Change Payment Information.
Pay for your order

Click **New Purchase Card** or **DoDAAC**, enter the information that populates, click **Add payment**, and then click **Continue**.
Shipping your order

If you need to add/change your Shipping Address click here.
Confirm and process your order

Review your order and select **Process Order**.
Review your order + Park Cart

Option 2: Take advantage of economies-of-scale pricing by selecting Park Cart to allow your colleagues to add items to your cart, or to return at a later date to consolidate your order.
Parked Cart

Enter a **Cart Name** and then click **Park Cart**.

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### Cart Information

- **Cart Name:**
- **Cart Password:** (optional)
- **Park Cart**

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### Your Current Parked Carts

<table>
<thead>
<tr>
<th>Cart #</th>
<th>Cart Name</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>5332320</td>
<td>Cart 1</td>
<td>03/27/2020</td>
</tr>
</tbody>
</table>
Parked Cart

Click on the Cart Name for Cart details or to forward it.

To retrieve a cart someone sent you, click Retrieve Parked Cart.

(You can also get to this screen at any time using the “My Account” drop-down at the top of the site)

<table>
<thead>
<tr>
<th>Cart #</th>
<th>Cart Name</th>
<th>Last Updated</th>
<th>Password</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>5385182</td>
<td>The Cart</td>
<td>05/15/2020</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5332320</td>
<td>Cart 1</td>
<td>03/27/2020</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Parked Cart

The cart details appear on the right-hand side of the screen when you click on a cart. Here, you can view the contents, forward the cart, or add to it with additional shopping.
Forward a Cart

Parked Cart

Forward Cart  Cancel

Forward a Cart

Instructions:
Enter recipient email address(es) and message in the fields below. Multiple addresses must be separated by commas. (Ex. person1@gsa.gov, person2@gsa.gov).

Cart Number: 5385182
Cart Name: The Cart
Cart Password:
From: YOUR NAME
Subject: Shopping Cart from GSA Advantage
Recipient’s Email:

Message:
Alternative Search Option

Change filter on homepage.
Alternative Search Option
Select Office Supplies and Equipment FSSI from the dropdown.
OS4 Feature: Real Time Order Tracking

Once you have made an order, visit GSA Advantage homepage. Under **My Account**, select **Order Status and History**.
OS4 Feature: Real Time Order Tracking

Choose **View All Orders** (or other order search options on the page).
OS4 Feature: Real Time Order Tracking

View Order history and select the order you would like to track.
OS4 Feature: Real Time Order Tracking

Order information is available in real time.
Visit the GSA Advantage homepage. Under **My Account**, select “My Account.”
E-mail order updates

Scroll to the bottom of the profile page to Email Preferences, turn on status updates and “Consolidated.”
Summary of Steps to Ordering From GSA Advantage!

1. Go to [https://www.gsaadvantage.gov](https://www.gsaadvantage.gov)

1. Log in using your username and password

1. Back at the home page click on “Office Supplies & Equipment FSSI” in the left hand column under “Products”
Summary of Steps to Ordering From GSA Advantage!

4. Locate the search bar in the middle of the page

5. Begin search!

6. Add items to your cart and check out with your appropriate method of payment
Delivery or Service Issues? Contact National Customer Service Centers (NCSC)

Call: 1-800-488-3111
Email: ncsccustomer.service@gsa.gov
Hours of Operation:
Sunday 8:00 P.M. to Friday 8:30 P.M. CST
Other Purchasing Channels Available-
But why would you???

- Agency virtual stores
- Vendors websites
- FedMall
- Phone or directly with the vendor
- OS4 pricing for walk-in store customers

*GSA Advantage! is the simplest to use and best for tracking agency spend!*
GSA eBuy
(for orders over the micro-purchase threshold)
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.
eBuy Login

Select “Buyer” at the top left.

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.

Buyer Sign In

User ID

Password

Sign in

Trouble signing in?

Need to register?

Register for a User ID and Password
Click “Prepare an RFQ now”
Type “OS4” into the eBuy Search Bar
Requisitioning with GSA Global Supply
A Government to Government Wholesale Supply Source

● GSA Global Supply has already procured in-demand products on the government's behalf
  ○ Simple requisition between agencies.

● Satisfies all Federal Acquisition Regulation (FAR) requirements, including Trade Agreements Act policies, socio economic goals, AbilityOne mandates, executive orders and best overall competitive pricing.
Requisitioning with GSA Global Supply
A Government to Government Wholesale Supply Source

- Order via DoD Activity Address Code, Civilian Activity Address Code, Government Purchase Card, MILSTRIP/FEDSTRIP

- [http://www.GSAglobalsupply.gsa.gov](http://www.GSAglobalsupply.gsa.gov)
  - Phone: (800) 488-3111
  - DSN: 465-1416
  - Fax: 800-856-7057
Government Ordering Methods

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

● Links:
  ○ http://www.gsaAdvantage.gov
  ○ https://www.ebuy.gsa.gov/
  ○ http://www.GSAglobalsupply.gsa.gov
  ○ FedMall (this site requires CAC/PIV)
Information Sources

http://www.gsa.gov/OS4
  • List of all vendors with information
  • Ordering guide and links to purchasing websites

http://www.gsa.gov/csd
  • Find your local GSA Customer Service Director
Thank You from GSA’s Region 2 Federal Acquisition Service (FAS) CASE Business Development Training Team!

*For more information please Email: fssi.officesupplies@gsa.gov*