U.S. General Services Administration

Federal Strategic Sourcing Initiative for Office Supplies Fourth Generation

FSSI OS4

OCT 2023 – FY24

Meeting Agenda

- GSA / OS4 Overview
- Ordering Procedures
- Setting up a BPA
- GSA Advantage & eBuy
- Points of Contact

Customer Support

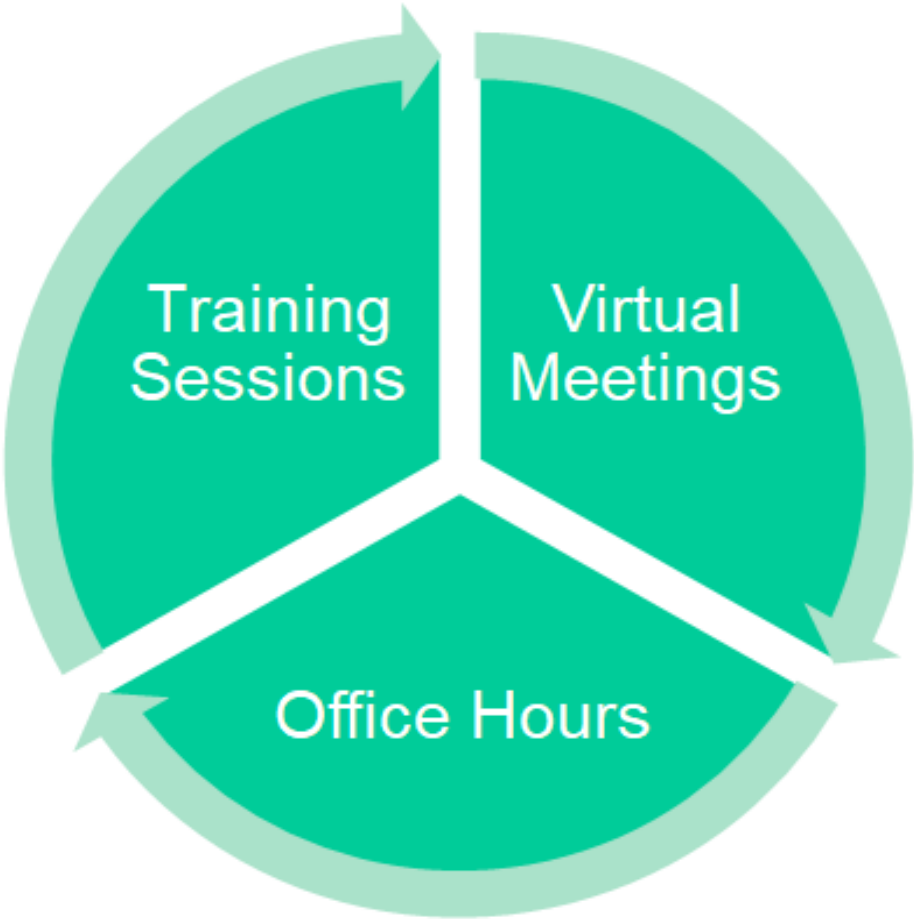
***For more information on FSSI OS4 please contact:**

fssi.officesupplies@gsa.gov

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



FSSI OS4 Overview

Best In Class (BIC) Contract Vehicle

FSSI OS4 Overview

- OS4 Categories

  - 339940OS4 is an Office Supplies and Services solution with more than 60 vendors.

  - 339940OVER is an Overseas solution to Europe with direct delivery. Noble Sales is the vendor.

- A list of current Contractors can be found at www.gsa.gov/os4 or in **GSA Library** https://www.gsaelibrary.gsa.gov/ElibMain/sinDetails.do?scheduleNumber=MAS&specialItemNumber=339940OS4&executeQuery=YES

OS4 Solution Vendors

Features (GSA Advantage!):

- Real time order status! – Find out where your order is.
- Convenience fees – No longer be limited by minimum orders – vendors will ship orders below minimum order amount for a shipping fee.

OS4 Benefits

- Achieve Savings by consolidating orders
- Enable achievement of socio-economic goals
- Drive compliance with mandates & regulations- Ensuring compliance with applicable regulations to include the AbilityOne program, Green mandates, and the Trade Agreement Act
- Providing point of sale compliance, ensuring that purchase card users automatically receive the OS4 price

OS4 Discounts

OS4 Delivery Order size discounts

- Consolidate orders and save as discounts 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

MAS Schedule Ordering Procedures
FAR 8.405-1

For supplies, and services not requiring a statement of work

- Up To Micropurchase ($10K): Place orders with any Schedule contractor.

- Micropurchase to Simplified Acq. Threshold (SAT) ($250K): Review the catalogs or prices in GSA Advantage! of at least three schedule contractors or request quotations from at least three schedule contractors

- Above SAT ($250K): Provide Request for Quote (RFQ) to as many contractors as practicable to reasonably ensure at least three quotes *received* OR use eBuy.

What if the office supply I want to buy is not on OS4?

- 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, Section 899)
- 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.

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 put together purchases in your office using the **"Park Cart"** feature on GSA Advantage!
- Develop a strategy to purchase more items less frequently, plan ahead, so that you are making larger purchases.
- Remember, order minimums result in added value: better prices and less shipping waste

Establishing Blanket Purchase Agreements (BPAs) on OS4

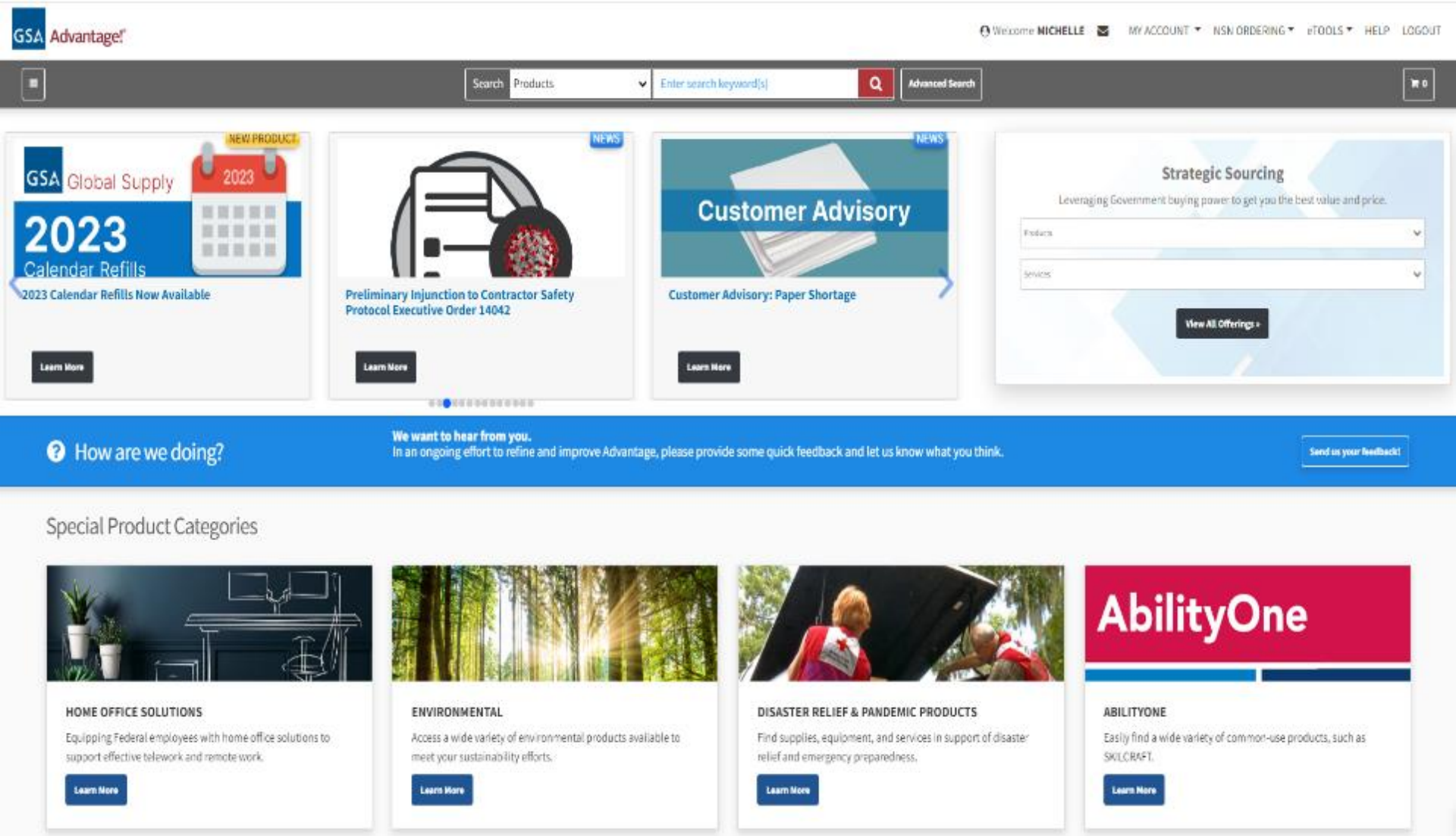
- A BPA is a simplified method of filling anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply

- Establishes terms applicable to future orders and does not obligate other funds

Benefits of BPAs

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

GSA *Advantage!*



GSA Advantage Phone: 877-472-3777
E-mail: GSA.Advantage@gsa.gov

Why order through **GSA*Advantage!***

- Step-by-step ordering guide available

  View the **Advantage Job Aid** (pdf) in the bottom.

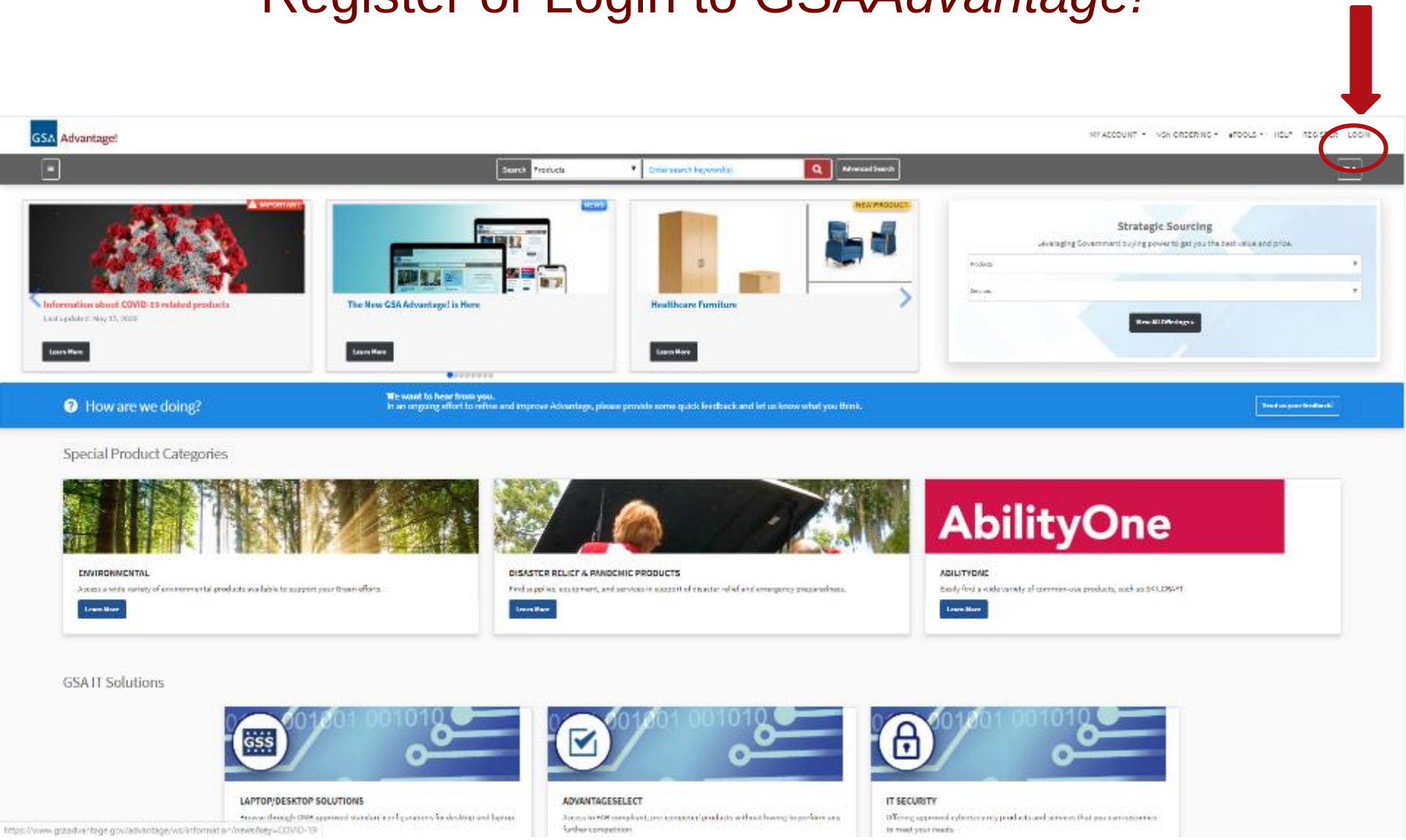
- Multiple ways to evaluate vendors, products, and pricing

- Filters to limit results to green items, small business vendors, toner, and AbilityOne products

Why order through GSA *Advantage!*

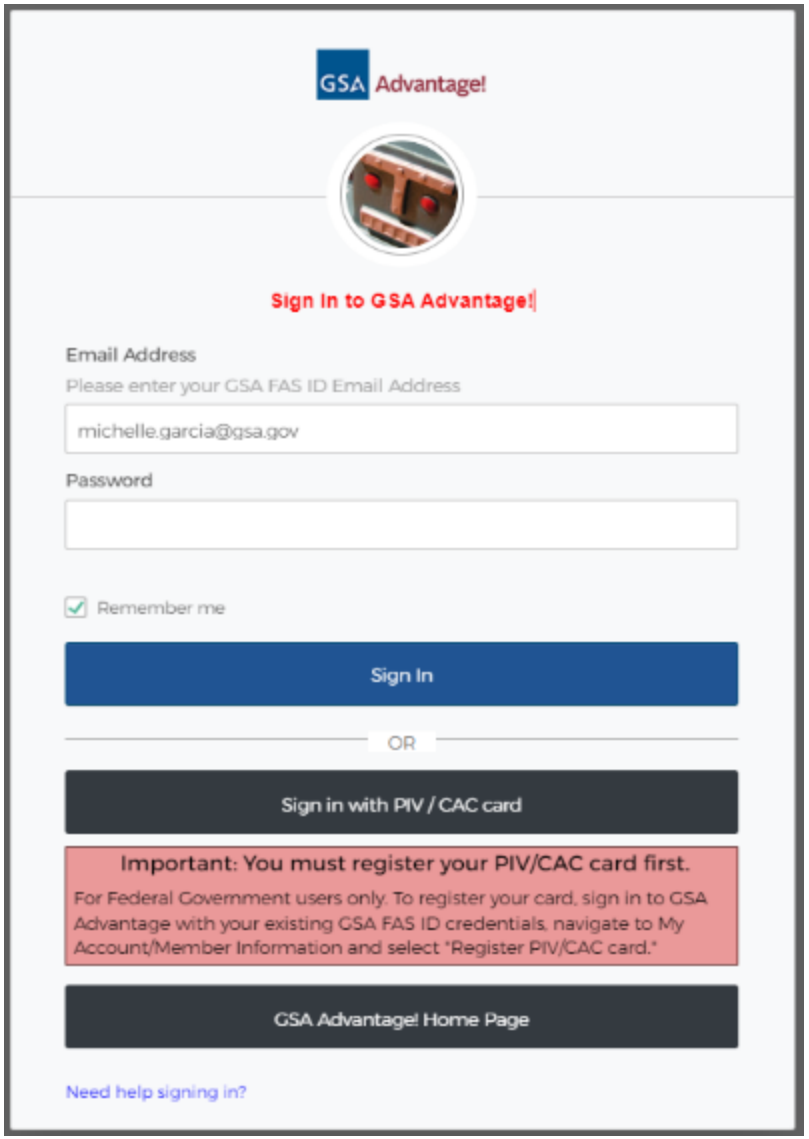
- Quantity discount pricing
- Park Cart feature
- Varied shipping options

Register or Login to GSA*Advantage!*

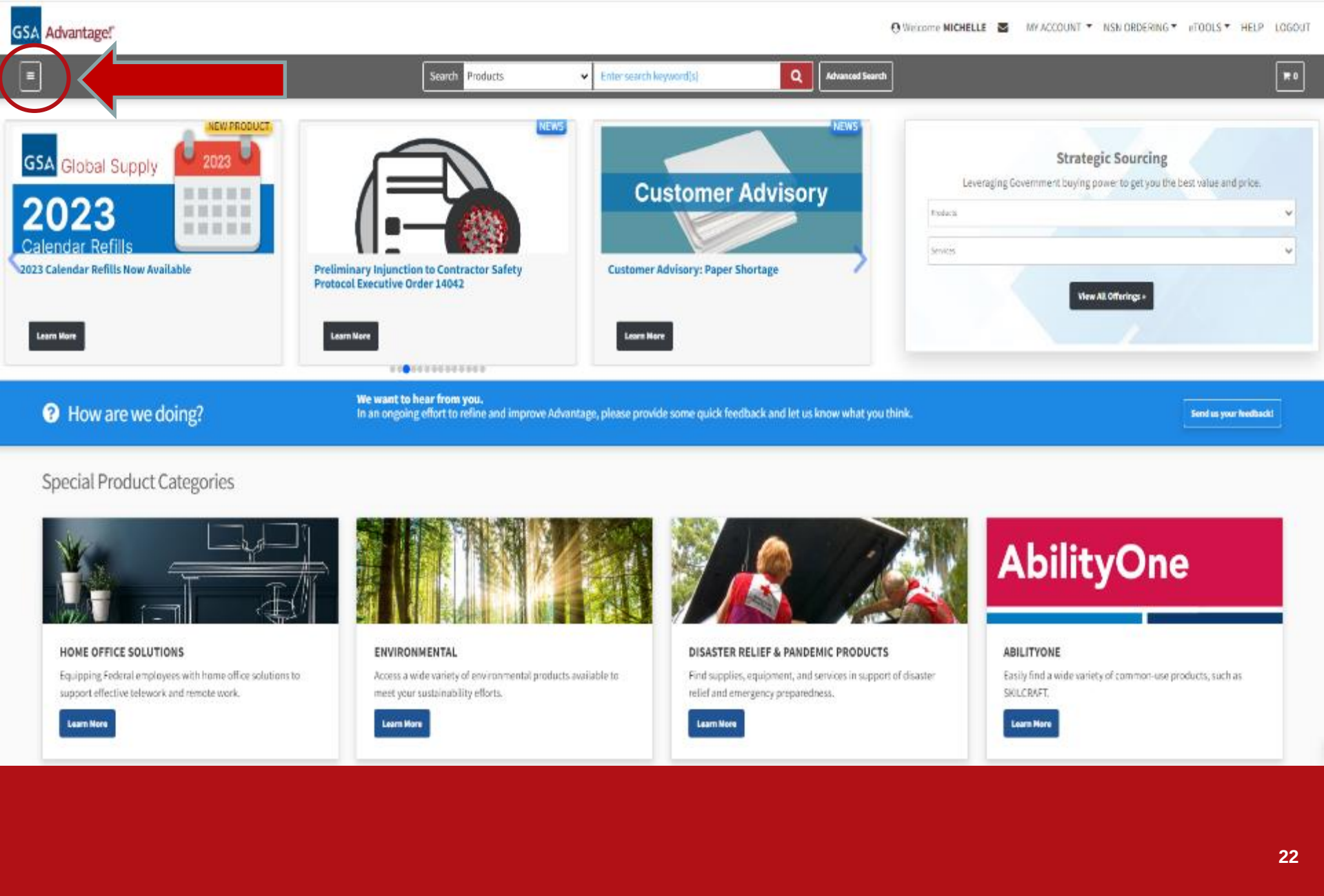


http://www.gsaadvantage.gov

Login to GSA*Advantage!*



Access the FSSI OS4 Office Supply Items



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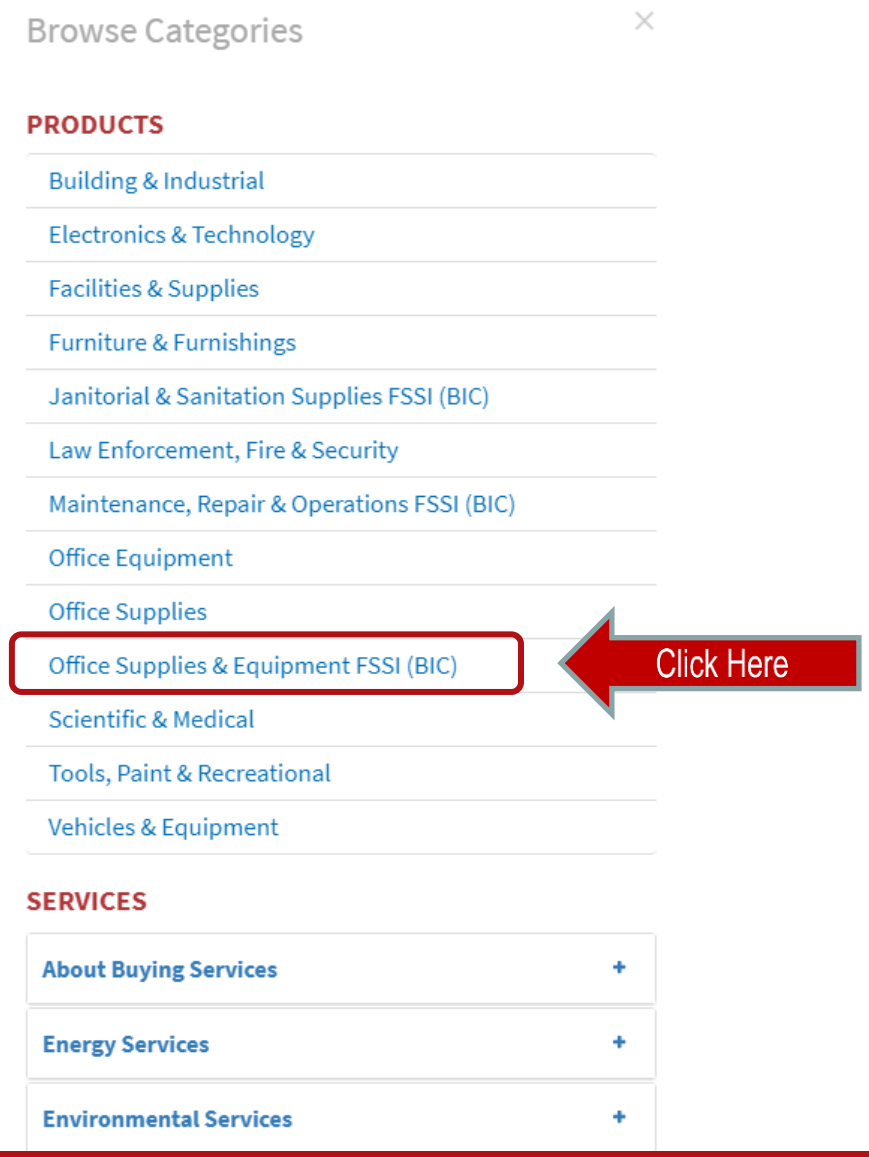
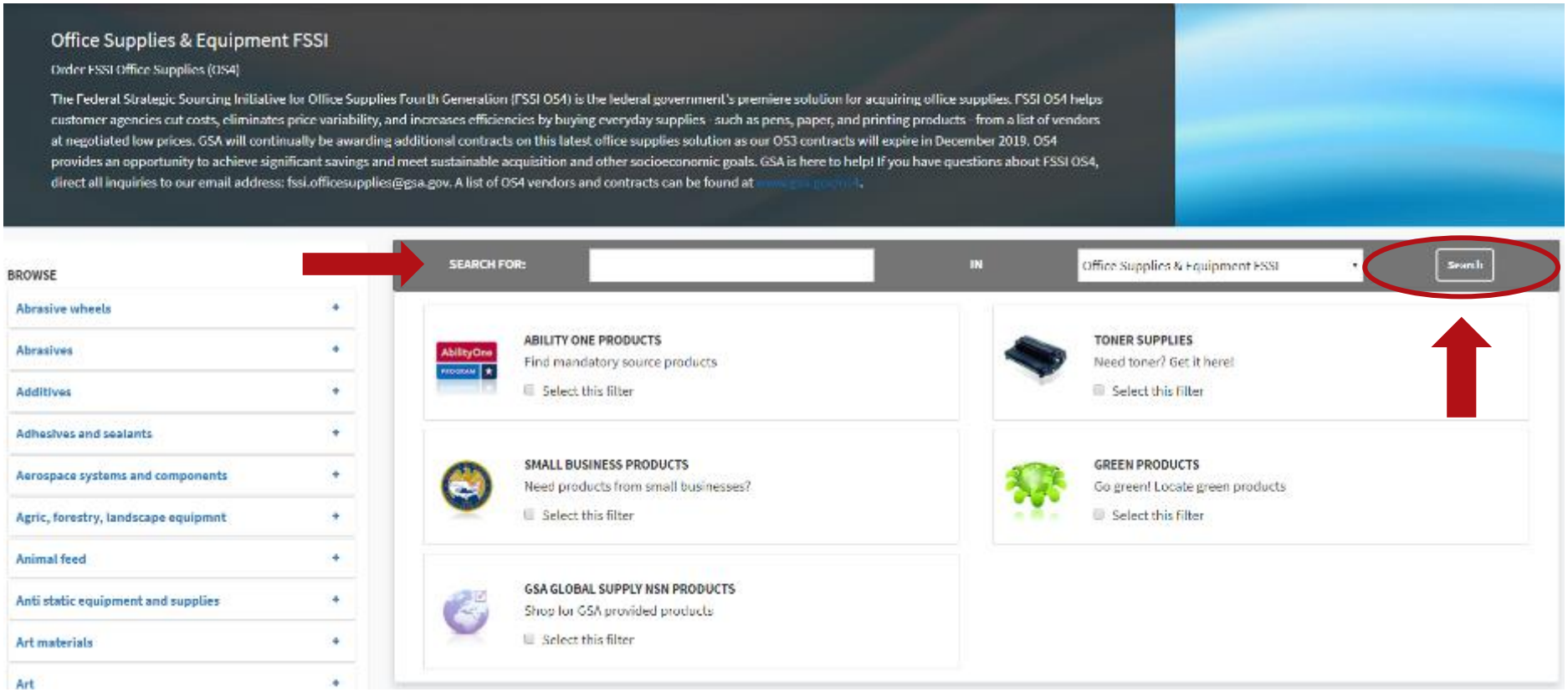


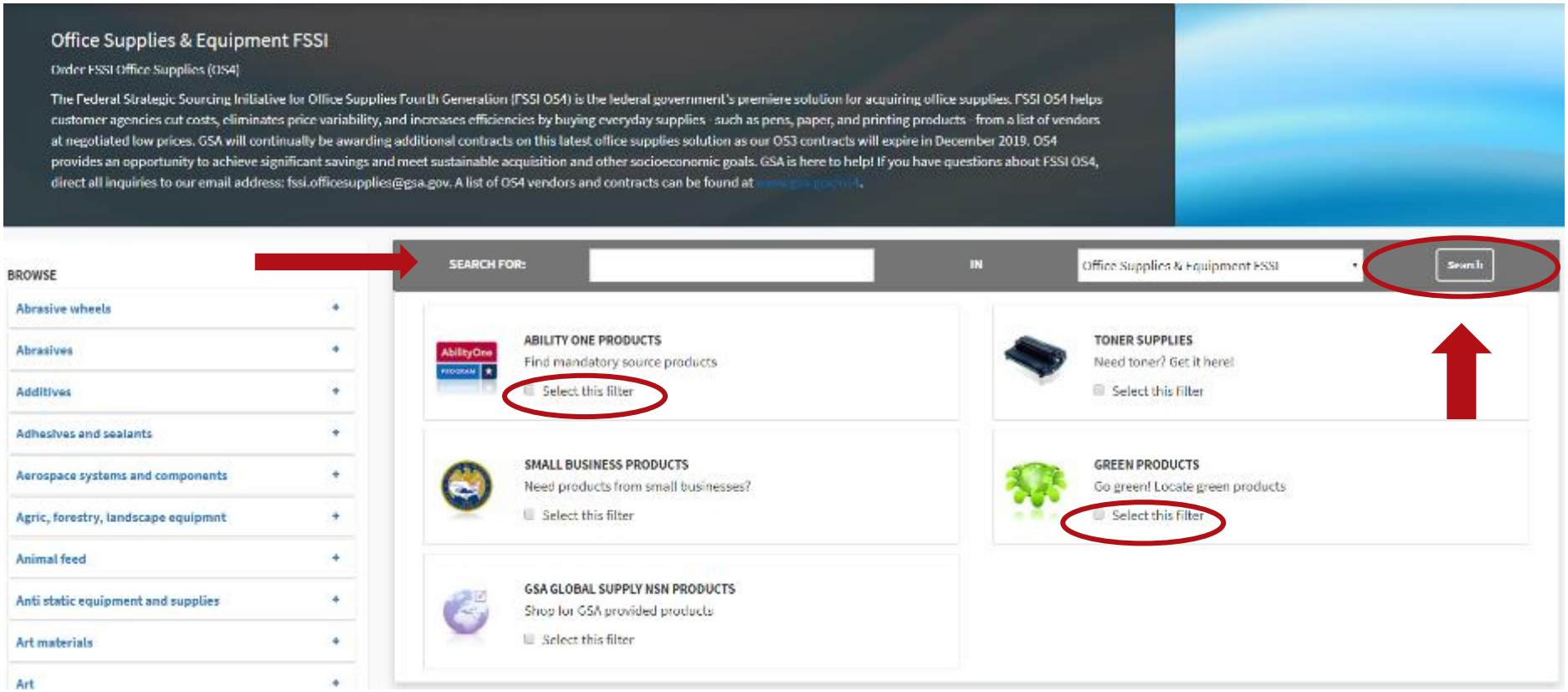
Find your desired product within the FSSI store

Option 1: Search for your product by typing it into the FSSI search bar

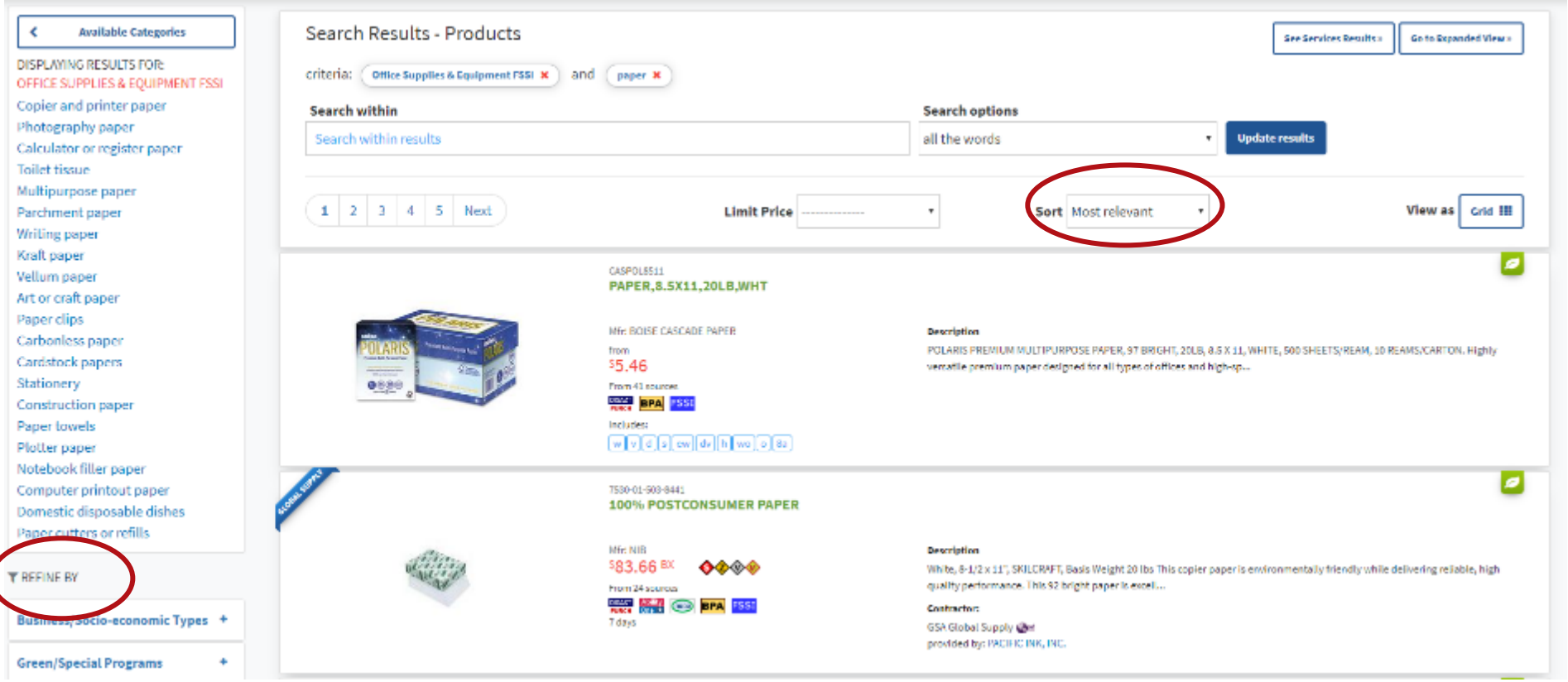


Find your desired product within the FSSI store

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.**

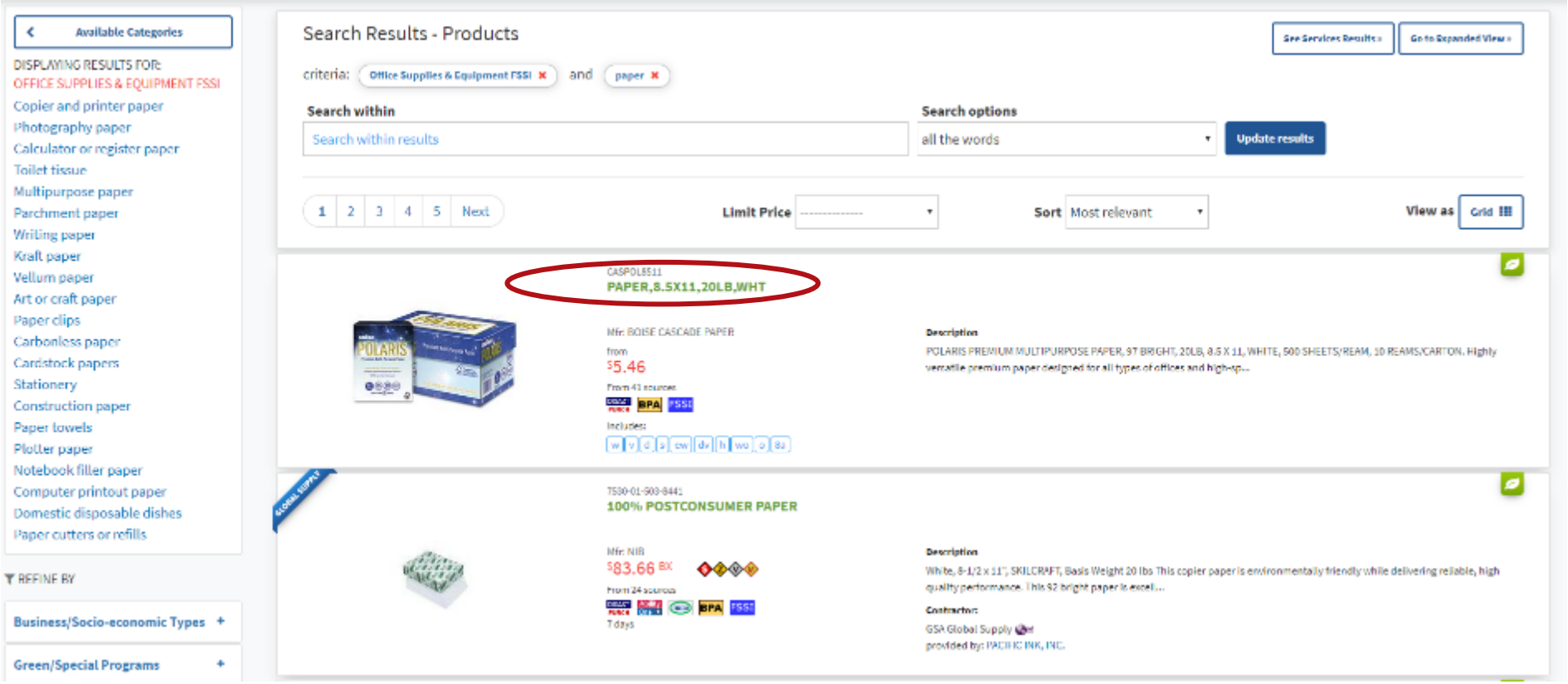


Browse the search results to find what you want



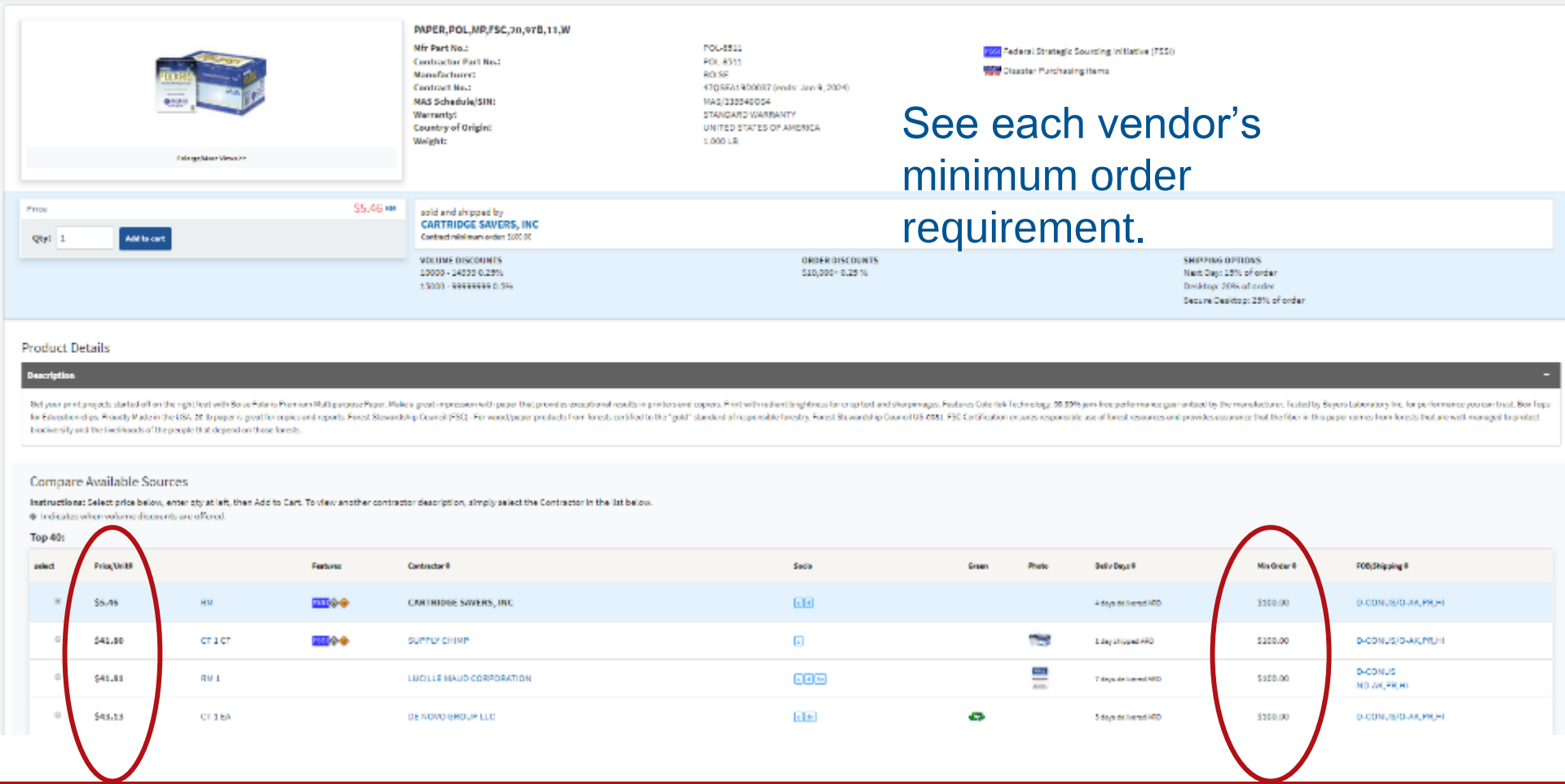
Browse the search results to find what you want

Click on the item name to select.



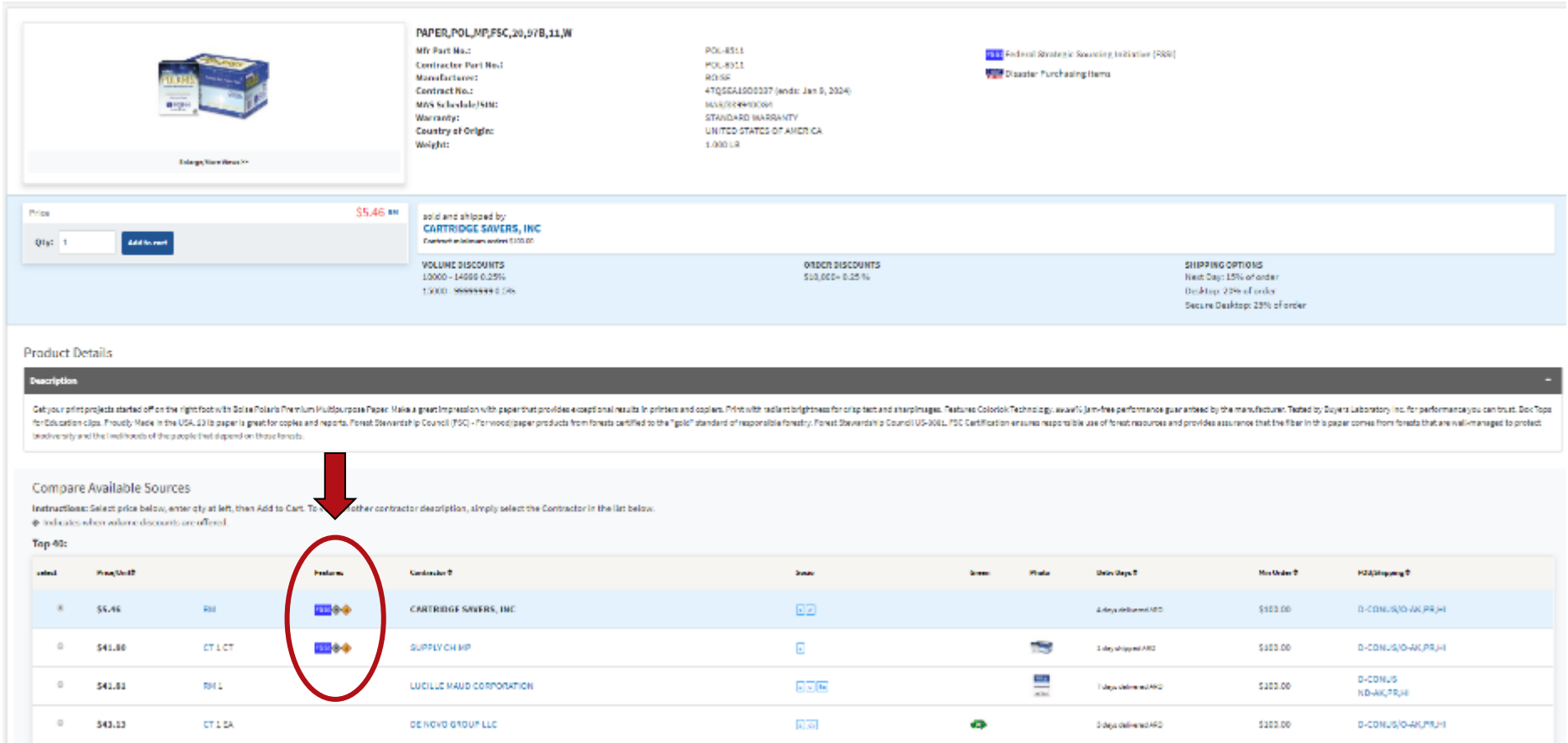
Select the product you want to buy

Socio-economic labels, and Minimum Order Requirements.



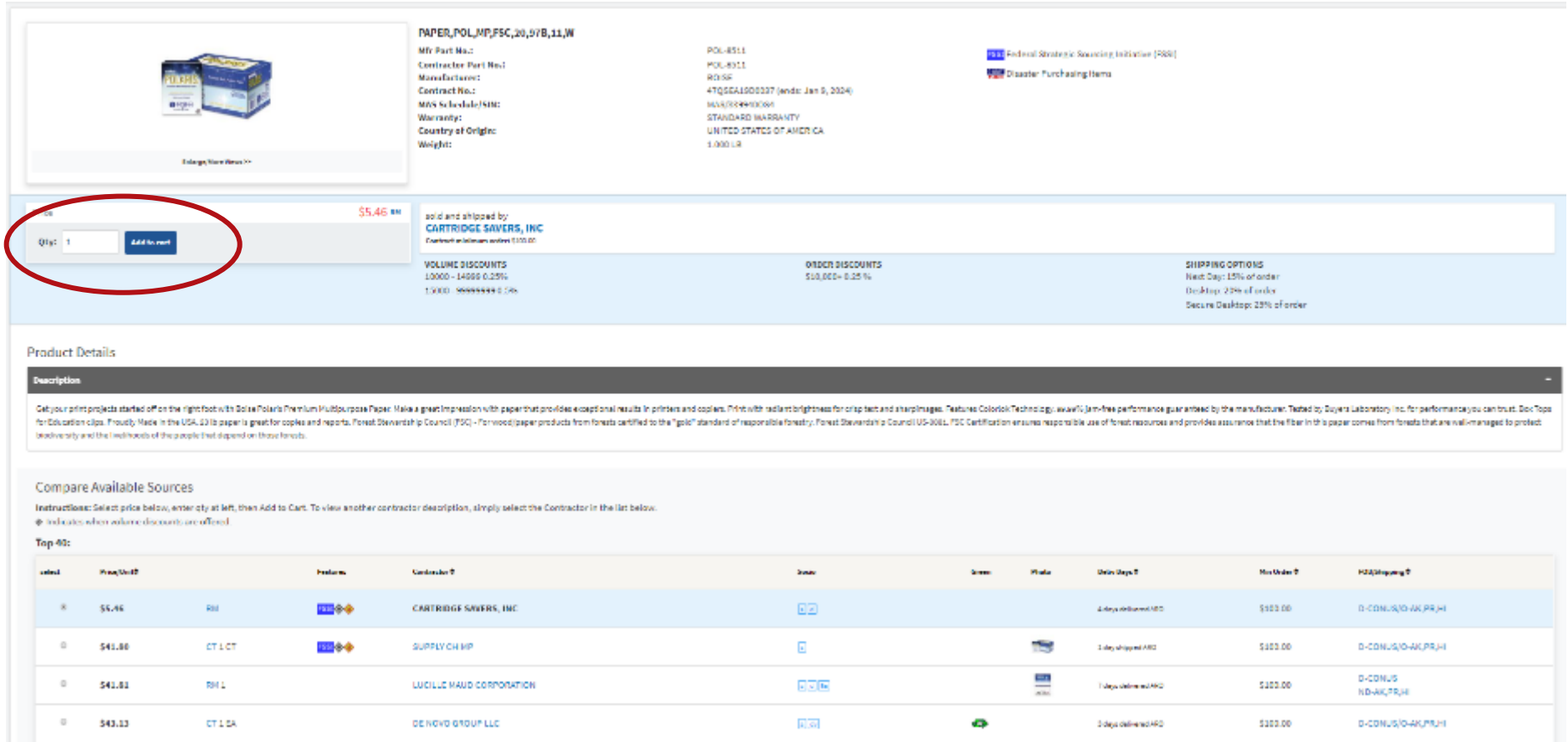
Look for the BLUE “FSSI” Icon

FSSI



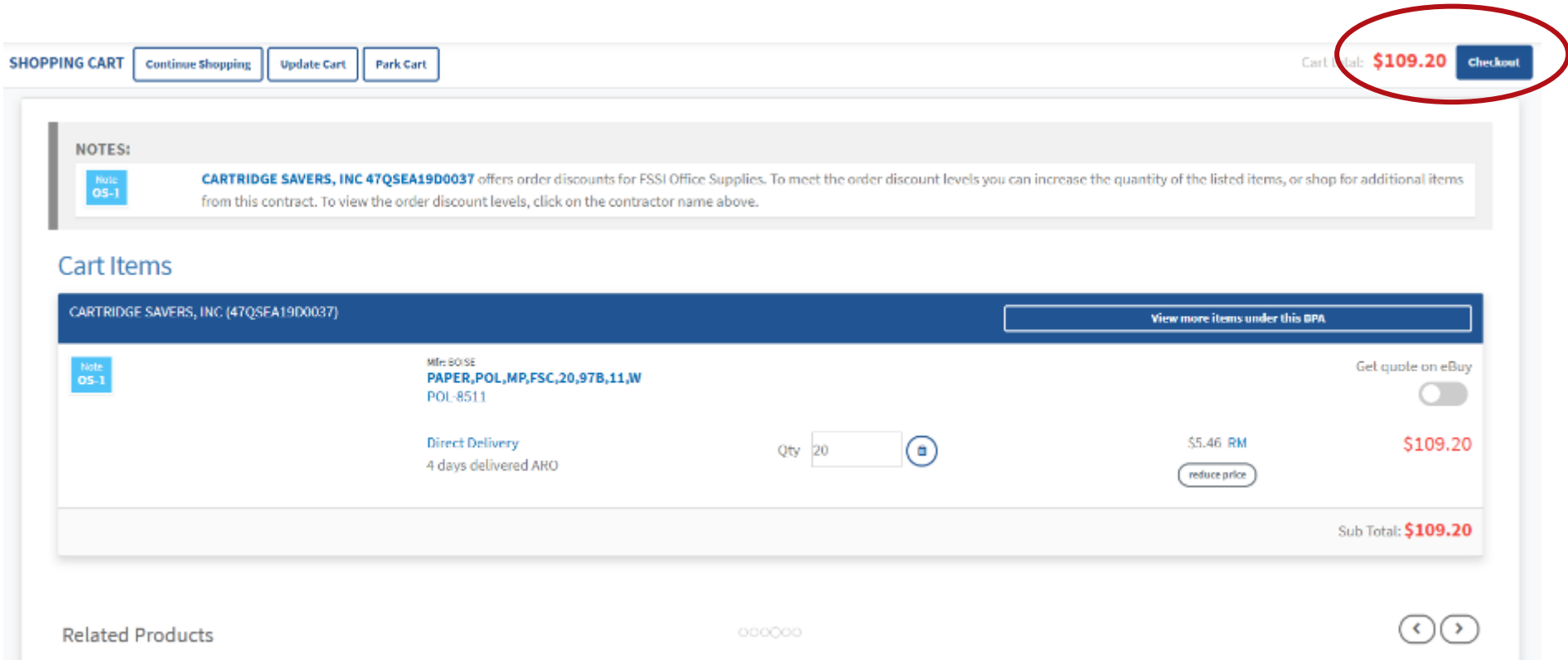
Select the product you want to buy

Enter your desired quantity and select **Add to Cart**.



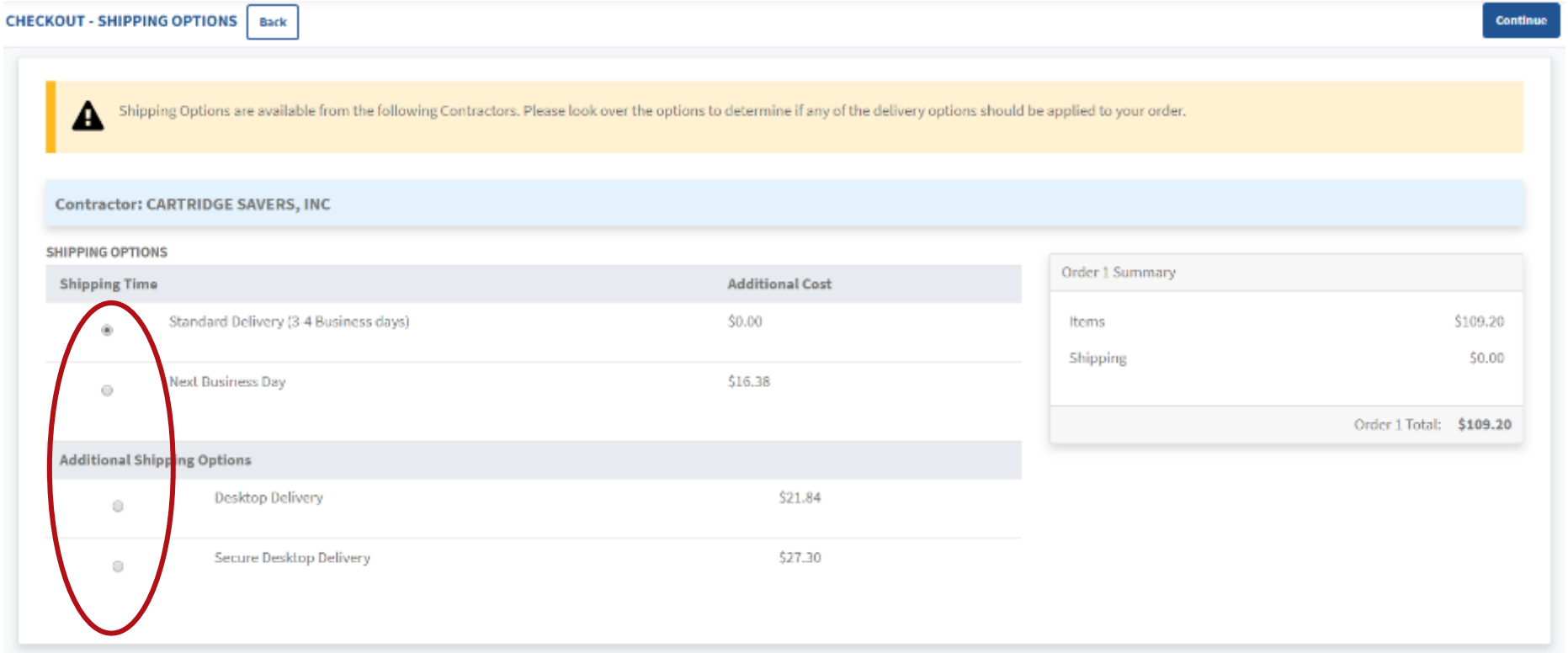
Review your order + Checkout

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



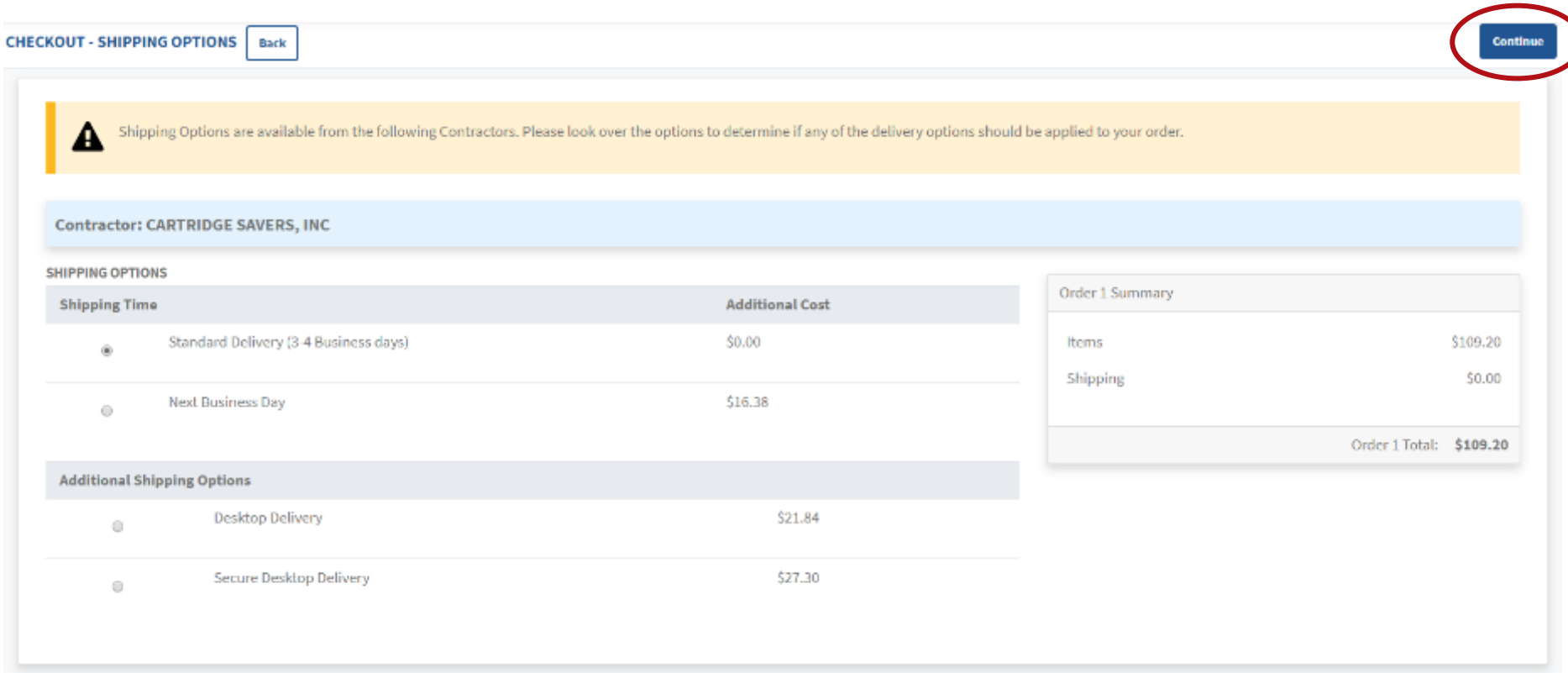
Pay for your order

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



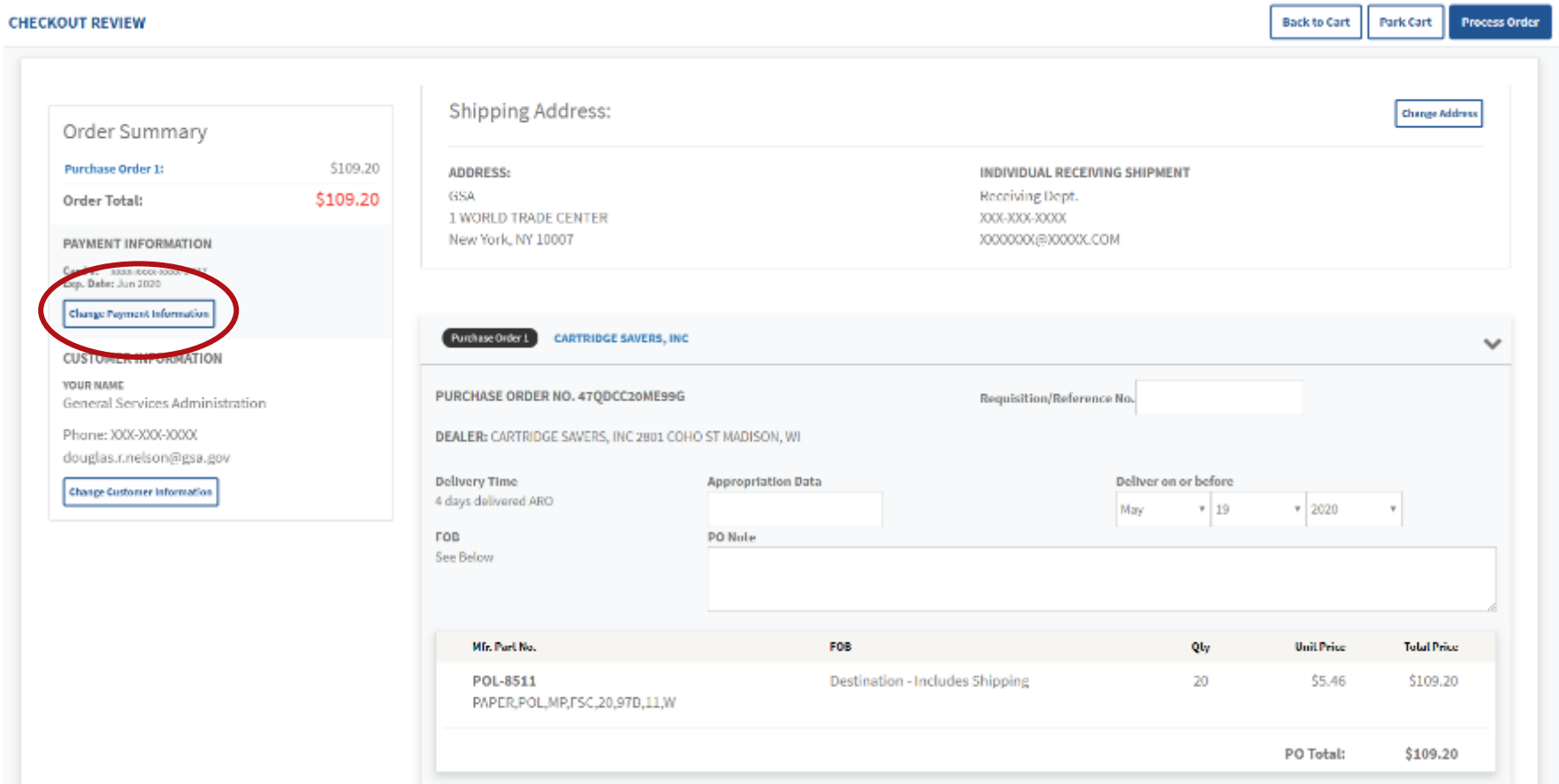
Pay for your order

Select **Continue** to enter your payment information.



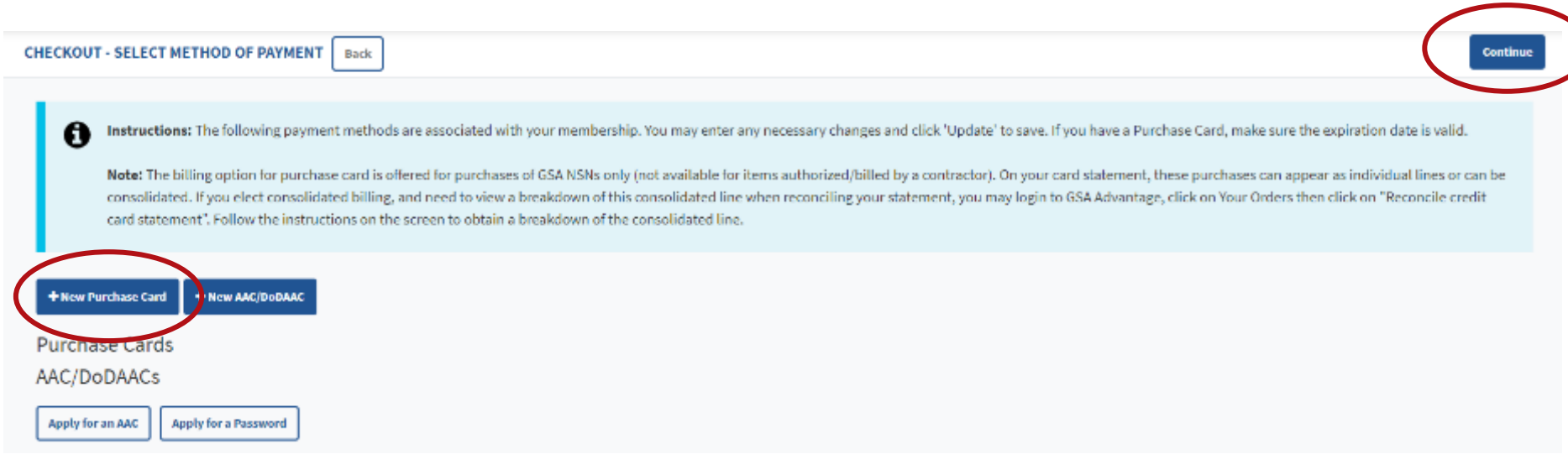
Pay for your order

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



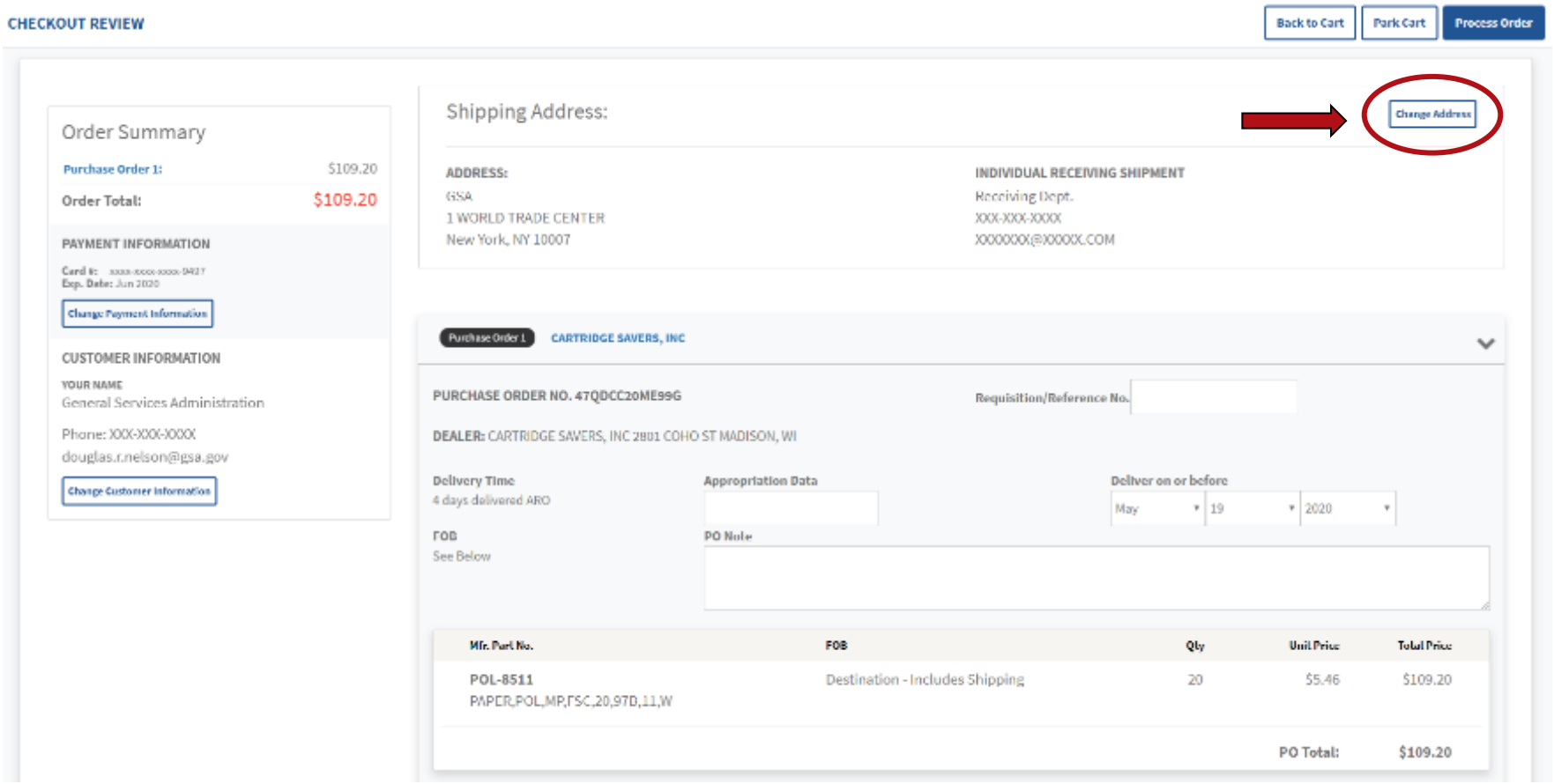
Pay for your order

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



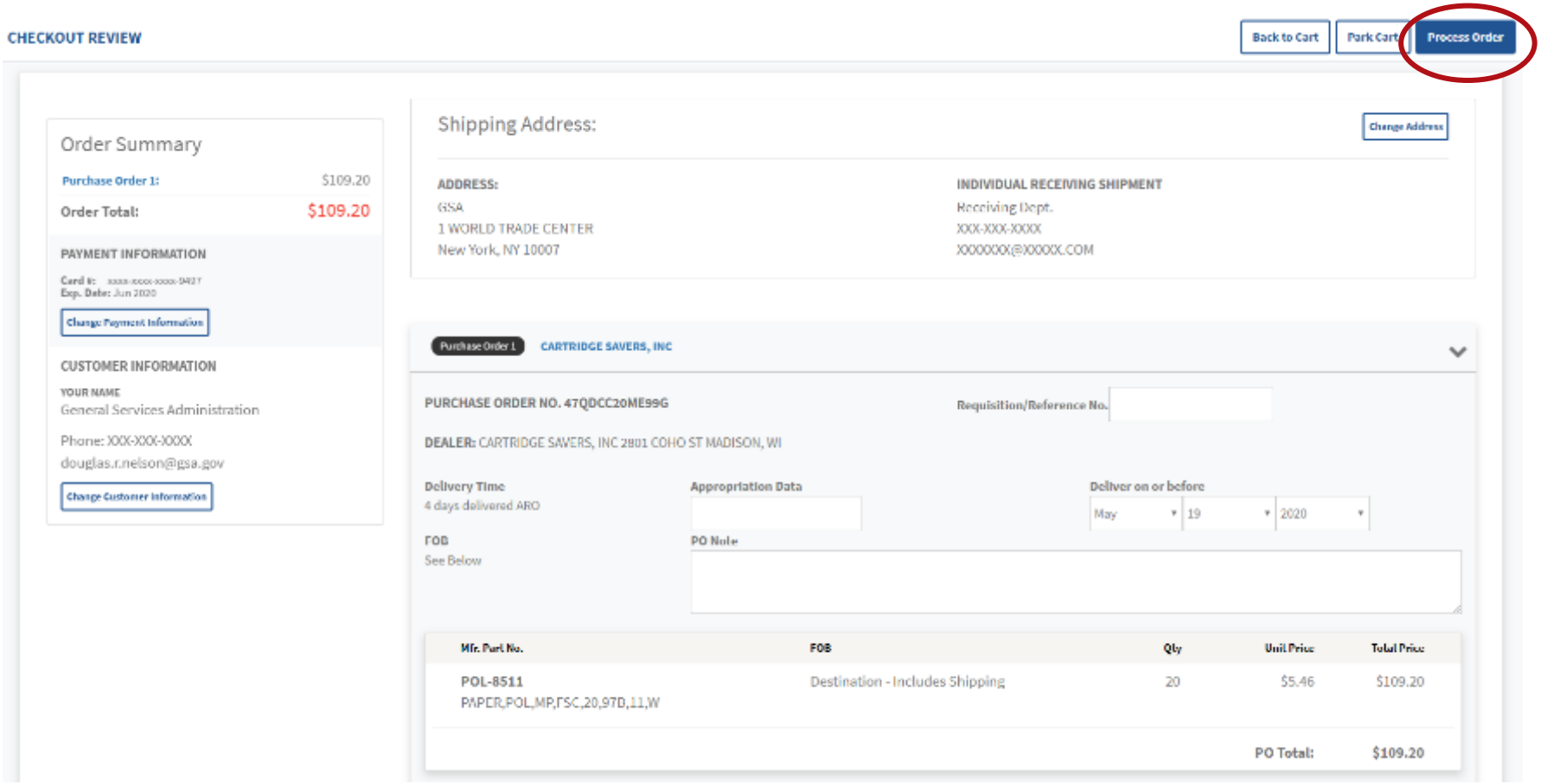
Shipping your order

If you need to add/change your **Shipping Address** click here.



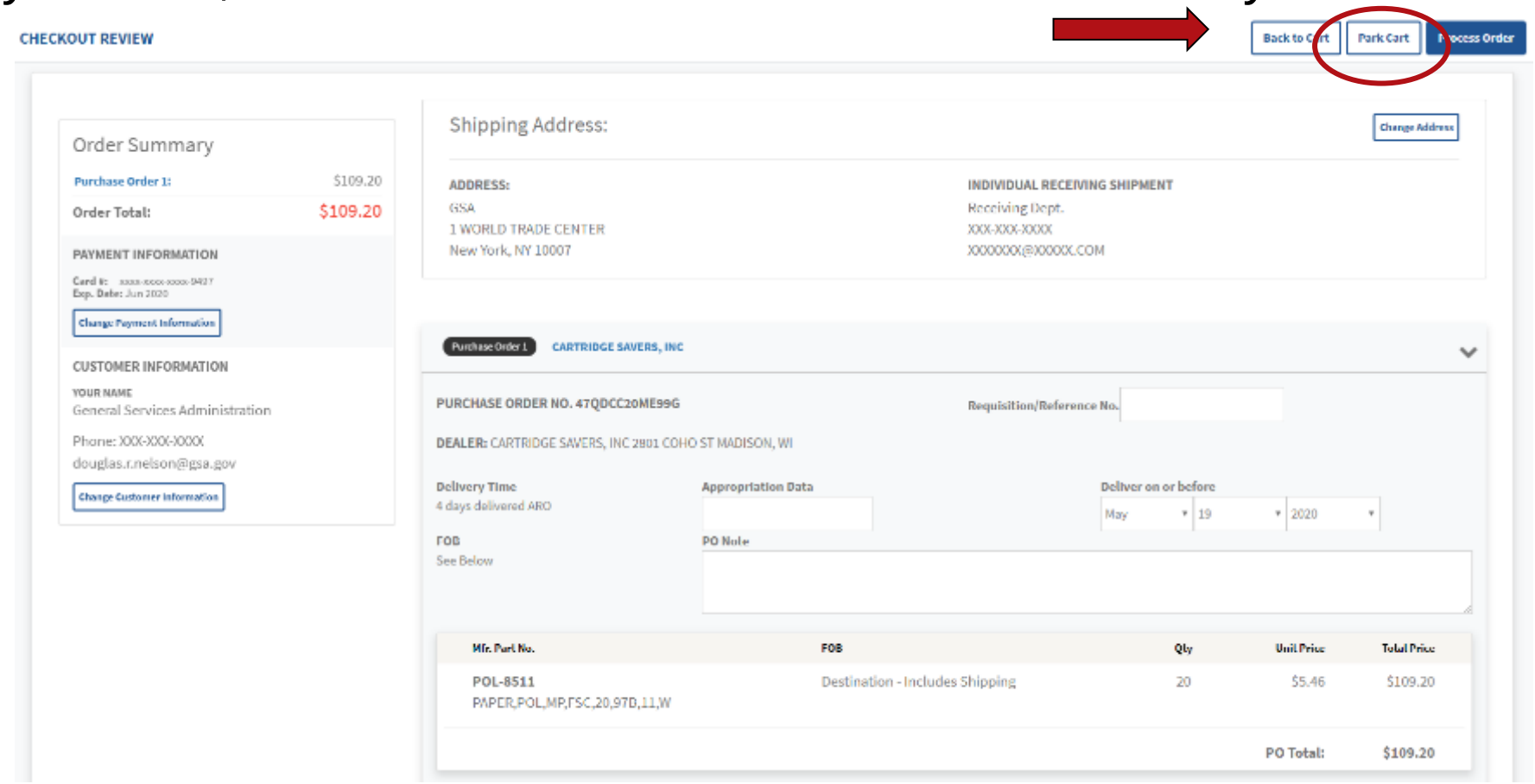
Confirm and process your order

Review your order and select **Process Order**.

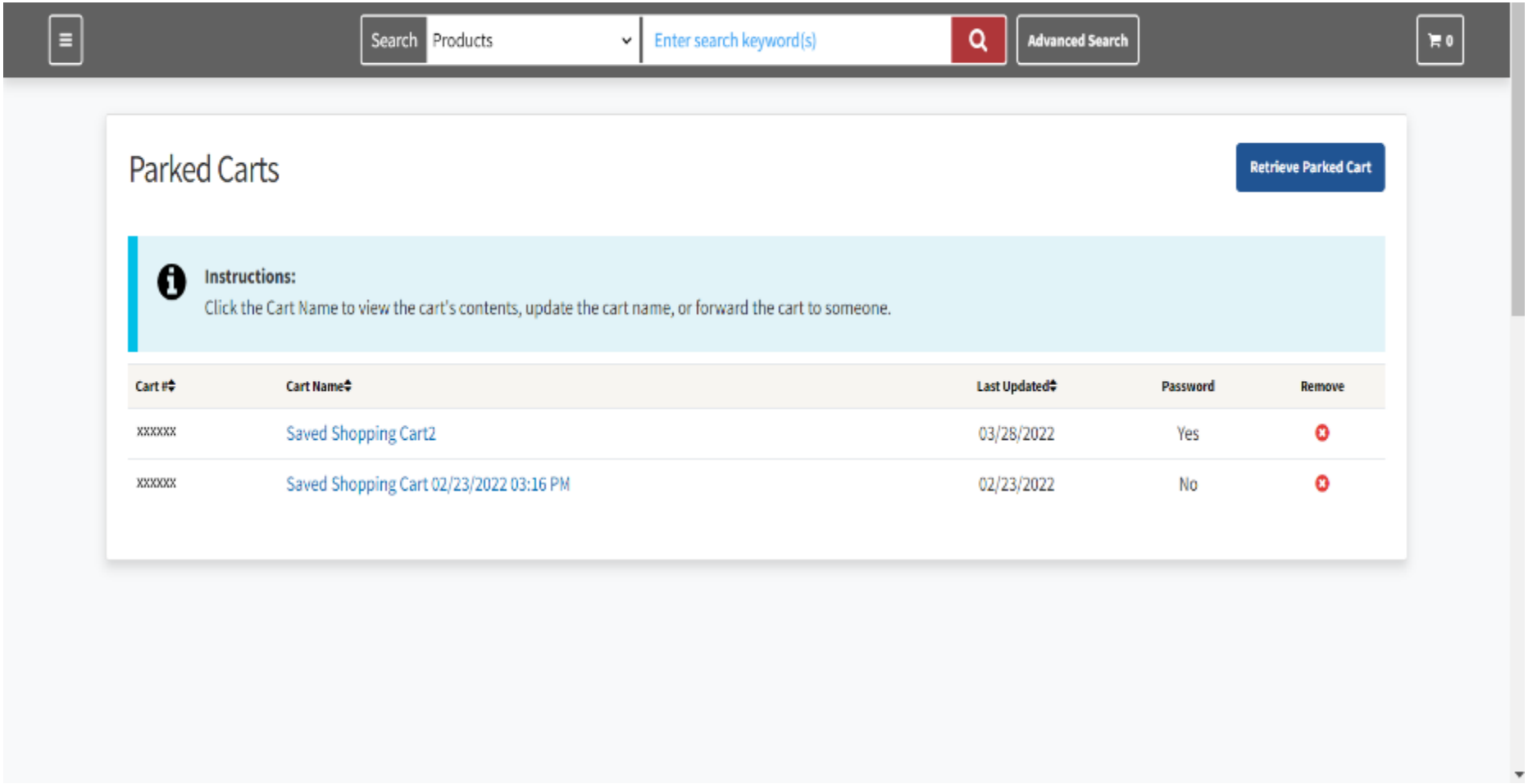


Review your order + Park Cart

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.

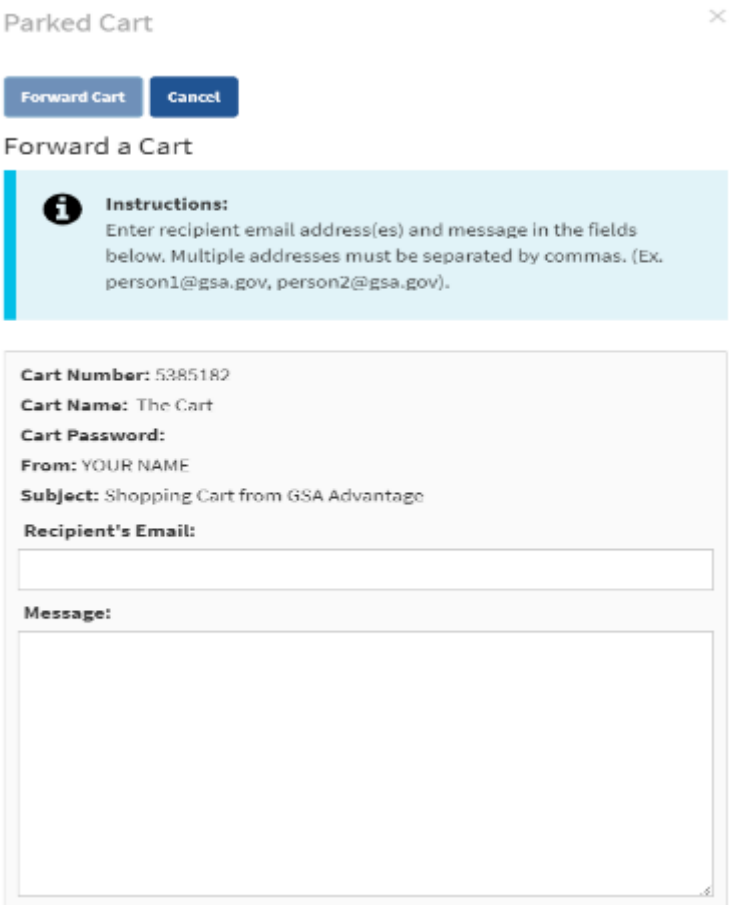


Retrieve Parked Cart



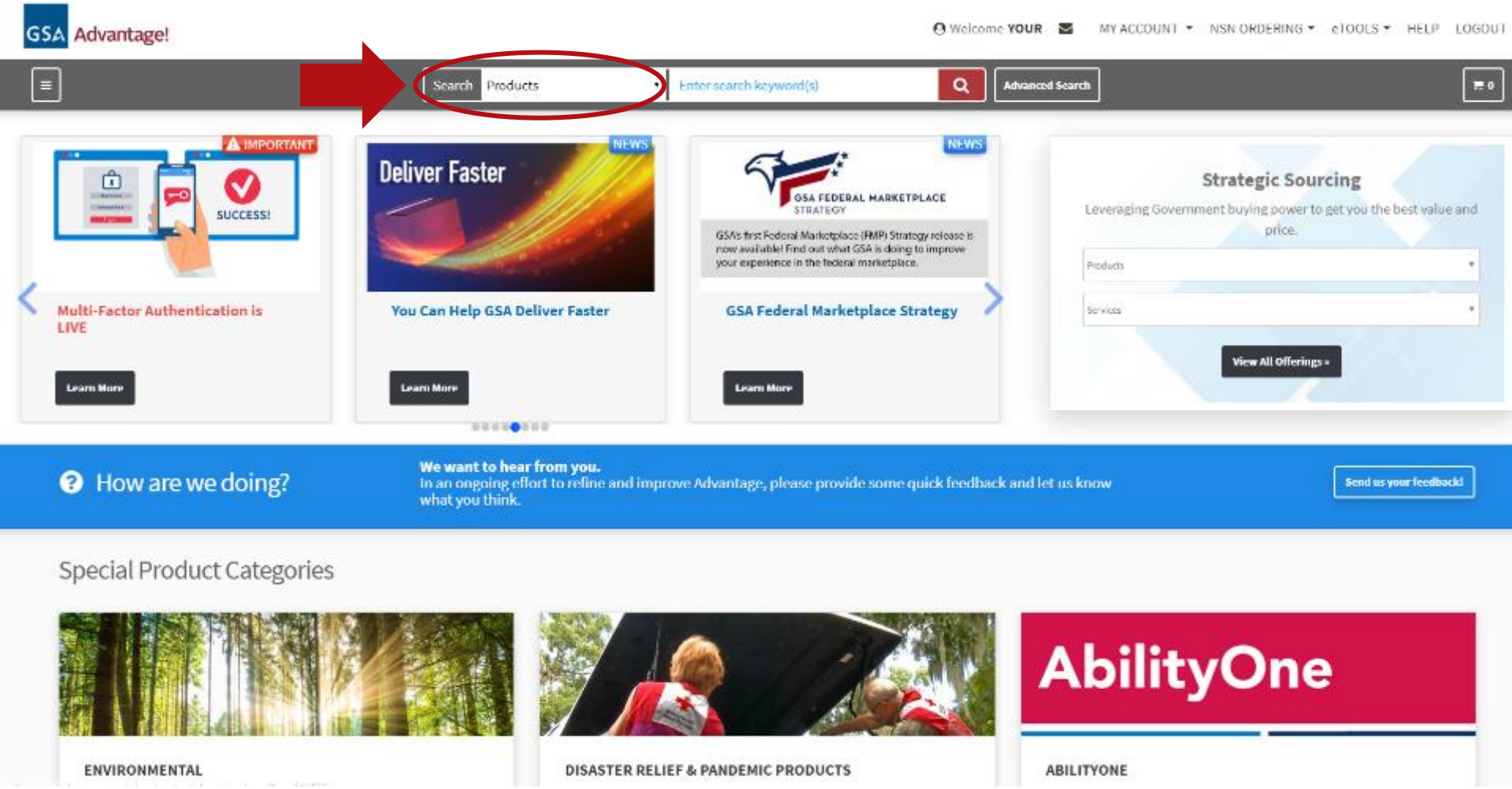
Forward a Park Cart

Forward one of your saved orders, **Park Cart. Enter the recipient's email address and message.** Multiple addresses must be separated by commas.



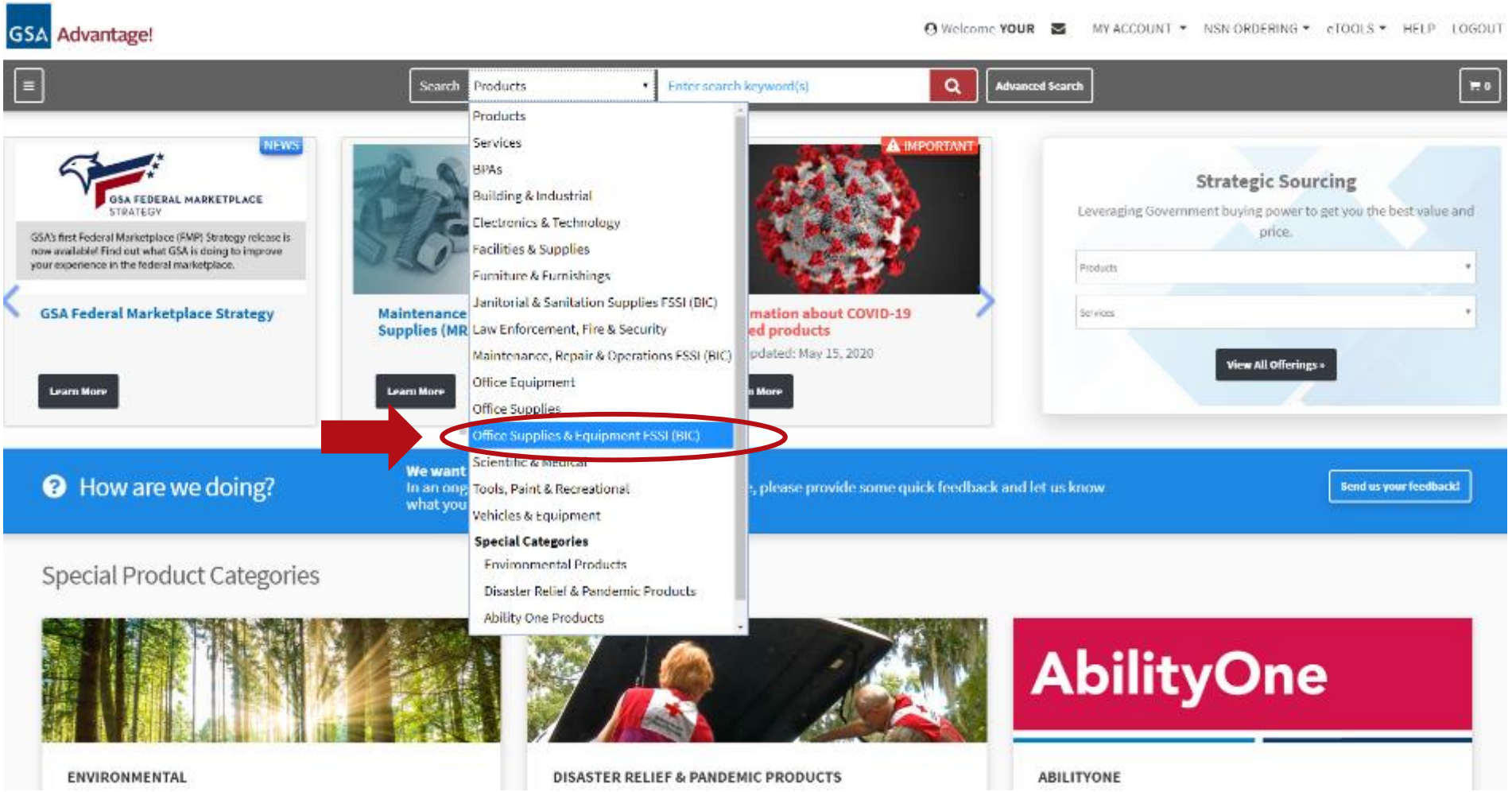
Alternative Search Option

Change filter on homepage.



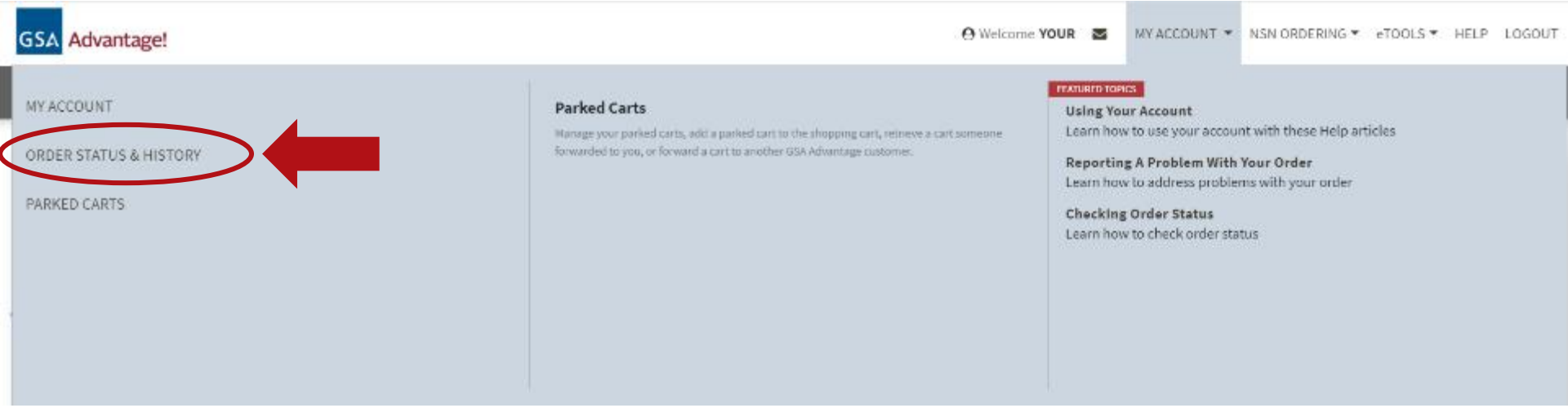
Alternative Search Option

Select Office Supplies and Equipment FSSI from the dropdown.



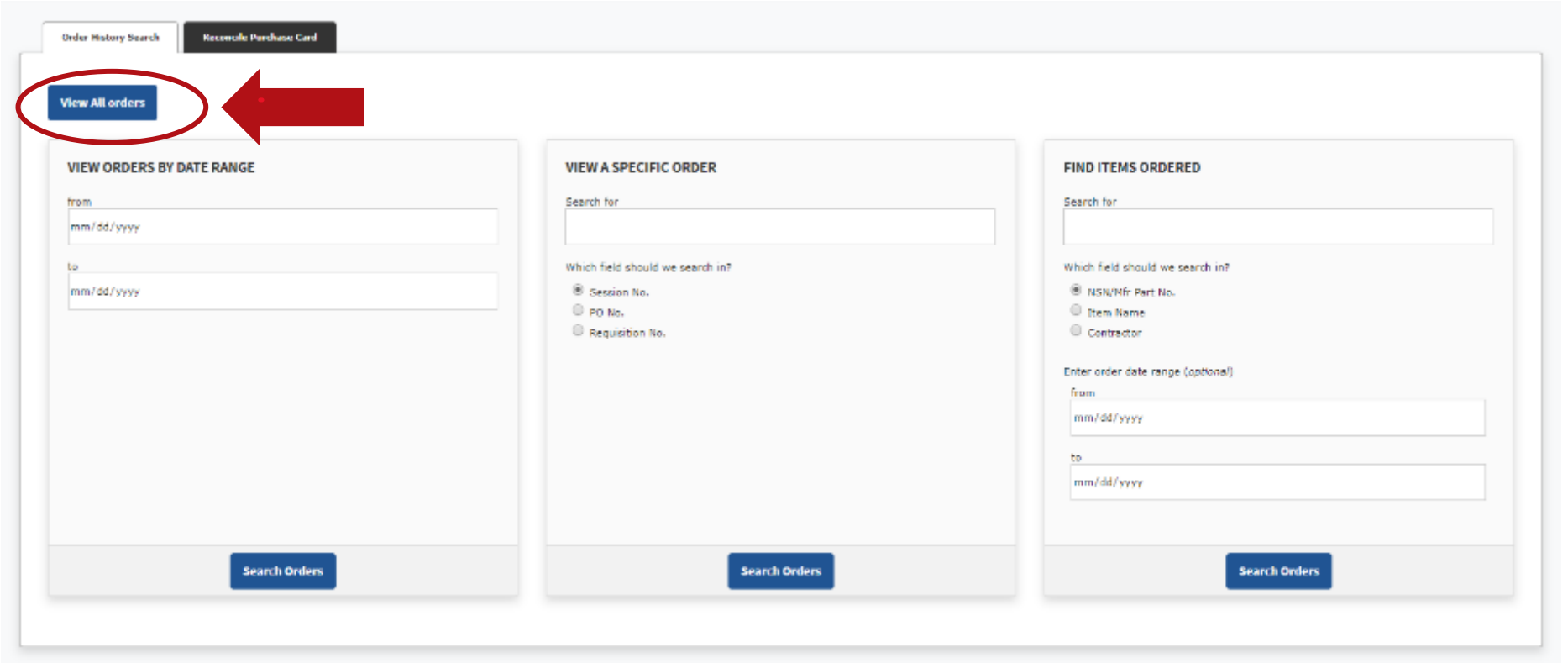
OS4 Feature: Real Time Order Tracking

Once you have made an order, visit GSA Advantage homepage. Under **My Account**, select **Order Status and History**.



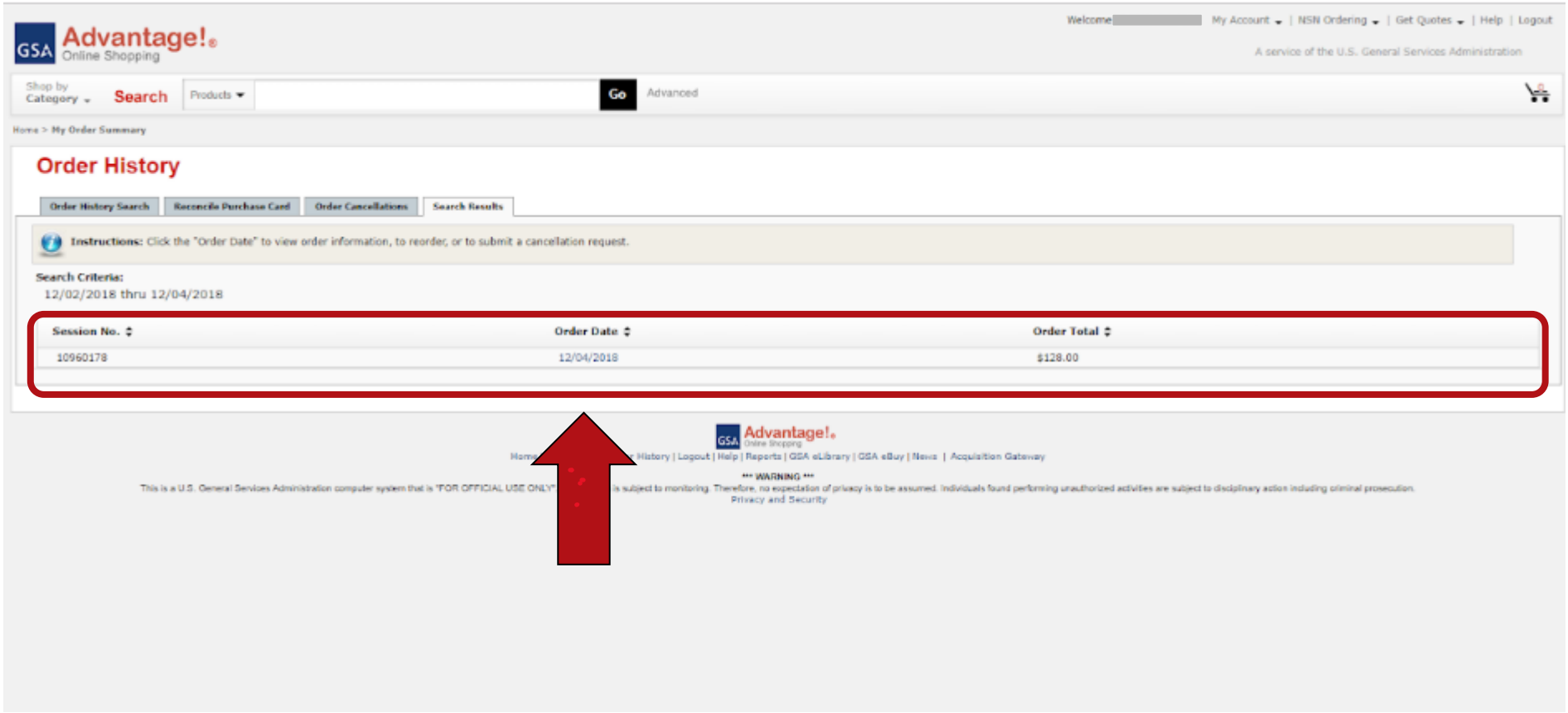
OS4 Feature: Real Time Order Tracking

Choose **View All Orders** (or other order search options on the page).



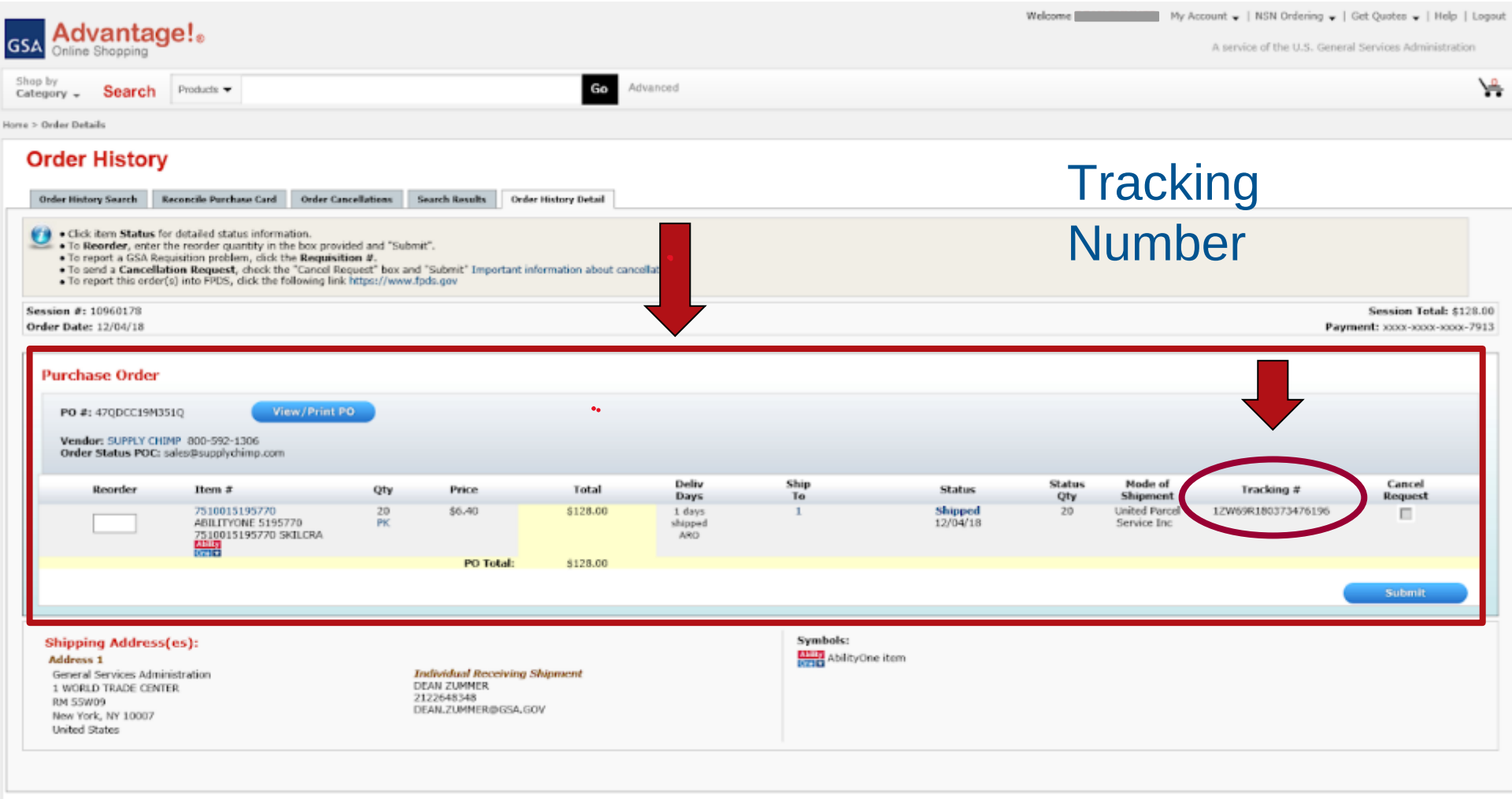
OS4 Feature: Real Time Order Tracking

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.



Summary of
Steps to Ordering From GSA Advantage!

1. Go to https://www.gsaadvantage.gov
2. Log in using your username and password and ensure you register your PIV card for system access.
3. Back at the home page click “Office Supplies & Equipment FSSI” in the left hand column under “Products”
4. Or 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 Center **(NCSC)**

Call: 1-800-488-3111

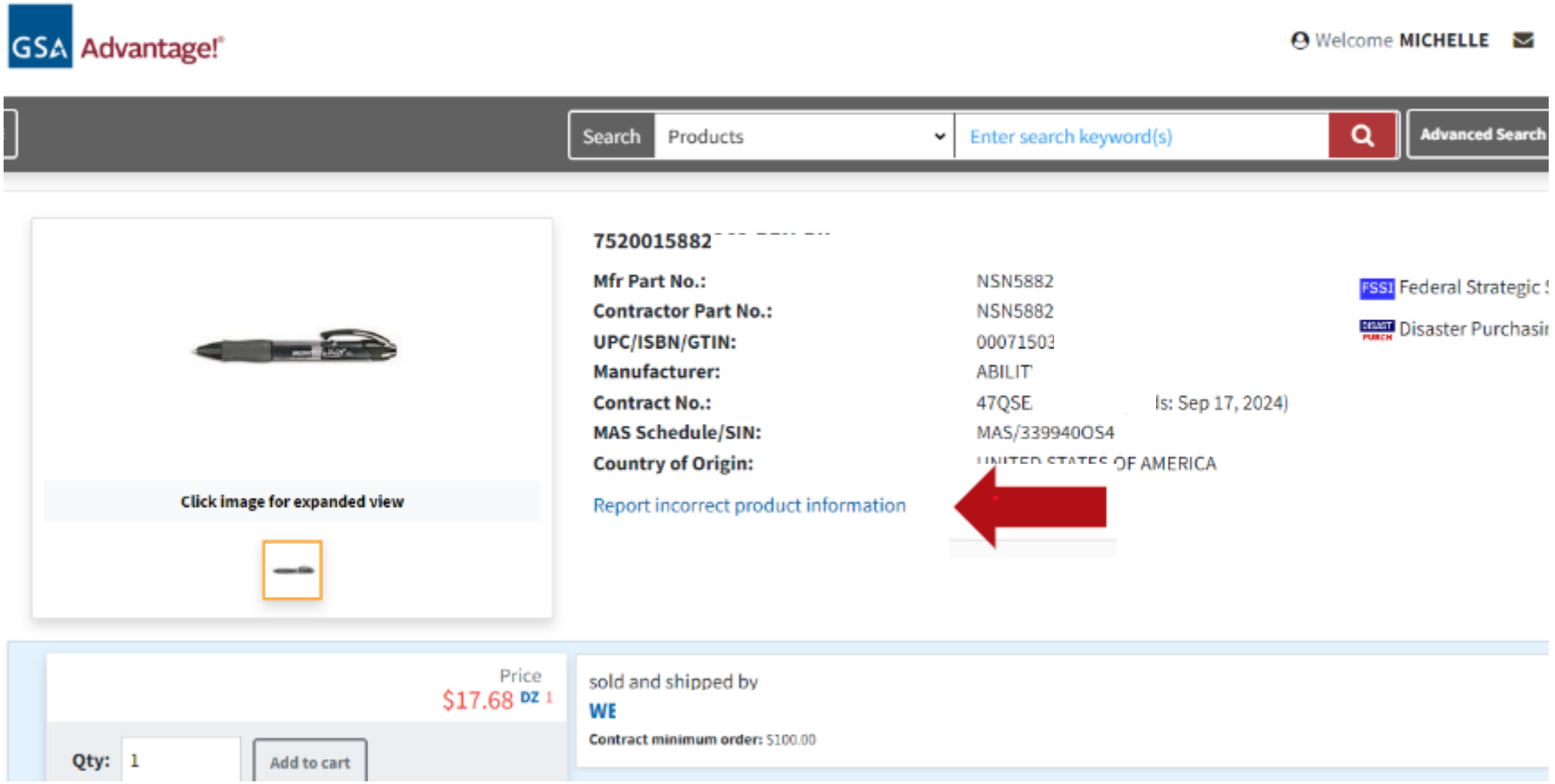
Email: ncsccustomer.service@gsa.gov

Hours of Operation:

Sunday 8:00 P.M. to Friday 8:30 P.M. CST

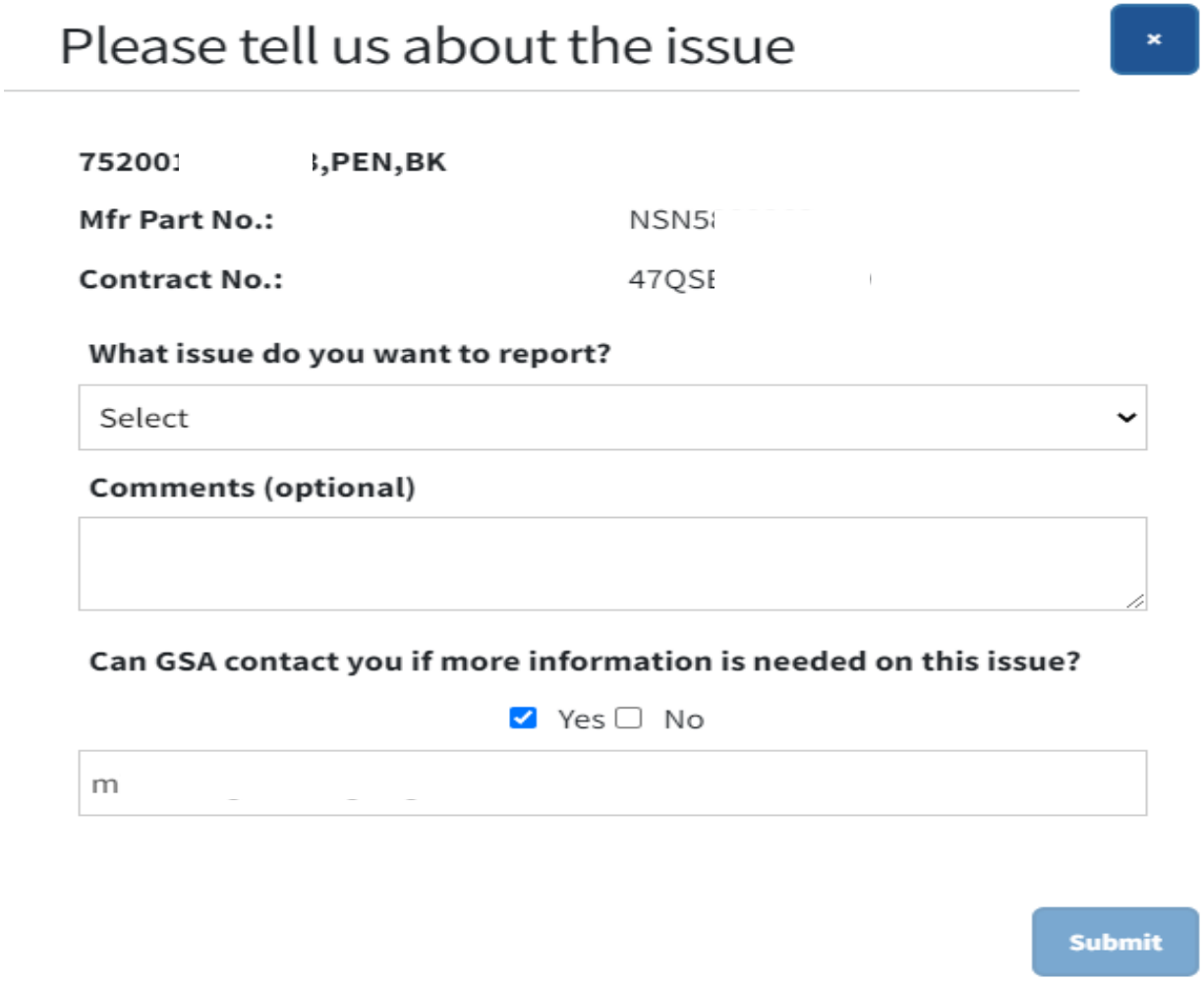
II. Other Delivery or Service Issues?

Report incorrect product information right on GSA Advantage.



II. Other Delivery or Service Issues?

Report incorrect product information.



Other Purchasing Channels Available
But why would you?

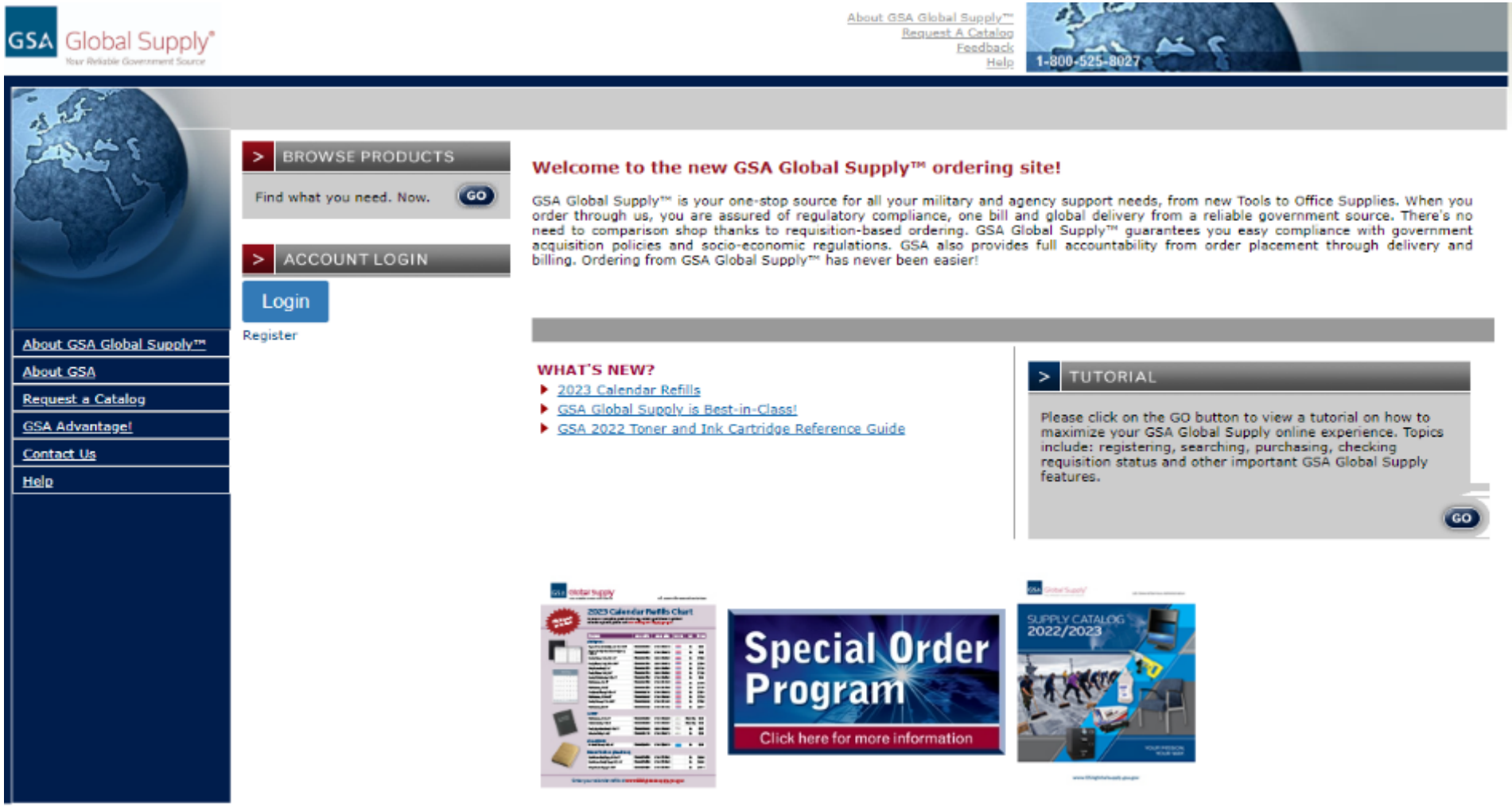
- Agency virtual stores
- Vendors websites
- FedMall
- Phone directly - the vendor
- OS4 pricing for walk-in store customers

GSA Advantage! is the simplest to use and best for tracking agency spend!

Government Ordering Methods

- MILSTRIP / FedMall
  - Fed Mall (this site requires CAC/PIV)
  - Internal Supply System
  - Manual Transmission via DD1348-6

OS4 thru Global Supply (Requisition Channel)



https://www.gsaglobalsupply.gsa.gov/

Ordering with GSA Global Supply
(Formerly Known as Stock Program)

- Simple requisition ordering between agencies.
- GSA Global Supply has already procured in-demand products on the government's behalf
- Satisfies all Federal Acquisition Regulation (FAR) requirements, socio economic goals, AbilityOne mandates, executive orders and best overall competitive pricing.
- No further competition is necessary even when ordering over the micro-purchase threshold

Ordering with GSA Global Supply

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

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

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
- East Coast/West Coast Fulfillment for NSNs and Part Number Requisitions
- 3-4 days ARO; No minimum order amount

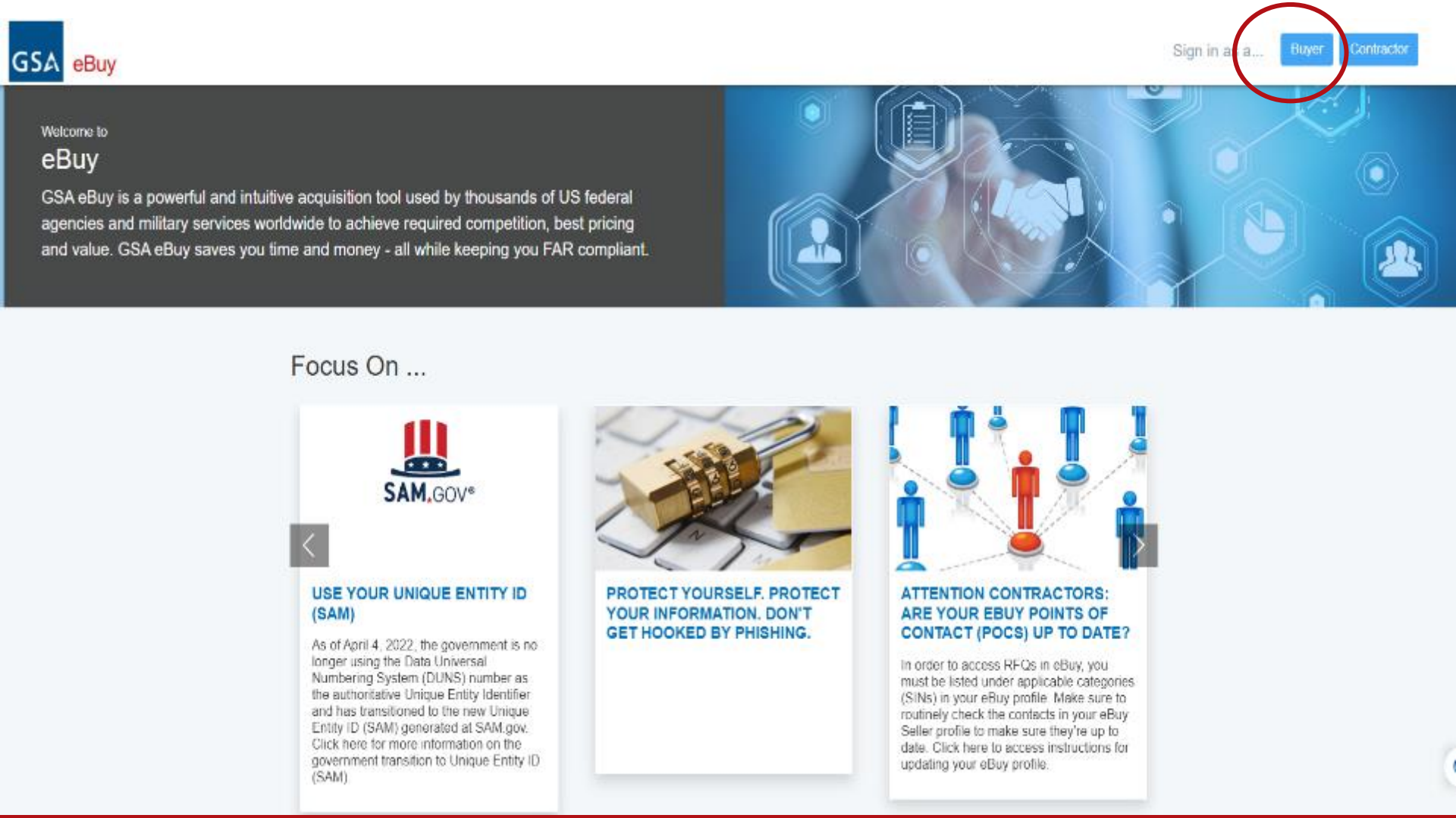
GSA *eBuy*
For Orders over the Micro-Purchase Threshold

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 government savings. https://www.ebuy.gsa.gov/

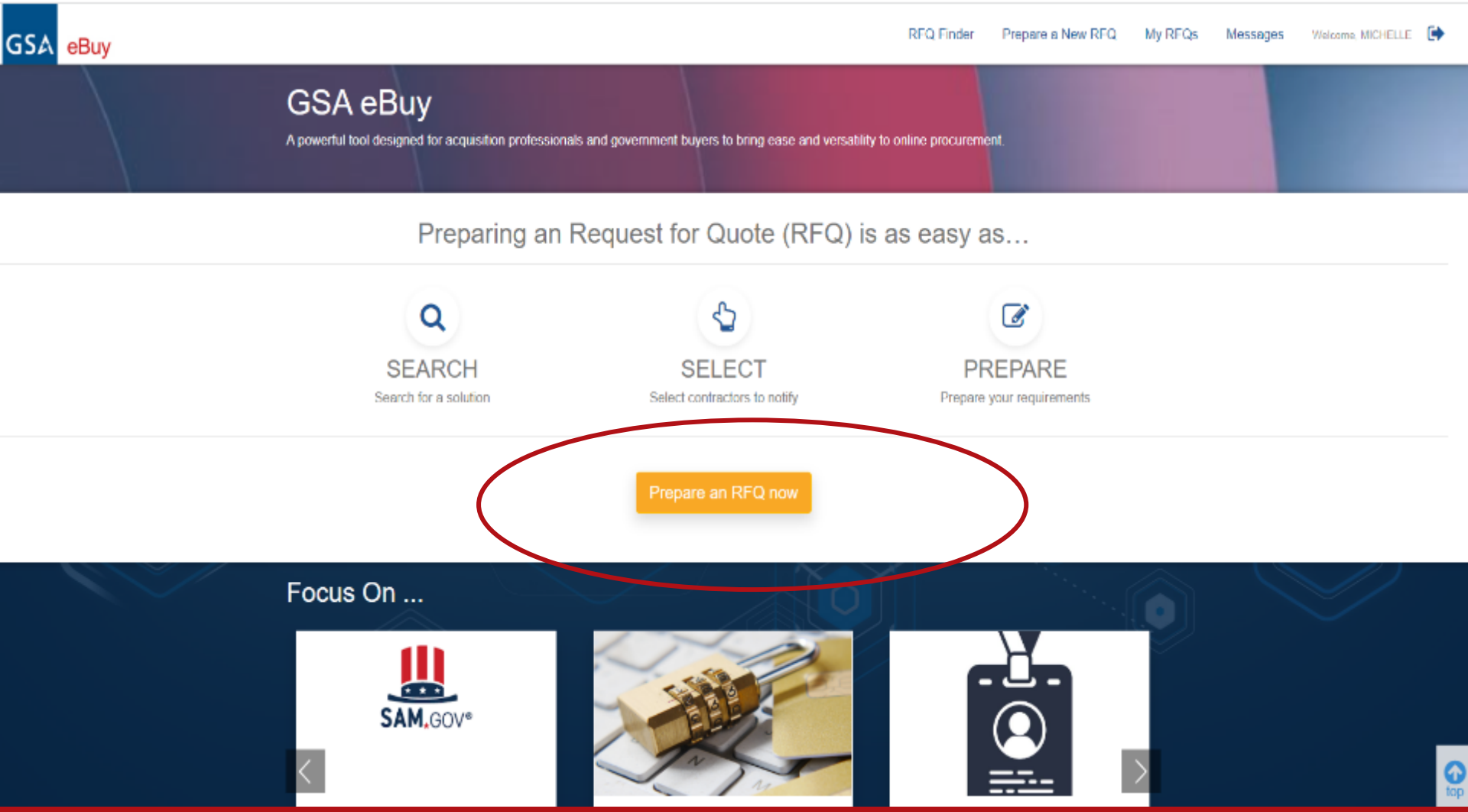
eBuy Login

Select “Buyer” at the top right.



eBuy Search

Click “Prepare an RFQ now”



GSA Information Sources

- Links:
  - http://www.gsaAdvantage.gov
  - **https://www.ebuy.gsa.gov/**
  - http://www.GSAglobalsupply.gsa.gov
  - https://www.gsaelibrary.gsa.gov/ElibMain/Home.do
  - https://www.gsaelibrary.gsa.gov/ElibMain/sinDetails.do?scheduleNumber=MAS&specialItemNumber=339940OS4&executeQuery=YES

  We would recommend searching eLibrary for the contact information for respective Contracting Officers so you can follow up with them directly. This is the link in GSA eLibrary (same as slide 7)

GSA Information Sources

OS4 Resources

- List of all vendors with information www.gsa.gov/os4
- Ordering guide and links to purchasing websites

Connect with your local Customer Service Director

- Training, Market Research Support & More!

To find CSD go to:

- **https://www.gsa.gov/about-us/gsa-regions**

Learn more about **GSA**

- **GSA Advantage! & Other eTools**
- **http://www.gsa.gov/events**
- Agency tailored training sessions

Next Steps

- Contact the **NCSC** or **fssi.officesupplies@gsa.gov** for office supply inquiries.

- Register with **GSAAdvantage!**