



**Frequently Asked Questions (FAQ sheet)  
Federal Strategic Sourcing Initiative  
Office Supply BPA's**

**1. Whom do I contact for more information?**

Questions on the Federal Strategic Sourcing Initiative Office Supplies BPA may be sent to [fssi.officesupplies@gsa.gov](mailto:fssi.officesupplies@gsa.gov). You may also contact Hassan Harris at 212-264-4784.

**2. What is a BPA?**

A GSA Multiple Award Schedule (MAS) Blanket Purchase Agreement (BPA) is a contracting vehicle that may be established by an agency, under any GSA Schedule contract, to enable agencies to fill their repetitive needs for supplies or services.

**3. What information is required to place delivery orders under the FSSI Office Supply BPA's?**

- (a) *Orders at or below the micro purchase threshold.* An ordering agency may place orders at or below the micro-purchase threshold (\$3000) with any BPA holder. An ordering agency should attempt to distribute orders at or below the micro-purchase threshold among all BPA holders.
- (b) *Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.* Ordering activities shall place orders with the schedule contractor that can provide the supplies that represents the best value. Before placing an order, an ordering activity shall consider reasonably available information about the supply offered under the BPA by surveying at least three BPA-holders through the DOD EMALL and *GSA Advantage!*® on-line shopping service, or by reviewing the catalogs or pricelists of at least three BPA-holders (see 8.405-5). In addition to price, when determining best value, the ordering activity may consider, among other factors, the following:
  - (1) Past performance
  - (2) Special features of the supply or service required for effective program performance
  - (3) Trade-in considerations
  - (4) Probable life of the item selected as compared with that of a comparable item
  - (5) Warranty considerations
  - (6) Maintenance availability
  - (7) Environmental and energy efficiency considerations
  - (8) Delivery terms

- (c) *Orders exceeding the maximum order threshold.* Each schedule contract has a maximum order threshold established on a SIN-by-SIN basis. Although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. In addition to following the procedures in paragraph (c) of this section and before placing an order that exceeds the maximum order threshold, ordering activities shall—
- (1) Review the pricelists of additional BPA-holders;
  - (2) Based upon the initial evaluation, seek price reductions from the BPA-holder(s) considered to offer the best value (see 8.404(d)); and
  - (3) After seeking price reductions (see 8.405-4), place the order with the BPA-holder that provides the best value. If further price reductions are not offered, an order may still be placed.
- (d) *Minimum documentation.* The ordering activity shall document—
- (1) The BPA-holders considered, noting the contractor from which the supply was purchased;
  - (2) A description of the supply or supplies purchased; and
  - (3) The amount paid.

#### **4. What about requirements to obtain competition?**

No competition is required on orders below the micro-purchase threshold, \$3000. On orders between the micro-purchase threshold level and maximum order threshold, the ordering procedures within these BPA's states that customer agencies must solicit at least three (3) vendor quotes. On orders exceeding maximum order threshold under SIN 75-200, although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. In addition before placing an order that exceeds the maximum order threshold an ordering activity shall review the pricelists of additional BPA holders.

#### **5. Why use the FSSI Office Supply BPA's ?**

The FSSI Office Supply BPA's will provide Federal Agencies with a variety of benefits and advantages compared with the process of ordering on an Open Market basis. One benefit is that a majority of the contractual terms and conditions are already contained in the GSA Schedule contracts and the BPA's, therefore an ordering activity would not need to expend the time and effort to negotiate new terms and conditions for each order. Terms and Conditions that are unique to a particular requirement may be included at the Task Order level provided that they do not conflict with the underlying Terms and Conditions of the basic GSA Schedule contract or BPA. BPA's eliminate much of the time and costs associated with the search for sources and the need to prepare solicitations. Additionally, Task Orders against these vehicles do not require the issuance of a synopsis. The FSSI Office Supply BPA's also:

- Provide for substantial discounts;

- Satisfy recurring requirements;
- Can reduce administrative efforts and costs by combining repetitive, individual orders and payments;
- Let customers obtain better value by leveraging buying power through volume purchasing;
- Allow for quicker turnarounds on orders

**7. Who may use these BPA's?**

All Federal Agencies are encouraged to use these BPA's.

**8. Are these BPA's mandatory?**

No, these BPA's are not mandatory.

**9. What can we say about the small business participation in these BPA's**

12 Office Supplies BPA, 11 Small businesses and 1 Large business